Basic Accounting Option

This document provides an overview of the Basic Accounting Option, explains how to set it up, and provides directions for using Accounts Payable, General Ledger, and Check Reconciliation.

1/22/07
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Introduction

The Basic Accounting Option (BA) adds Accounts Payable, General Ledger, and Check Reconciliation to your CounterPoint system. BA is designed to meet the entry-level accounting requirements of a small business.

BA is fully integrated with your existing CounterPoint system to give you better control over your business:

• Issue Accounts Payable checks to the same vendors you use for Inventory and Purchasing.
• Use the same accounts for General Ledger that you use for other CounterPoint functions.
• Produce financial statements in General Ledger from the distributions created by other CounterPoint functions.
• Define bank accounts to report information from Accounts Payable checks, bank deposits, and Check Reconciliation entries.

BA is available for CounterPoint V7.5.5 (and later) Windows and Unix/Linux configurations for any Single-Site, Multi-Site Hub, or Starter Edition configuration. BA is not available for Multi-Site Remote Sites.

BA includes complete applications: Accounts Payable (A/P), General Ledger (G/L), and Check Reconciliation (C/R). Features summaries are provided below for each of these three applications.

Overview of Accounts Payable

Use Accounts Payable to record invoices (create new payables) and track monies owed to your vendors. You can subsequently process payments and issue computer-generated checks to pay those invoices. You may also record payments made using manually issued checks and/or credit cards.

Payables may be entered manually (typically for non-inventory expenses) or vouchered from received purchase orders (for inventory).

You can also enter an invoice and issue a check in a single, simplified transaction. You can even cut a check to a miscellaneous vendor on-the-fly, without creating a new vendor.

A variety of views and reports are available to manage your unpaid invoices, and to see detailed history of invoices, payments, and discounts for both unpaid and paid invoices. You can also view Monthly history for purchases from and payments to your vendors.
### Features

<table>
<thead>
<tr>
<th>Payables processing</th>
<th>Transaction entry, edit list and post functions for new payables. Create new payables either by entering the vendor's invoice (typically for non-merchandise invoices) or by vouchering received P.O.'s (for merchandise received). Posted payables create open items (&quot;unpaid invoices&quot;). Support for vendor terms and discounts, credit and debit memos, multiple bank accounts, and multiple A/P accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring payables</td>
<td>Easy setup and processing of recurring payables for periodic expenses such as rent, subscriptions, etc. Group and individual selection to generate payables transactions for subsequent posting.</td>
</tr>
<tr>
<td>Check processing</td>
<td>Select unpaid invoices for payment and print computer-generated checks, with pre-defined or user-defined formats. Issue checks to pay one or more invoices, debit, or credit memos. Take discounts per vendor terms or as manually entered. Invoices may be selected individually, or all invoices for a vendor may be selected at once. Payment advice allows automatic selection for multiple vendors of all invoices that are currently due or eligible for discounts. Record payments made using manually issued checks or credit cards. Check register shows computer-generated checks, manual checks, and other payments. Enter an invoice and create a check in a single transaction. Issue checks for miscellaneous vendors on-the-fly, without creating a new vendor. Detailed check activity may be reported by Check Reconciliation. Detailed check applications (what was paid) may be reported using Accounts Payable.</td>
</tr>
<tr>
<td>Account management</td>
<td>View complete vendor information, including monthly history, unpaid invoices, checks issued, detailed history of invoices and payments, aging, and more.</td>
</tr>
<tr>
<td>Reporting</td>
<td>Reports include Vendor list, Open items, Aging, Cash requirements, Cash planning, Payment advice, G/L reconciliation, 1099 forms, Unvouched receivings, and Vendor history.</td>
</tr>
<tr>
<td>Other</td>
<td>Open item maintenance for authorized users. Purge paid invoices. Purge vouchered receivings.</td>
</tr>
</tbody>
</table>
Overview of General Ledger

Use General Ledger to define your chart of accounts and classify accounts for financial reporting purposes.

Distributions from CounterPoint functions are easily interfaced to create journal entries. You may also enter journal entries manually or import transactions from an external file.

You can view and report detailed general ledger activity for current and prior years, or view monthly summaries.

You can use the pre-defined financial statement formats for Balance Sheet and Profit and Loss reporting, showing the Current Month and Year-to-date information, or you can define your own statements choosing from current and prior years, showing actual results, along with Budgets, Variances, and Percentages. Statements may be printed or exported to a spreadsheet (comma-delimited file).

If you require more advanced financial reporting, you can use the SQL Connection Option to extract financial information.

Features

| Categories | User-defined account categories ("assets", "cash", etc.) to control financial statement formats for Balance Sheet and Profit and Loss. |
| Accounts   | CounterPoint accounts are also used for General Ledger. Each account is assigned to a particular category (e.g., "Cash") for financial statement reporting purposes. Individual accounts may be marked as "not valid for posting" to restrict posting of journal entries for improper or inactive accounts. Budget by account by month, or auto-budget using prior year actuals and percentages. |
| Journal entries | Transaction entry, edit list, and post to create G/L detail activity. Each journal entry is a "balanced transaction" with supporting account detail. Supports manual transaction entry, interfacing of distributions created by other CounterPoint functions, and importing of entries from third-party applications using a comma-delimited file. Posting of journal entries may be restricted to current period. |
| Recurring journal | Easy setup and processing of recurring journal entries for periodic expenses such as depreciation, etc. Group and individual selection to generate journal entries for subsequent posting. |
| View accounts | View G/L detail activity of debits and credits. View Monthly summaries of budgets and actuals. View current or prior years. |
**Reports**

Trial balance provides account summaries or activity detail for a specified time period.

Journal entry history presents historical detail organized by original journal entry.

Pre-defined or user-defined financial statement formats for Balance Sheet and Profit and Loss reporting. One or multiple profit centers. Includes Current-month and Year-to-date for current year and up to two prior years, and Next year for budget reporting. Report Actual results, Comparatives, Budgets, Variances, and Percentages (Ratios).

Statement may be printed, or exported to a spreadsheet.

Advanced financial reporting using the SQL Connection Option to access monthly summaries of budgets and actuals for current and prior years.

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**Overview of Check Reconciliation**

Check Reconciliation accepts and reports checkbook activity from Accounts Payable, deposit detail from CounterPoint's Payment History / Deposits History system, and check activity imported from third-party systems. You can also use Check Reconciliation to manually record deposits or other checking account activity, such as service charges, interest, or transfers.

Check Reconciliation provides the ability to group and mark checks that have cleared the bank so that you can reconcile your records to your bank statement.

**Features**

| **Checkbook** | Transaction entry, edit list, and post for checkbook activities. Create checkbook entries either by interfacing deposits from CounterPoint's Payment History / Deposits History, or by entering manual transactions. Transaction types include deposits, withdrawals, service charges, interest, transfers, and adjustments. Default accounting distributions for each transaction type, with optional user override. Full detail of checkbook activity retained for one or more bank accounts. |
| **Reconcile** | Reconcile bank statement to CounterPoint's bank account records. Select groups of, or individual cleared items (checks, deposits, etc.) by number and/or date. Use the Checkbook function to adjust for discrepancies, then complete the reconciliation process by marking cleared items. The Reconciliation report presents cleared items, outstanding items, beginning/ending balances, and any discrepancies. |
| **Reports** | Checkbook history detail showing checkbook activity. Beginning and ending balance, deposits, checks, service charges, etc. Historical detail also available for credit card purchases. |
Basic Accounting integration

The three Basic Accounting applications (Accounts Payable, General Ledger, and Check Reconciliation) are integrated with each other and with other CounterPoint applications.

The same vendors are used for Inventory, Purchasing and Accounts Payable. Vendors information may be defined in Inventory or Accounts Payable. Vendor terms, vendor type, and vendor status are used in Accounts Payable.

Purchasing’s Received P.O. history can be vouchered into Accounts Payable to create a new payable. After the payable is created, the invoice/voucher number is updated in Received P.O. history.

When adding a new payable, through manual entry or by vouchering a received P.O., the vendor’s terms code are provided as a default.
Accounts Payable produces distribution entries which can subsequently be interfaced to General Ledger and included on financial statements produced in G/L. This is also true of any distribution entries produced by any of the posting functions in CounterPoint.

Checks written in Accounts Payable are tracked by bank account number and can later be reconciled in Check Reconciliation. In addition, when retaining Payment History and using the associated Deposit Management function, funds recorded on a deposit slip can be updated to checkbook history in Check Reconciliation.

Checkbook transactions entered and posted in Check Reconciliation generate distributions that can be interfaced to General Ledger for inclusion on financial statements.
Accounting principles

To use CounterPoint’s Basic Accounting Option, you should have a basic working knowledge of double-entry accounting and a few other key concepts. This section provides a general overview of accounting principles, procedures, and terms that you should understand. If you believe that you need a deeper understanding of accounting, refer to an accounting textbook or consult with a professional accountant.

CounterPoint and the Basic Accounting Option are double-entry accounting systems, meaning that two entries, a debit and a credit, are made for every business transaction. To keep your books in balance, debits must equal credits in every transaction. All entries are made based on GAAP (Generally Accepted Accounting Principles). If you follow GAAP standards, your books will always be balanced.

Chart of accounts

Accounts are used to classify different types of accounting activity. The chart of accounts is a list of all of a business’ accounts in numerical order, usually grouped by type of account. In Basic Accounting, accounts are defined using either Setup / Accounting / Accounts or Setup / System / Accounts. For more information on defining your chart of accounts, refer to Planning and defining your chart of accounts on page 36.

Accounts are typically grouped numerically in their order of appearance on your financial statements: first the Balance Sheet accounts (Assets, Liabilities, and Equity), then the Profit and Loss accounts (Sales, Cost of Goods Sold, and Expense).

Financial reports

There are two basic financial reports that you use to monitor your business: the Profit and Loss Statement and the Balance Sheet.

Profit and Loss Statement

The Profit and Loss Statement shows your income and expenses and the resulting profit (or loss). It is sometimes called the Income Statement or simply the “P&L”:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales (or Revenues)</td>
<td>The sales and income produced by the company, usually as a result of sales and providing services</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>The actual costs of the products and services that are sold in a company, and can include associated costs such as freight</td>
</tr>
<tr>
<td>Expenses</td>
<td>The amounts spent to operate the company. For example, employee wages, rent, sales commissions, advertising and income tax are expenses incurred by a company</td>
</tr>
<tr>
<td>Net Income (Loss)</td>
<td>This value is calculated using the formula: Net Income = Sales – Cost of Goods Sold – Expenses</td>
</tr>
<tr>
<td>Other Income/Expense</td>
<td>Other income and expenses</td>
</tr>
</tbody>
</table>
Balance Sheet

The Balance Sheet shows the current worth of your business and presents information from the following account classifications:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td>Things you own, both tangible (such as cash, inventory, receivables, furniture, equipment, and land) and intangible (for example, goodwill). On financial statements, the most liquid assets are usually presented first (cash and assets that are easily convertible to cash).</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td>Debts that you owe to outside parties, such as accounts payable. Liabilities are usually presented on financial statements in the order that they will be due, with short-term liabilities like accounts payable appearing first.</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td>The owners’ (or shareholders’) current investment in the assets of the company after liabilities have been deducted. Equity also includes the Net Income from the Profit and Loss Statement as well as profits accrued and retained from prior years’ operations, normally presented as “retained earnings”.</td>
</tr>
</tbody>
</table>

The Balance Sheet shows you how your assets are balanced against your liabilities and your equity at a particular point in time. The following formula is true for a Balance Sheet:

\[
\text{Assets} = \text{Liabilities} + \text{Equity}
\]

**Accounts**

Asset, Cost of Goods Sold, and Expense accounts normally have debit balances. For example, your Cash asset account would normally have a debit balance. To record an increase of Cash, you would enter a debit; to decrease, you would enter a credit.

Liability, Sales, and Equity accounts normally have credit balances. For example, to record a Sale, you would enter a credit; to record a return, you would enter a debit.

For a simple $100 cash sale transaction, you would credit Sales for $100 and debit Cash for $100 – a balanced, double-entry transaction.

At the end of each fiscal year, the balances in Profit and Loss accounts (the year’s Net Income) are summed up and transferred to a Retained Earnings (Balance Sheet) account and the Profit and Loss accounts are “zeroed out”. The Balance Sheet accounts retain their balances through the year-end process. Another way of stating this is that at the end of the year, you “start over” in tracking (for example) your Sales, but year-end does not affect, for example, the balance in your Cash account (an Asset account on the Balance Sheet).
Upgrading to Basic Accounting
From RealWorld Classic or RW32

If you have been using the following accounting packages, you can upgrade your most important Accounts Payable and General Ledger records to Basic Accounting:

- Microsoft Great Plains (RealWorld Classic) Version 8.x or 9.x
- RW32 Version 10 (from Passport Software).

Follow the instructions in this section to upgrade your data from these packages to Basic Accounting.

**NOTE:** If you are upgrading to CounterPoint in general – not just adding Basic Accounting to an existing CounterPoint system – you can use the generic accounting upgrade utility to upgrade your data from a properly-formatted, comma separated value (CSV) file created using Excel or other tools. Refer to the Upgrading to Basic Accounting Using the Generic Accounting Upgrade Utility section on page 24 for further instructions.

Pre-upgrade steps

Perform each of the steps in this section before upgrading your data to Basic Accounting.

<table>
<thead>
<tr>
<th>In your existing A/P and G/L software:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In CounterPoint:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6</strong></td>
</tr>
<tr>
<td><strong>Step 7</strong></td>
</tr>
<tr>
<td><strong>Step 8</strong></td>
</tr>
<tr>
<td><strong>Step 9</strong></td>
</tr>
<tr>
<td><strong>Step 10</strong></td>
</tr>
<tr>
<td><strong>Step 11</strong></td>
</tr>
</tbody>
</table>
In your existing A/P and G/L software:

1. **Post transactions**
   Post all unposted transactions.

2. **Complete payment of open payables**
   RealWorld’s 1099’s are based on vouchered amounts; CounterPoint 1099’s are based on payments. The easiest approach to align 1099 vouchers and payments in CounterPoint is to pay all invoices for 1099 vendors before upgrading. Alternatively, you may determine the proper “paid” amount and manually enter it in Accounting / Accounts Payable / Account management after you have upgraded vendor information.

3. **Complete year-end processing**
   To ensure that any vendor 1099 payment information is for the current year, complete year-end processing for Accounts Payable and close the prior year (e.g., 2002), if you have not already done so.

4. **Purge open items**
   Run Purge open items to remove fully paid open items from the open Items file. Fully paid open items can be upgraded, but only if they exist in Vendor History.

5. **Export data files**
   If you are upgrading from RW32 (from Passport Software) or upgrading from a different operating system (e.g., Windows to Linux), run `aputil` or `glutil` to export the following data files:

<table>
<thead>
<tr>
<th>Package</th>
<th>File Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Vendor Master file</td>
<td>VENFIxx</td>
</tr>
<tr>
<td></td>
<td>A/P Open Item file</td>
<td>AOPENxx</td>
</tr>
<tr>
<td></td>
<td>Vendor History file</td>
<td>VENHISxx</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Chart of Accounts file</td>
<td>CHARTFxx</td>
</tr>
<tr>
<td></td>
<td>Budget file</td>
<td>BUDGETxx</td>
</tr>
<tr>
<td></td>
<td>G/L Transaction file</td>
<td>TRXFIxx</td>
</tr>
</tbody>
</table>

In CounterPoint:

6. **Register the Basic Accounting Option**
   Purchase and register the Basic Accounting Option using System / Registration.

7. **Verify main- and sub-account segments**
   If you plan to upgrade your chart of accounts, select Setup / System / Company to ensure that the sizes of the CounterPoint main account and sub-account match the sizes of the main account and sub-account segments in your old software. If you are using more than two segments in your account numbers, only the last two segments are upgraded to CounterPoint and are considered the main and sub-account.

   Refer to Planning and defining your chart of accounts on page 36 for more information on account numbers.
8. Define the fiscal year calendar
Select Setup / System / Calendars to define a calendar for your current fiscal year, and for each year for which G/L history or budgets will be upgraded. The calendar ID in CounterPoint should match your RealWorld Classic budgets.

9. Define bank account codes
Select Setup / Accounting / Bank accounts to define your bank accounts.
Refer to Step 6 – Define bank accounts on page 38 for more information.

10. Define Accounts Payable and General Ledger control information
Select Setup / Accounting / Control to define the control information for Accounts Payable and General Ledger.
Refer to Step 7 – Define the Basic Accounting Control file on page 39 for more information.
When setting up the Control file, you must specify the following account numbers:

<table>
<thead>
<tr>
<th>Package</th>
<th>Account number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Default A/P account #</td>
</tr>
<tr>
<td></td>
<td>Default discount account #</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Correction account #</td>
</tr>
<tr>
<td></td>
<td>Retained earnings account #</td>
</tr>
</tbody>
</table>

If you have not already set up these account numbers in CounterPoint (using Setup / Accounting / Accounts), you can add them on-the-fly as you define the Control file.
Refer to Step 7 – Define the Basic Accounting Control file on page 39 for more information.

11. Define vendor terms
Select Setup / Inventory / Vendor terms codes to define the different terms that are offered by your vendors.
As vendors are upgraded, a terms code will be assigned that matches the combination of due days, discount days, discount percent, and cutoff day (for proximo terms) for each vendor. If there is no matching terms code in CounterPoint, the default terms code defined in the upgrade definition will be used.
Defining the upgrade

Defining the package to upgrade

Select File Utilities / Upgrade / Define to define the upgrade.

![Upgrade Definition Screen]

**Upgrade from**
Specify the third-party accounting package from which data will be upgraded.

The packages supported are Microsoft Great Plains (RealWorld Classic) Version 8.x or 9.x, or RW32 Version 10 (from Passport Software). For any of these packages, select RealWorld.

**Version**
Select the version of the software from which the data will be upgraded.

For both RealWorld Classic and RW32, select 8.x/9.x.

**File format**
For RealWorld Classic, specify whether your data files are in Btrieve (Pervasive) file format, Micro Focus file format, or Export.

For RW32, select Export.

**Company ID**
Enter the company ID of the data files to upgrade.
Defining the files to upgrade

Files to upgrade
AP – Vendors and Open Items
GL – Accounts, History, and Budgets

Specify whether to upgrade each file, answer Yes or No to the data in the file. “Open Items” for Accounts Payable will result in upgrading of both open items and vendor history.

Group
Enter a group ID if you want to upgrade one group of files on one workstation and another group of files on a different workstation simultaneously. Leave this field blank if you are not using groups.

You can also upgrade one group at a time, leaving larger files (e.g., G/L history) for a future upgrade.

During the upgrade, details of the upgrade are recorded in SYSTEM.LOG if no group ID is used. When you use a group ID, the details are recorded in [groupID].LOG. Either log can be viewed in CounterPoint after the upgrade using System / Reports / System log file.

Path for data files
Enter the full path where the data files to upgrade are located (e.g., G:\RWC90\AP00).
Defining defaults

Fields 16-18 are specific to the Accounts Payable and General Ledger upgrade. If you are ONLY upgrading Accounts Payable and General Ledger files, your answers to fields 1-15 are ignored during the upgrade.

For more information on fields 1-15, refer to the Upgrading to CounterPoint chapter.

G/L budget type
If you are upgrading budgets, enter the type of budget to upgrade. Only one budget type can be upgraded.

If you are not upgrading budgets, leave this field blank.

Current A/P 1099 year
Enter the year of the 1099 payment information to upgrade. Only one year’s 1099 information can be upgraded.

For more information on upgrading 1099 information, refer to Complete payment of open payables on page 15 and Complete year-end processing on page 15.

Default terms code for vendors
Select the default vendor terms code.

The default will be assigned to a vendor if no other terms code matches the due days, discount days, discount percent, and cutoff day (for promixo terms) for the vendor.

For more information on upgrading vendor terms, refer to Define vendor terms on page 16.
Verifying and performing the upgrade

Select File Utilities / Upgrade / Verify to verify the upgrade or File Utilities / Upgrade / Perform to perform the upgrade.

**WARNING:** Before you perform the upgrade, make a backup of the CounterPoint data files for the company into which the data will be upgraded.

When you verify the upgrade, CounterPoint checks to ensure that each data file needed for the upgrade exists in the proper format in the specified location, but does not actually upgrade any data. If any problems exist, a message displays at the end of the verification to inform you to check the system log file (or `group-ID.log` file).

**Group ID to upgrade**
Enter the group ID from the upgrade definition if you only want to verify (or upgrade) the files assigned to that group ID. Press F1 for All to verify (or upgrade) all files.

You can run the upgrade for different group IDs at different workstations concurrently to complete the upgrade more quickly.

**Replace existing data ?**
Specify whether you want to replace any existing data with the upgraded data.

Certain records will not be replaced regardless of your answer here. Refer to Notes on upgrading from RealWorld Classic or RW32 on page 22 for more information.
Post-upgrade steps

Perform each of the steps in this section after you’ve upgraded your data.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Print the Aging Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Recalculate account summaries</td>
</tr>
<tr>
<td>Step 3</td>
<td>Review the upgraded data</td>
</tr>
<tr>
<td>Step 4</td>
<td>Backup the upgraded CounterPoint data files</td>
</tr>
<tr>
<td>Step 5</td>
<td>Setup Accounts Payable and General Ledger</td>
</tr>
</tbody>
</table>

1. **Print the Aging Report**
   Select Accounts Payable / Reports / Aging and print the Aging Report for all vendors to set the vendor balance to match the open items that were upgraded.
   Verify that the vendor balances and open items match your previous system.

2. **Recalculate account summaries**
   Select File Utilities / Special / Accounting / Recalc account summaries for all years for which G/L history was upgraded (beginning with the earliest year). This will set the monthly actual figures for those years so they can be reported on financial statements.

3. **Review the upgraded data**
   To review Accounts Payable data:
   - If you were not able to verify proper upgrading from the Aging report, select Accounting / Accounts Payable / Reports / Open items and print the Open Item Report for all vendors and all dates. Compare the information to the open items in your previous system.
   - Select Accounting / Accounts Payable / Reports / 1099s to print the 1099 Report for all 1099 vendors for the current year. Compare the information to the 1099 totals for the year in your previous system. Make any necessary manual corrections using Accounting / Accounts Payables / Account management.

   To review General Ledger data:
   - Select Setup / Reports / Accounting / Accounts to print the Account List and review it to ensure that the account numbers are accurate and formatted properly.
   - Select Accounting / General Ledger / Reports / Trial balance to print a Trial Balance Report for all accounts and dates. Verify account detail and balances with the Trial Balance in your previous system.
   - If you upgraded budgets, select Accounting / General Ledger / Reports / Budgets to print a Budget Report for all accounts for each year for which budgets were upgraded. Compare the budgets with budget information in your previous system.
   - Select Accounting / General Ledger / Reports / Journal entry history to print a Journal Entry History Report for all transaction dates and journal entries, showing all entries. Compare the history with transaction history in your previous system, and verify that it is in-balance. RealWorld year-end created unmatched journal entries which individually are out-of-balance, but together are in-balance. You can balance these entries by Printing the Journal Entry History report (described on page 130). (This step may be done after.)
4. **Backup the upgraded CounterPoint data files**
   Backup the upgraded CounterPoint data files, ensuring that you keep copies of both the before- and after-upgrading files.

5. **Setup Accounts Payable and General Ledger**
   Continue setting up data for Accounts Payable and General Ledger as described in Setting up Accounts Payable on page 44 and Setting up General Ledger on page 94.

---

**Notes on upgrading from RealWorld Classic or RW32**

### Accounts Payable vendors

- The CounterPoint **Vendor type** is set to:

<table>
<thead>
<tr>
<th>Vendor Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous</td>
<td>For temporary vendors; the first character of vendor number is an asterisk (*)</td>
</tr>
<tr>
<td>1099</td>
<td>If <strong>Gets 1099 ?</strong> is <strong>Yes</strong> in the upgrade file</td>
</tr>
<tr>
<td>Normal</td>
<td>If <strong>Gets 1099 ?</strong> is <strong>No</strong> in the upgrade file</td>
</tr>
</tbody>
</table>

- Vendor’s **Balance** is set to zero. Be sure to age vendors after upgrading.
- Vendor contact addresses and purchasing addresses are not upgraded.

### Accounts Payable open items

- Open items and vendor history are upgraded.
- The remaining balance of partially paid vouchers is upgraded as the document amount and the reference text is set to **Upgraded partially paid**.
- Payments are not upgraded if they apply to partially paid open items.
- Unapplied payments are not upgraded.
- Vouchers with negative amounts are upgraded as credit memos.
- Credit memos are created as self-applied (**Apply-to** is same as credit memo **Document #**).
- All vouchers and payments for fully paid items are upgraded from vendor history as **Paid** items, unless the voucher already exists in CounterPoint and is unpaid. In that case, neither the voucher nor the associated payment are upgraded.
- **Retainage now due** and voided checks are not upgraded from vendor history.

### General Ledger accounts

- An alpha character in an account number is converted to 9 and spaces are converted to 0 (CounterPoint account numbers are only numeric).
- All accounts are set as valid posting accounts in CounterPoint.
- The statement type of each account is set in CounterPoint based on the financial statement type value.
Basic Accounting Option

- Statement category for each account is left blank. Statement category definition and assignment to accounts must be done during setup of General Ledger, after upgrading.

- Existing account numbers in CounterPoint are not replaced, regardless of how you answer the question Replace existing data?. Existing account numbers with invalid statement types can be updated by the upgrade.

**General Ledger history**

- Negative amounts upgrade as credits and positive amounts upgrade as debits.
- Correction and consolidation flags are ignored during the upgrade.
- The journal entry Source value is used as the journal entry number, if a journal entry number is missing (e.g., BBF entries).
- Existing G/L history is not replaced, regardless of how you answer the question Replace existing data?. If you need to upgrade G/L history again and wish to replace existing history, be sure to initialize the G/L History file in CounterPoint before rerunning the upgrade.
- Two out-of-balance journal entries may get upgraded: one for the year-end BBF amount and one for year-end retaining earnings. Together, these two entries balance but the upgrade process is unable to connect them to one another.
- If you want to connect these two entries, you can select Accounting / General Ledger / Reports / Journal entry history in CounterPoint to create new journal entries from the out-of-balance entries in order to add a balancing line to each entry. Refer to Printing the Journal Entry History report on page 130.

**General Ledger budgets**

- Only budgets of the type specified in the upgrade definition are upgraded. Budgets of that type for all years are upgraded.
Upgrading to Basic Accounting Using the Generic Accounting Upgrade Utility

If you are moving to Basic Accounting from a third-party accounting package, you can use CounterPoint’s built-in utilities to upgrade your most important Accounts Payable and General Ledger records.

NOTE: If you are upgrading to CounterPoint in general – not just adding Basic Accounting to an existing CounterPoint system – read and perform the steps in the Upgrading to CounterPoint chapter before upgrading the Accounts Payable and General Ledger information.

CSV files

To upgrade your data using the generic accounting upgrade utility, you must first extract the data from your accounting package and format it into a comma separated value (CSV) file created using Excel or other tools.

Field formats

- Signed numeric fields (where allowed) can have a leading or trailing sign.
- Individual text fields can be entered with or without double quotation marks. If a text field uses multiple double quotation marks, the enclosed characters will be imported with only one set of double quotation marks in the result field.

For example:

<table>
<thead>
<tr>
<th>CSV field</th>
<th>Imported value</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Field “‘123””</td>
<td>Field “123”</td>
</tr>
<tr>
<td>Field “123”</td>
<td>Field “123”</td>
</tr>
</tbody>
</table>

- Numeric fields cannot be in quotes.
- Blank numeric fields are assumed to be zero.
- Dates may be formatted as YYMMDD, YYYYMMDD, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, or MM-DD-YYYY.
- Individual field errors are logged during import. If a record has multiple data errors, all of them will be logged. If the field order of the record is incorrect, the import program cannot determine whether errors that occur after an initial error are erroneous, and will log all errors. Error messages include the record and field number.
The following CSV record layouts describe how your accounting data must be formatted in order for it to be imported into CounterPoint. Fields labeled "Import" come directly from the import file.

**Vendors (VENDOR.CSV)**

<table>
<thead>
<tr>
<th>Field #</th>
<th>Field name</th>
<th>Format</th>
<th>Length</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor number</td>
<td>Alphanumeric</td>
<td>12</td>
<td>Import (non-blank)</td>
</tr>
<tr>
<td>2</td>
<td>Name</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import (if no last/first)</td>
</tr>
<tr>
<td>3</td>
<td>Last name</td>
<td>Alphanumeric</td>
<td>14</td>
<td>Import</td>
</tr>
<tr>
<td>4</td>
<td>First name</td>
<td>Alphanumeric</td>
<td>10</td>
<td>Import</td>
</tr>
<tr>
<td>5</td>
<td>Category</td>
<td>Alphanumeric</td>
<td>5</td>
<td>Import</td>
</tr>
<tr>
<td>6</td>
<td>Address-1</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>7</td>
<td>Address-2</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>8</td>
<td>City</td>
<td>Alphanumeric</td>
<td>15</td>
<td>Import</td>
</tr>
<tr>
<td>9</td>
<td>State</td>
<td>Alphanumeric</td>
<td>4</td>
<td>Import</td>
</tr>
<tr>
<td>10</td>
<td>Zip code</td>
<td>Alphanumeric</td>
<td>10</td>
<td>Import</td>
</tr>
<tr>
<td>11</td>
<td>Country</td>
<td>Alphanumeric</td>
<td>15</td>
<td>Import</td>
</tr>
<tr>
<td>12</td>
<td>Contact-1</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>13</td>
<td>Phone-1</td>
<td>Alphanumeric</td>
<td>20</td>
<td>Import</td>
</tr>
<tr>
<td>14</td>
<td>Contact-2</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>15</td>
<td>Phone-2</td>
<td>Alphanumeric</td>
<td>20</td>
<td>Import</td>
</tr>
<tr>
<td>16</td>
<td>Comment-1</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>17</td>
<td>Comment-2</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>18</td>
<td>Comment-3</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>19</td>
<td>Email address</td>
<td>Alphanumeric</td>
<td>50</td>
<td>Import</td>
</tr>
<tr>
<td>20</td>
<td>Tax ID #</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>21</td>
<td>Vendor terms COD</td>
<td>Alphanumeric</td>
<td>3</td>
<td>Import (use upgrade definition if blank)</td>
</tr>
</tbody>
</table>
### Unpaid open items (APUNPAID.CSV)

Only invoices and credit memos are imported. All imported amounts except for Document amount must be positive values.

<table>
<thead>
<tr>
<th>Field #</th>
<th>Field name</th>
<th>Format</th>
<th>Length</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor number</td>
<td>Alphanumeric</td>
<td>12</td>
<td>Import (non-blank)</td>
</tr>
<tr>
<td>2</td>
<td>Document date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>3</td>
<td>Document number</td>
<td>Alphanumeric</td>
<td>15</td>
<td>Import (non-blank)</td>
</tr>
<tr>
<td>4</td>
<td>Document amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import</td>
</tr>
<tr>
<td>5</td>
<td>Non-discount amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import (cannot exceed document amount)</td>
</tr>
<tr>
<td>6</td>
<td>P.O. number</td>
<td>Alphanumeric</td>
<td>15</td>
<td>Import</td>
</tr>
<tr>
<td>7</td>
<td>Reference</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>8</td>
<td>Due date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>9</td>
<td>Discount date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>10</td>
<td>Discount amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import (cannot exceed document amount)</td>
</tr>
</tbody>
</table>

### Paid items (APPAID.CSV)

Only fully paid invoices are imported. All imported amounts must be positive values. The import format is the same as for Unpaid open items.

<table>
<thead>
<tr>
<th>Field #</th>
<th>Field name</th>
<th>Format</th>
<th>Length</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor number</td>
<td>Alphanumeric</td>
<td>12</td>
<td>Import (non-blank)</td>
</tr>
<tr>
<td>2</td>
<td>Document date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>3</td>
<td>Document number</td>
<td>Alphanumeric</td>
<td>15</td>
<td>Import (non-blank)</td>
</tr>
<tr>
<td>4</td>
<td>Document amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import</td>
</tr>
<tr>
<td>5</td>
<td>Non-discount amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import (cannot exceed document amount)</td>
</tr>
<tr>
<td>6</td>
<td>P.O. number</td>
<td>Alphanumeric</td>
<td>15</td>
<td>Import</td>
</tr>
<tr>
<td>7</td>
<td>Reference</td>
<td>Alphanumeric</td>
<td>25</td>
<td>Import</td>
</tr>
<tr>
<td>8</td>
<td>Due date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>9</td>
<td>Discount date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>10</td>
<td>Discount amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import (cannot exceed document amount)</td>
</tr>
</tbody>
</table>
Accounts (ACCOUNT.CSV)

<table>
<thead>
<tr>
<th>Field #</th>
<th>Field name</th>
<th>Format</th>
<th>Length</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main account number</td>
<td>Numeric</td>
<td>8</td>
<td>Import (non-zero)</td>
</tr>
<tr>
<td>2</td>
<td>Sub account number</td>
<td>Numeric</td>
<td>8</td>
<td>Import</td>
</tr>
<tr>
<td>3</td>
<td>Description</td>
<td>Alphanumeric</td>
<td>30</td>
<td>Import (non-blank)</td>
</tr>
</tbody>
</table>

GL History (GLHIST.CSV)

If a record contains both a debit and credit amount, only the net amount is upgraded.

<table>
<thead>
<tr>
<th>Field #</th>
<th>Field name</th>
<th>Format</th>
<th>Length</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Journal entry number</td>
<td>Numeric</td>
<td>8</td>
<td>Import (non-blank)</td>
</tr>
<tr>
<td>2</td>
<td>Journal line number</td>
<td>Numeric</td>
<td>6</td>
<td>Import (non-zero)</td>
</tr>
<tr>
<td>3</td>
<td>Date</td>
<td>Numeric</td>
<td>Date</td>
<td>Import</td>
</tr>
<tr>
<td>4</td>
<td>Reference</td>
<td>Alphanumeric</td>
<td>30</td>
<td>Import</td>
</tr>
<tr>
<td>5</td>
<td>Main number</td>
<td>Numeric</td>
<td>8</td>
<td>Import (non-zero)</td>
</tr>
<tr>
<td>6</td>
<td>Sub-number</td>
<td>Numeric</td>
<td>8</td>
<td>Import</td>
</tr>
<tr>
<td>7</td>
<td>Debit amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import (zero, positive)</td>
</tr>
<tr>
<td>8</td>
<td>Credit amount</td>
<td>Signed numeric</td>
<td>9.00</td>
<td>Import (zero, positive)</td>
</tr>
<tr>
<td>9</td>
<td>Journal number</td>
<td>Numeric</td>
<td>4</td>
<td>Import</td>
</tr>
</tbody>
</table>

Pre-upgrade steps

Perform each of the following steps before upgrading your data to Basic Accounting:

<table>
<thead>
<tr>
<th>In your existing A/P and G/L software:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
</tr>
<tr>
<td>Step 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In CounterPoint:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 3</td>
</tr>
<tr>
<td>Step 4</td>
</tr>
<tr>
<td>Step 5</td>
</tr>
<tr>
<td>Step 6</td>
</tr>
<tr>
<td>Step 7</td>
</tr>
<tr>
<td>Step 8</td>
</tr>
</tbody>
</table>
In your existing A/P and G/L software

1. **Post transactions**
   Post all unposted transactions.

2. **Export data files**
   Extract and manipulate the data from your accounting system to create the files listed below, using the file formats described earlier in this section. You may wish to use Microsoft® Excel to ensure that all the specified fields contain data values.

<table>
<thead>
<tr>
<th>Package</th>
<th>File Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Vendors</td>
<td>VENDOR.CSV</td>
</tr>
<tr>
<td></td>
<td>Unpaid open items</td>
<td>APUNPAID.CSV</td>
</tr>
<tr>
<td></td>
<td>Paid items</td>
<td>APPAID.CSV</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Accounts</td>
<td>ACCOUNT.CSV</td>
</tr>
<tr>
<td></td>
<td>GL History</td>
<td>GLHIST.CSV</td>
</tr>
</tbody>
</table>

In CounterPoint

3. **Register the Basic Accounting Option**
   Purchase the Basic Accounting Option and register it using **System / Registration**.

4. **Verify main- and sub-account segments**
   If you plan to upgrade your chart of accounts, select **Setup / System / Company** to ensure that the sizes of the CounterPoint main account and sub-account match the sizes of the main account and sub-account segments in your old software. If you are using more than two segments in your account numbers, only the last two segments are upgraded to CounterPoint and are considered the main and sub-account.
   Refer to **Planning and defining your chart of accounts** on page 36 for more information on account numbers.

5. **Define the fiscal year calendar**
   Select **Setup / System / Calendars** to define a calendar for your current fiscal year, as well as for each year for which G/L history or budgets will be upgraded.

6. **Define bank account codes**
   Select **Setup / Accounting / Bank accounts** to define your bank accounts.
   Refer to **Step 6 – Define bank accounts** on page 38 for more information.

7. **Define Accounts Payable and General Ledger control information**
   Select **Setup / Accounting / Control** to define the control information for Accounts Payable and General Ledger.
   Refer to **Step 7 – Define the Basic Accounting Control file** on page 39 for more information.
When setting up the Control file, you must specify the following account numbers:

<table>
<thead>
<tr>
<th>Package</th>
<th>Account number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Default A/P account #</td>
</tr>
<tr>
<td></td>
<td>Default discount account #</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Correction account #</td>
</tr>
<tr>
<td></td>
<td>Retained earnings account #</td>
</tr>
</tbody>
</table>

If you have not already set up these account numbers in CounterPoint (using Setup / Accounting / Accounts), you can add them on-the-fly as you define the Control file.

Refer to Step 7 – Define the Basic Accounting Control file on page 39 for more information.

8. Define vendor terms
   Select Setup / Inventory / Vendor terms codes to define the different terms that are offered by your vendors.

   As vendors are upgraded, a terms code will be assigned that matches the combination of due days, discount days, discount percent, and cutoff day (for proximo terms) for each vendor. If there is no matching terms code in CounterPoint, the default terms code defined in the upgrade definition will be used.

---

### Defining the upgrade

**Defining the accounting package to upgrade**

Select File Utilities / Upgrade / Define.
Upgrade from
From the selection window, select **Generic Accounting** as the accounting package from which data will be upgraded.

File format
This field displays **Pre-defined CSV** automatically and cannot be changed.

Defining files to upgrade

Files to upgrade
- **AP** – Vendors
  - Unpaid items (available only when using Accounts Payable)
  - Paid items – (Reserved) displays if Accounts Payable is not registered
- **GL** – Accounts
  - History (available only when using General Ledger)

Y/N
Specify whether to upgrade each file by selecting **Yes** or **No**.

**Group** (optional)
Enter a group ID if you want to upgrade one group of files on one workstation and another group of files on a different workstation simultaneously. Leave this field blank if you are not using groups.

You can also upgrade one group at a time, leaving larger files (e.g., G/L history) for a future upgrade.

**NOTE:** During the upgrade, details of the upgrade are recorded in **SYSTEM.LOG** if no group ID is used. When you use a group ID, the details are recorded in **[groupID].LOG**. You can view either log in CounterPoint after the upgrade using **System / Reports / System log file**.
Basic Accounting Option

Path for data files
Enter the full path where the data files to upgrade are located (e.g., C:\ACCT\AP00).

Defining defaults

![Image of software interface]

Default terms code for vendors
Enter or look up the default terms code to assign to upgraded vendors.
Verifying and performing the upgrade

Select File Utilities / Upgrade / Verify to verify the upgrade or File Utilities / Upgrade / Perform to perform the upgrade.

WARNING: Before you perform the upgrade, back up the CounterPoint data files for the company into which the data will be upgraded.

When you verify the upgrade, the software ensures that each data file needed for the upgrade exists in the proper format in the specified location, but does not actually upgrade any data. If any problems exist, a message displays at the end of the verification to inform you to check the system log file (or group-ID.log file).

**Group ID to upgrade**

Enter the group ID from the upgrade definition if you only want to verify (or upgrade) the files assigned to that group ID. Press F1 for All to verify (or upgrade) all files.

You can run the upgrade for different group IDs at different workstations concurrently to complete the upgrade more quickly.

**Replace existing data?**

Select Yes or No to specify whether you want to replace any existing data with the upgraded data.

Certain records will not be replaced regardless of your selection.
Post-upgrade steps

Perform each of the following steps after you’ve upgraded your data:

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Print the Aging Report</td>
</tr>
<tr>
<td>Step 2</td>
<td>Recalculate account summaries</td>
</tr>
<tr>
<td>Step 3</td>
<td>Review the upgraded data</td>
</tr>
<tr>
<td>Step 4</td>
<td>Back up the upgraded CounterPoint data files</td>
</tr>
<tr>
<td>Step 5</td>
<td>Setup Accounts Payable and General Ledger</td>
</tr>
</tbody>
</table>

1. **Print the Aging Report**
   
   Select *Accounts Payable / Reports / Aging* and print the Aging Report for all vendors to set the vendor balance to match the open items that were upgraded.

   Verify that the vendor balances and open items match your previous system.

2. **Recalculate account summaries**
   
   Recalculate account summaries using *File Utilities / Special / Accounting / Recalc account summaries* for all years for which G/L history was upgraded (beginning with the earliest year). This step sets the monthly actual figures, including the beginning balance, for those years so they can be reported on financial statements.

   For each year that G/L history was upgraded, perform the following steps until you get to the current year:

   a) Set your current G/L calendar to the earliest year in which data exists.
   b) Select *Recalc account summaries* for the earliest year.
   c) Select *Change current period* to get to the next year.

3. **Review the upgraded data**
   
   To review Accounts Payable data:

   - If you were not able to verify proper upgrading from the Aging Report, select *Accounting / Accounts Payable / Reports / Open items* and print the Open Item Report for all vendors and all dates. Compare the information to the open items in your previous system.
   - Select *Accounting / Accounts Payable / Reports / 1099s* to print the 1099 Report for all 1099 vendors for the current year. Compare the information to the 1099 totals for the current year in your previous system. Make any necessary manual corrections using *Accounting / Accounts Payables / Account management*. 
To review General Ledger data:

- Select **Setup / Reports / Accounting / Accounts** to print the Account List and review it to ensure that the account numbers are accurate and formatted properly.

- Select **Accounting / General Ledger / Reports / Trial balance** to print a Trial Balance Report for all accounts and dates. Verify account detail and balances with the Trial Balance in your previous system.

- If you wish, you can use **Accounting / General Ledger / Budgets** to enter budgets, and then select **Accounting / General Ledger / Reports / Budgets** to print a Budget Report.

- Select **Accounting / General Ledger / Reports / Journal entry history** to print a Journal Entry History Report for all transaction dates and journal entries, showing all entries. Compare the history with transaction history in your previous system, and verify that it is in balance. You can balance these entries by printing the Journal Entry History report (refer to *Printing the Journal Entry History report* on page 130 for more information).

  **NOTE:** This step may be done after upgrading.

4. **Back up the upgraded CounterPoint data files**
   Back up the upgraded CounterPoint data files, ensuring that you keep copies of both the before- and after-upgrading files.

5. **Setup Accounts Payable and General Ledger**
   Continue setting up data for Accounts Payable and General Ledger as described in **Setting up Accounts Payable** on page 44 and **Setting up General Ledger** on page 94.
Setting up Basic Accounting

The steps to set up Basic Accounting are:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Disable accounting at Multi-Site Remotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Register the Basic Accounting Option</td>
</tr>
<tr>
<td>Step 3</td>
<td>Define distributions</td>
</tr>
<tr>
<td>Step 4</td>
<td>Define calendars</td>
</tr>
<tr>
<td>Step 5</td>
<td>Define account numbers</td>
</tr>
<tr>
<td>Step 6</td>
<td>Define bank accounts</td>
</tr>
<tr>
<td>Step 7</td>
<td>Define the Basic Accounting Control file</td>
</tr>
<tr>
<td>Step 8</td>
<td>Define workgroup settings</td>
</tr>
</tbody>
</table>

**Step 1 – Disable accounting at Multi-Site Remotes**

If you are using a Multi-Site configuration and have previously defined an accounting interface for third-party accounting software, select `Setup / Accounting / Interface` to disable the interface. You can make this change at the Hub and then manually transfer the Company file (`SYCMPF`) to each remote site, or you can make this change separately at the Hub and each Remote site.

Alternatively, to disable the Basic Accounting Option for a particular company, set the `CPBAOFF` environment variable in the company’s CounterPoint launch file using the following syntax:

```
CPBAOFF=Y
```

Refer the [Environment Variables](#) chapter for more information.

**Step 2 – Register the Basic Accounting Option**

Start CounterPoint and select `System / Registration`. Press F2 for Options and use F1 to register the Basic Accounting Option.

**Step 3 – Define distributions**

Select `Setup / System / Company` to specify whether you want detailed distributions generated for accounting activities and whether to print distributions on accounting posting journals.

**Step 4 – Define calendars**

For General Ledger, ensure that you have already defined the calendar that you will use to identify your current G/L year. Select `Setup / System / Calendars` to define calendars.
Step 5 – Define account numbers

Select Setup / Accounting / Accounts to define all account numbers for which distribution activity can be created by CounterPoint, as well as account numbers that are used exclusively in the General Ledger.

CounterPoint’s Starter Data includes a complete chart of accounts that you can use for your company. The chart layout is shown in the Pre-defined chart of accounts section on page 135.

For General Ledger, you will use Setup / Accounting / Accounts again later to specify each account’s statement type and category for financial statements.

Planning and defining your chart of accounts

Before you start setting up your chart of accounts, list the account numbers you will need. Each account in the chart of accounts records information for a particular type of transaction. Consider these points as you define your chart of accounts.

CounterPoint’s Starter Data includes a complete chart of accounts that you can use for your company. The chart layout is shown in the Pre-defined chart of accounts section on page 135.

Decide on the length of the account numbers, and whether you will use sub-accounts.

Account numbers can consist of up to 2 numeric segments. The first segment, or “main” segment, is required and can be from 4 and 8 digits. An optional “sub-account” can be from 0 to 8 digits.

Sub-accounts are typically used to identify separate profit center entities for which you want to track accounting data, such as stores, cost centers, departments, or product lines. Main account numbers with different sub-account numbers (e.g., 4010-100 and 4010-200) can be arranged separately for financial statement reporting.

All main accounts and sub-accounts must be numeric.

Define the numbers, leaving unused blocks of numbers in between so that you can add accounts easily in the future. For example, assign numbers such as 1100, 1200, and 1300, rather than 1001, 1002, and 1003.

It is recommended (but not required) that you number accounts in the sequence that you would want them printed on financial statements. The following approach is used in the chart of accounts provided in CounterPoint’s Starter Data:

<table>
<thead>
<tr>
<th>Account type</th>
<th>Account numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset accounts</td>
<td>1000 to 1999</td>
</tr>
<tr>
<td>Liability accounts</td>
<td>2000 to 2999</td>
</tr>
<tr>
<td>Equity accounts</td>
<td>3000 to 3999</td>
</tr>
<tr>
<td>Sales accounts</td>
<td>4000 to 4999</td>
</tr>
<tr>
<td>Cost of Goods Sold accounts</td>
<td>5000 to 5999</td>
</tr>
<tr>
<td>Expense accounts</td>
<td>6000 to 8999</td>
</tr>
</tbody>
</table>

The complete chart layout is shown in the Pre-defined chart of accounts section on page 135.
Defining account numbers

Select **Setup / Accounting / Accounts** to identify each of the account numbers that will be used to record distributions generated by various posting functions throughout CounterPoint and to identify those accounts used specifically for General Ledger functions (such as Retained Earnings).

Account #
Enter or look up a full account number (main account plus sub-account) for each account.

The default lookup method for account numbers is now by **Description**. During an account number lookup, you can press **F2** to switch the account number lookup method and update the Lookup accounts window to sort by **Account number**.

When a CounterPoint transaction is posted, it will record the distribution to the appropriate account (main account plus sub-account), whether that account has been defined or not.

If you already have account numbers that were defined in CounterPoint prior to using General Ledger, those account numbers can be used with General Ledger.

Statement type
Select **Balance Sheet** or **Profit and Loss** to indicate the type of financial statement on which this account will appear.

Statement category
When the Lookup statement categories window appears, select one of the statement categories associated with the statement type specified in the previous field. The valid categories are those which you define using **Setup / Accounting / Statement categories**. Refer to **Step 2 – Define statement categories** on page 94.

The statement category is used to determine the category under which this account will be reported on financial statements.

**NOTE:** If you neglect to assign a statement type or statement category to an existing account number, the account number will not be included on a financial statement.
Valid posting account?
Specify whether this is a valid posting account. Answer No if you don’t want G/L journal entries to post to this account.

Because you cannot delete an account that has historical activity on file in the General Ledger, marking an account as not valid for posting allows you to ensure that no new activity is recorded for the account.

Answering No, in addition to allowing you to stop posting to a particular account, also allows you to post transactions to a “mapped” account, as described below.

Mapping account #
Select an on-file postable account if you want all entries for this account to post to a different, “mapped” account number. Mapping accounts are useful if you want to post entries from various accounts to a single account. For example, using mapping, you could post the cash account numbers 1010-100, 1010-200 and 1010-300 to the cash account 1010-000.

Press Enter for None if you do not want to allow posting to this account. CounterPoint will issue a warning message if you attempt to interface, enter, or import a journal entry for any account that is not a valid posting account and does not have a mapping account.

Step 6 – Define bank accounts
Select Setup / Accounting / Bank accounts to define your bank accounts.

Account type
Specify Checking or Other/Credit card to indicate whether the bank account is used for checking purposes, or for other purposes such as credit card payments.

- Checking bank accounts allow you to print and reconcile A/P checks in Check Reconciliation.
- Other/Credit card accounts don’t allow you to print or reconcile checks, but they do allow you to view history reports in order to review payments.
B/S account #
Enter the asset account in G/L to use when recording payments from this bank account.

Default accounts
These fields are only valid for Checking bank accounts.
Enter the income or expense accounts for Service charges, Adjustments, etc. These accounts are used as defaults when entering checkbook transactions in Accounting / Check Reconciliation / Checkbook / Enter. For a Checking account, this is the “cash” account. For an Other/Credit card account, this is the “credit card clearing” account.

Current balance
This field is only valid for Checking bank accounts.
Enter the current balance of this bank account. This field will automatically be updated when checks (both manual and computer-generated) are posted in Accounts Payable.

Next check #
This field is only valid for Checking bank accounts.
Enter the next check number for this bank account. This field will automatically be updated when checks (both manual and computer-generated) are posted in Accounts Payable.

Last recon date
This field is only valid for Checking bank account codes.
Enter the date of the last time this bank account was reconciled.
This field is automatically updated when you reconcile this bank account (using Accounting / Check Reconciliation / Reconcile / Mark cleared items).

Last recon bal
This field is only valid for Checking bank account codes.
Enter the bank account balance from the last time this account was reconciled. When initially setting up bank accounts, enter the same value as Current balance here.
This field is automatically updated when you reconcile this bank account (using Accounting / Check Reconciliation / Reconcile / Mark cleared items).

Step 7 – Define the Basic Accounting Control file
Select Setup / Accounting / Control to define the Basic Accounting Control file. The Control file enables you to use Basic Accounting and defines control information for Accounts Payable and/or General Ledger.

You can use the Accounts Payable application in Basic Accounting with General Ledger from third-party accounting software. To set up your system for this combination, you must select Setup / Accounting / Accounting interface and define the interface for the General Ledger information, as well as enable Accounts Payable in the Basic Accounting Control file.

NOTE: You cannot use third-party Accounts Payable software with General Ledger in Basic Accounting.
Accounts Payable screen

Select Setup / Accounting / Control to define the Accounts Payable information in the Basic Accounting Control file.

The Control file enables Basic Accounting and defines control information for Accounts Payable and General Ledger.

Next voucher number
Enter the next voucher number to auto-assign when creating a new payable using Accounting / Accounts Payable / Payables / Enter or Accounting / Accounts Payable / Payables / Voucher receivings.

Default bank account
Select the bank account code to use as the default. This is the normal bank account from which checks are written. To define bank accounts, select Setup / Accounting / Bank accounts. Bank account must be a Checking account type.

Default check form ID
Select the default form to use for printing computer checks.

For more information and examples of pre-defined check forms, refer to Step 4 – Modify pre-defined check forms on page 46.

Pre-printed check numbers?
Specify whether you are using Accounts Payable checks with pre-printed check numbers.

If you select Yes, when you print an alignment check using Accounting / Accounts Payable / Payments / Print checks, the next check number is voided automatically. Alignment checks appear in the A/P Check Register and the Checkbook History report as Void checks with a Reference value of *** Alignment ***.

Default A/P account #
Enter the account number to use as the default for accounts payable activity.

The default will be used when you create a new vendor and for vendors with no A/P account number defined.
Default expense account #
Enter the account number to use as the default for expense activity when creating a new vendor. Leave blank for None.

Default discount account #
Enter the account number to use as the default account number during entry of vendor terms codes.

Age documents by / Days in aging period 1-5
Define aging periods and whether age is based on the recorded invoice date or the invoice’s due date.

General Ledger screen
Select Setup / Accounting / Control to define the General Ledger information in the Basic Accounting Control file.

Next journal entry number
Enter the next number to auto-assign in Accounting / General Ledger / Journal entries / Enter or when generating or importing a journal entry transaction.

Current year ID
Enter the year ID which will be considered “this year” for G/L reporting. G/L journal entries must be dated within the current year’s calendar to be considered valid.

The year ID you specify here may be different than the one you specify for Current year ID in Setup / System / Company.

Month restrictions
Specify whether transactions entered and posted using Accounting / General Ledger / Journal entries / Post will permit transaction dates for only the current month, only the current and previous month, simply warn if outside of the current month, or there are no month restrictions.
If you select None, CounterPoint behaves as if there is no current month, and any transaction dated with the current year is valid. Other settings allow warnings or restrictions based on the current month.

**Current month**
Enter the month within current year's calendar against which G/L journal entries will be compared to determine whether the month in the transaction date is valid. If you selected None for Month restrictions, this field displays (Not applicable).

Use Accounting / General Ledger / Change current period to update the current month and year ID when you are ready to change the current month and/or year.

**Correction account #**
Select the correction account to use for creating a balanced journal entry when interfacing out-of-balance distributions from CounterPoint.

**Retained earnings account #**
Select the balance sheet account number to update with the net income from a prior year. This account number is used when you use Accounting / General Ledger / Change current period to change to a new year.

---

**Step 8 – Define workgroup settings**

If you are using the WAN/Workgroup option, select Setup / System / Workgroups to enter the unique accounting Control file settings for each workgroup.
Accounts Payable

The Accounts Payable cycle

The flowchart below illustrates processing for a typical invoice and payment and the files that are updated.
Setting up Accounts Payable

Before you set up Accounts Payable, make sure that you have finished setting up Inventory and Purchasing. Refer to the CounterPoint Electronic Documentation for more information on setting up Inventory and Purchasing.

The steps to set up Accounts Payable are:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Define vendor categories</td>
</tr>
<tr>
<td>Step 2</td>
<td>Define vendor terms codes</td>
</tr>
<tr>
<td>Step 3</td>
<td>Define vendors</td>
</tr>
<tr>
<td>Step 4</td>
<td>Modify pre-defined check forms</td>
</tr>
<tr>
<td>Step 5</td>
<td>Load existing open items</td>
</tr>
<tr>
<td>Step 6</td>
<td>Define payment groups</td>
</tr>
</tbody>
</table>

Step 1 – Define vendor categories

Select Inventory / Vendors / Vendor categories to define your vendor categories. Vendor categories are optional, but are useful for selecting groups of vendors for reporting and check printing.

Step 2 – Define vendor terms codes

Select Inventory / Vendors / Vendor terms codes to define your vendor terms codes. Vendor terms codes are used for determining due dates, discount dates, and discount amounts.

Step 3 – Define vendors

Select Accounting / Accounts Payable / Vendors to define your vendors (you can also use Inventory / Vendors / Vendors to define your vendors).

When an existing vendor is displayed, you can press F6 to enter the remit-to name and address for printing on this vendor’s checks. Use remit-to if the vendor has a different name and address to use for payments. You cannot delete a vendor who has Accounts Payable open items on file.
**Category**  
Select a valid category for this vendor.  

Valid vendor categories are defined using Setup / Inventory / Vendor categories. Vendor categories are optional, but are useful for selecting groups of vendors for reporting and check printing.

**Terms code**  
Select a valid terms code for this vendor.

Terms are defined using Setup / Inventory / Vendor terms codes. Each vendor can be assigned a terms code. Each invoice or debit memo defaults to the vendor’s terms code, but may be assigned a different terms code.

**Vendor type**  
Select the type of vendor:

- Normal
- 1099 tracks the vendor’s 1099-eligible payments (you will also be able to print 1099-NEC forms for these vendors)
- Miscellaneous allows you to enter a different vendor name and address for each payment you enter

**Status**  
Select the status of this vendor:

- Active
- Inactive displays a warning when you enter a new payable
- Hold indicates the vendor is on hold and that you won’t be able to process payables or payments for this vendor

**A/P acct #**  
Select the account number to use for accounts payable activity for this vendor.

**Exp acct #**  
Select the default account number to use for expense activity when vouchering an invoice for this vendor. Leave this field blank for None.

This field is generally not used for merchandise vendors whose primary A/P activity originates in Purchasing. When vouchering a new payable from Received P.O. history, the accounts associated with the received items’ account codes are used and this field is not relevant.

**Tax ID #**  
Enter the vendor’s tax ID number. The tax ID number is printed on 1099 forms.

**Balance/ Unposted balalce / First voucher on**  
CounterPoint automatically updates these fields as vouchers are posted and as payments are entered and posted.

**Last voucher on**  
The balance for a vendor can be recalculated by aging the vendor using Accounting / Accounts Payable / Reports / Aging.
**Last voucher amt**
The unposted balance for a vendor can be recalculated using `File Utilities / Special / Accounting / Recalc vend unposted balances`.

### Step 4 – Modify pre-defined check forms

CounterPoint includes several pre-defined check forms for computer-printed checks. The easiest way to create your own check forms is to copy one of CounterPoint’s pre-defined forms and make the desired changes.

CounterPoint includes seven pre-defined check formats:

- **LF#** forms are designed for laser printers defined as CounterPoint printers
- **LF#W** forms are designed for laser printers defined as Windows printers (where more lines per inch are printed)
- **CF** forms are designed for continuous form printing

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Description</th>
<th>Compatibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>LF1</td>
<td>Remittance stub over check, compressed (17cpi) print. LF versions print second copy of remittance information following check. Remittance is single-line, including reference.</td>
<td>Deluxe #080950* (laser) Deluxe #090950* (continuous form) * Use with envelope #091552 RWC “format 1”</td>
</tr>
<tr>
<td>LF1W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LF2</td>
<td>Remittance stub over check, normal (12cpi) print. LF versions print second copy of remittance information following check. Remittance is single-line, without reference.</td>
<td>Deluxe #080949* (laser) Deluxe #090949* (continuous form) * Use with envelope #091552 RWC “format 2”</td>
</tr>
<tr>
<td>LF2W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LF3</td>
<td>Remittance stub over check, normal (12cpi) print. LF versions print second copy of remittance information following check. Remittance is double-line with reference on second line.</td>
<td>Deluxe #080949* (laser) * Use with envelope #091552 RWC “format 3”</td>
</tr>
<tr>
<td>LF3W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LF4</td>
<td>Remittance stub over check, compressed (17cpi) print. Column headings are user-defined (not preprinted). LF versions print second copy of remittance information following check. Remittance is double-line with reference on second line. LF4B and CF4B forms use a larger, uncompressed font for payment and payee information, as well as voucher detail.</td>
<td>Deluxe #080156* (laser) Deluxe #090156* (continuous form) * Use with envelope #091534 RWC “format 4”</td>
</tr>
<tr>
<td>LF4B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LF4W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF4B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checks that align the pre-defined check formats can be purchased from most forms vendors. To assist in ordering compatible forms, cross-reference information is provided for RealWorld Classic and Deluxe Business Checks. See samples of blank checks in the Sample forms section on page 48.

For more information on changing user-defined forms, refer to the Forms chapter.
Select Setup / Accounting / Forms to modify the pre-defined check formats.

Before making changes to a pre-defined check format, be sure to use F6 to copy that format to a new form ID. Then make your changes to the new form ID. After you define your check form, select Setup / Accounting / Control to change your default form ID.

**Form type**
Select whether this form will be printed on a printer or exported to a text file.

**Default file name**
This field only displays if you selected Export A/P check for the Form type.
Enter the name of file to which data will be written. The file will be created in top-level CounterPoint directory.

**First line for headers**
Enter the line number on which you want to print the header line. Press F1 for None to if you don’t want to print a header.

**Repeat line items ?**
Select whether or not you want to repeat the line items. Select Yes if the check form has a bottom stub and you want to reprint the paid document detail on the stub.

**First line for repeat**
This field only displays if you answer Yes to Repeat line items ?.
Enter the line number at which to start reprinting the line items.

**NOTE:** The check total does not print below the repeated line items.

**Line item format**
Select:
- **Detail** To print remittance information that does not fit on a single check stub on subsequent checks which are automatically voided.
- **Summary** To print summarized remittance information for a check on a single check stub. The summarized remittance information includes the total amount paid by the check, a document number of (Summary), and the number of documents paid by the check.
Sample forms
Several sample forms are show below.

LF1/LF1W (Laser Format 1)
The header, line items, and totals areas of Laser Format 1 are shown below.
### LF2/LF2W (Laser Format 2) and LF3/LF3W (Laser Format 3)

#### Your Firm Name Here

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Voucher</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Amount Paid</th>
<th>Discount Taken</th>
</tr>
</thead>
</table>

#### PAY

To the Order Of

**SAMPLE - VOID**

Form 000000

Compatible Envelope 091402

---

#### Payment Record

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Vendor</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Amount Paid</th>
<th>Discount Taken</th>
</tr>
</thead>
</table>

Check Total

---

**NATIONAL STATE BANK**

**Downtown Office**

**City, State: 12345**

**Phone Number**

**Check No.**

**Check Date**

**Vendor No.**

**Check Amount**
CF2 (Continuous Format 2) and CF3 (Continuous Format 3)
Step 5 – Load existing open items

Select **Accounting / Accounts Payable / Utilities / Open item maintenance** to load any existing payables documents. This will establish the existing open items for a vendor when you first begin using Accounts Payable. No accounting distributions are generated and no journal is produced. You can select **Accounting / Accounts Payable / Reports / Open items** to print a listing of the documents that were loaded.

When you have finished adding and editing payable documents, be sure to age the vendor in **Accounts Payable / Account Management** or print an Aging Report using **Accounts Payable / Reports / Aging** to ensure that correct balances are set for the documents and the vendor.

**Vendor #**
Select an on-file vendor.

By default, the **Vendor #** is automatically set to the last vendor number you entered.

**Document date**
Enter the date of this document.

**Document type**
Select the type of document:
- Invoice
- Payment
- CR memo
- DR memo

**Payment type**
This field only displays if you selected **Payment** for the **Document type**.

Select the type of payment that was made:
- Computer check
- Manual check
- Other payment (e.g., cash or credit card payments)
Bank account
This field only displays if you selected Payment for the Document type.
Enter the bank account used for the payment.

Apply-to #
Enter the document number to which this document applies:
• Invoice documents are always “self-applied”
• Payment documents can be applied to an invoice or to a debit memo that is self-applied
• CR memo (credit memo) documents can be applied to an invoice or left open
• DR memo (debit memo) documents can be self-applied or applied to an invoice

Amount
Enter the original, total amount of document.

Non-disc amt
This field only displays if you selected Invoice, CR memo, or DR memo for the Document type.
Enter the amount of total that is not eligible for early payment discount

Discount taken
This field only displays if you selected Payment for the Document type.
Enter the amount of the discount already taken on this document. This value reduces the Balance of the document.

P.O. #
Enter the purchase order number associated with this payable.

Reference
Enter any reference text (e.g., the receiver number).

Terms code
This field only displays if you selected Invoice or DR memo for the Document type.
Enter the code that identifies the payment terms for this document.
You can also press F4 at this field to automatically default to the vendor’s terms code and all subsequent fields (Due days through Disc acct).

Due days / Due date / Disc days / Disc date
These fields only display if you selected Invoice or DR memo for the Document type.
Enter the specific days/date on which the document is due as well as the days/date by which any discount is available.

Disc pct / Disc amt / Disc acct
Press F1 at any field to use the default value, based on the terms code entered for this document. Or press F4 to default this and all remaining fields.
Balance
This field displays the current balance of document.

NOTE: The value that displays here will be recalculated when you age the vendor based on the applied documents and discounts taken.

Step 6 – Define payment groups
If you plan to use recurring payables, select Setup / Accounting / Payment groups to define payment groups. Each recurring payable can be assigned a payment group to permit generation of open payables for all recurring payables in the same payment group.

Using Accounts Payable: Payables

Entering a payable
Select Accounting / Accounts Payable / Payables / Enter to manually enter new payables documents, including invoices, credit memos, and debit memos.

To enter a new payable for merchandise received in Purchasing, select Accounting / Accounts Payable / Payables / Voucher receivings. To enter a new invoice and pay it immediately, select Accounting / Accounts Payable / Payables / Enter.

After you enter the payables transaction, the vendor’s unposted balance is increased by the invoice amount (decreased for credit memos). When the transaction is posted, the unposted balance is offset, and the vendor’s balance is updated.

Voucher #
Enter the voucher number, or press F2 to auto-assign the next voucher number.

Vendor #
Select an on-file vendor.
Trx type
Select the type of transaction:

- Invoice
- Credit memo: to record downward adjustments to a vendor’s account
- Debit memo: to record upward adjustments to a vendor’s account

Trx date
Enter the transaction date (date of activity) for this voucher’s distributions.

The transaction date can be different than the invoice date. For example, the vendor’s invoice may be dated December 31 (last year), but you are recording the invoice on January 5 (this year). In this case the transaction date should be January 5.

The date entered here is validated against the current year ID information defined in Setup / System / Company.

Invoice # / Invoice date
Enter the number and date of the vendor’s invoice.

A warning message is displayed if you have previously posted the same invoice number for this vendor.

Apply-to #
This field only displays for Credit memo and Debit memo documents.

Enter the invoice number to which this document applies. For credit memos, you can leave the field blank for “open” (unapplied).

NOTE: You can apply a new credit memo to an unposted invoice, as long as the invoice is on file as an unposted Accounts Payable transaction.

WARNING! When you enter a new invoice, and then enter a credit memo to apply to the new invoice, it is possible for you to delete the invoice transaction or otherwise modify the data so that the credit memo cannot be applied to the invoice. If the Apply-to # value becomes invalid for any reason, the credit memo will be created as an unapplied credit when it is posted. When you create the invoice, you will have to apply the credit memo manually.

Invoice amt
Enter the total amount of vendor’s invoice, or the amount of the debit memo or credit memo.

Non-disc amt
This field only displays for Invoice and Debit memo documents.

Enter the amount of the invoice that is not eligible for a prompt payment discount.

P.O.#
Enter the purchase order number associated with invoice

Reference
Enter any reference text for this payable
Terms code
This field only displays for Invoice and Debit memo documents.

Select the vendor’s terms code, or press F1 to use the vendor’s default terms code. The terms code is used along with the invoice date to calculate defaults for due dates, discount dates, and discount amounts.

If the vendor has a default terms code, you can press F4 to set all remaining fields to the vendor’s defaults.

Due days / Due date / Disc days / Disc date
These fields display (Not applicable) for Credit memo documents.

Enter the specific days/date on which the document is due as well as the days/date by which any discount is available.

Disc pct / Disc amt / Disc acct
These fields display (Not applicable) for Credit memo documents.

Press F1 at any field to use the default value (based on the terms code entered for this payable), or press F4 to default all remaining fields.

Exp account #
Enter the expense account to debit. For a Credit memo documents, this is the account to credit.

Press F1 to use vendor’s expense account, or press F2 to enter up to 50 accounts and associated amounts.

Creating a payable from Receivings

Select Accounting / Accounts Payable / Payables / Voucher receivings to create a new payable from Received P.O. history. Received P.O. history is created by posting P.O.’s or RTV’s.

Identify the P.O. number and up to four different receivers (Recvr-#'s) of that P.O. to be included in the voucher.
Dist date
Enter the date to use for the payable’s Trx date (the accounting distributions date).

At this field, you can also:

- Press F1 to mark the receiver(s) as already vouchered, if they were manually vouchered in Accounting / Accounts Payable / Payables / Enter
- Press F2 to identify a different vendor to whom the payable will be paid

To continue, enter the vendor’s invoice information in fields 2-6.

At Invoice amt, enter the amount of the vendor’s invoice. You can also press F1 to use the Vchr-total amount.

Non-disc amt is the portion of the invoice amount that is not eligible for any early payment discount that may be available.

At Reference, you can press F1 to default to the receiver number.

In fields 7–13, enter the payment terms of this invoice. You can press F1 at Due days to set all values based on the vendor’s terms.
Basic Accounting Option

After you press Enter at Field number to change ?, you are asked to enter up to 20 expense distributions that will be taken when the payable is posted in Accounts Payable.

At Account-# (in addition to entering account numbers and amounts) you can:

- Press F1 to use the receivings accrual account for the first item on the first receiver
- Press F2 to automatically generate all expense distributions (only available if the Invoice amount matches the Vchr-total amount)

When the invoice amount is fully distributed, press Esc at Account-#.

Select Accounting / Accounts Payable / Payables / Enter to access the voucher.

Posting payables

Select Accounting / Accounts Payable / Payables / Post to post payables. When you post a payables transaction, the Payables Journal is produced and the following files are updated:

<table>
<thead>
<tr>
<th>Invoices</th>
<th>What’s updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td>• Unposted balance is decreased</td>
</tr>
<tr>
<td></td>
<td>• Balance is increased</td>
</tr>
<tr>
<td>Open Item</td>
<td>• New “Invoice” document is produced</td>
</tr>
<tr>
<td>Monthly history</td>
<td>• Vendor “Purchases” is increased</td>
</tr>
<tr>
<td>Distributions</td>
<td>• Each expense account in transaction is debited (increased)</td>
</tr>
<tr>
<td></td>
<td>• Vendor’s A/P account is credited (increased)*</td>
</tr>
</tbody>
</table>
### Debit memos

<table>
<thead>
<tr>
<th>File</th>
<th>What’s updated</th>
</tr>
</thead>
</table>
| Vendor     | • Unposted balance is decreased  
  • Balance is increased                                      |
| Open Item  | • New “Debit memo” document is produced  
  • If debit memo was applied to an invoice, invoice balance is increased and debit memo balance is set to zero |
| Monthly history | • Vendor “Purchases” is increased  |
| Distributions | • Each expense account in transaction is debited (increased)  
  • Vendor’s A/P account is credited (increased) |

* If the vendor does not have an A/P account specified, the Default A/P account # (specified in Setup / Accounting / Control) is used.

### Credit memos

<table>
<thead>
<tr>
<th>File</th>
<th>What’s updated</th>
</tr>
</thead>
</table>
| Vendor     | • Unposted balance is increased  
  • Balance is decreased                                      |
| Open Item  | • New “Credit memo” document is produced  
  • If credit memo was applied to an invoice, invoice balance is decreased and credit memo balance is set to zero |
| Monthly history | • Vendor “Purchases” is decreased  |
| Distributions | • Each expense account in transaction is credited (decreased)  
  • Vendor’s A/P account is debited (decreased) |
Working with recurring payables

Recurring payables are payables that are processed on a regular basis without receiving documents from the vendor, such as rent or monthly car payments. Payables can be generated periodically from recurring payables, then posted. Recurring payables can be selected for processing individually or as a group.

Select Accounting / Accounts Payable / Recurring payables / Enter to enter a recurring payable.

Enter each recurring payable in the same manner as a regular payable. Invoice is the only type of payables document that can be generated from a recurring payable. When an existing recurring payable is displayed, press F5 to view or change the cycle information.

**Entry date**
Enter the date that this recurring payable was originally entered.

**Invoice #**
Enter the invoice number for this payable (limited to 11 characters).

When the regular payable is generated, its invoice number will be the Invoice # value entered in this field plus the number of times the regular payable has been generated (e.g., the invoice number for RENT will be RENT-001 the first time the regular payable is generated).

**Entering cycle information**
When an existing recurring payable is displayed, press F5 to view or change the cycle information.
**Payment group**
Enter the payment group for this recurring payable, or leave blank for None.

A payment group can be used in Accounting / Accounts Payable / Recurring payables / Group select to select a group of recurring payables for generation.

**Payment interval**
Enter the number of days, weeks, or months to direct the frequency of generation for this recurring payable. When you generate a payable from this recurring payable, the Next select date is automatically updated based on the payment interval.

Leave the interval blank for “on demand” to indicate the regular payable will be generated when needed by manually selecting it. You must use Accounting / Accounts Payable / Recurring payables / Select to select an “on demand” payable for generation. “On demand” recurring payables are not selected when using Accounting / Accounts Payable / Recurring payables / Group select.

**Starting date**
Enter the date on which this recurring payable becomes active and available for generating a payable.

Press F1 or leave a date blank for None.

**Ending date**
Enter the date on which this recurring payable becomes inactive.

Press F1 or leave a date blank for None.

**Next select date**
Enter the next date that this recurring payable will be selected for generation.

This date is automatically updated when payable is generated. Generation can occur if this date falls between the Starting date and Ending date.

**Max # of times**
Enter the maximum number of times a regular payable can be generated from this recurring payable.

Press F1 for Unlimited.

**Last voucher # / Last voucher date / Total amt vouchered / # of times vouchered**
These fields are automatically updated when payable is generated.
Printing the recurring payables edit list

Select Accounting / Accounts Payable / Recurring payables / Edit list to print an edit list of recurring payables.

Entry date range
Specify the date range for recurring payables that you want to include on the report. The payable will be included if its Entry date falls within this range.

Print in order by
Select whether to print recurring payables in order by Vendor #, Group (payment group), or Payable ID.

Voucher status
Specify whether to include recurring payables based on their status:

- Selected
- Unselected
- Expired
- All: to include Selected, Unselected, and Expired payables

Next select cutoff date
Enter the next cutoff date for including a recurring payable. The payable will be included if its Next select date occurs on or prior to the date specified here.

Press F1 for None if you don’t want to specify a date.

Print cycle info?
Specify whether to print cycle information for each recurring payable.
Selecting individual recurring payables for generation

To process recurring payables, first select the recurring payables for generation, then generate a payable.

There are two ways to select recurring payables for generation:

- Select an individual recurring payable
- Select multiple recurring payables simultaneously based on payable ID range, payment group, vendor range, vendor category, and next select date

Select **Accounting / Accounts Payable / Recurring payables / Select** to manually select a single recurring payable for generation.

If this payable has been selected, you can use this menu selection to unselect it in order to prevent the payable from being generated.

Press **Enter at Field number to change?** to select this recurring payable for generation. If the recurring payable is already selected, you have the option to unselect it.
Selecting multiple recurring payables for generation

Select Accounting / Accounts Payable / Recurring payables / Group select to automatically select multiple recurring payables.

A recurring payable will NOT be selected if:

- **Next select date** is later than the **Ending date**.
- **Next select date** is later than the **Next select cutoff date**.
- The payable has already been vouched the maximum number of times.

**Next select cutoff date**
Enter the next cutoff date for including a recurring payable. The payable will be included if its **Next select date** occurs on or prior to the date specified here.

Press F1 for **None** to ignore the "Next select date" for any recurring payable.

**Print or select ?**
Select whether to print the report, select vouchers, or both.

**Print in order by**
This field only displays if you selected to **Print report** or **Both** for **Print or select ?**.

Select the order in which to print the selected payables. You can print in order by **Vendor**, **Group** (payment group), or **Payable ID**.
Generating payables from recurring payables

You can specify which recurring payables to generate from based on payable ID range, payment group, vendor range, and vendor category. The Voucher Generation List prints as payables are generated. Each generated payable is automatically assigned the next voucher number.

When generating payables, the recurring payable’s cumulative cycle information is updated with the total amount vouchered, total number of vouchers generated, the last voucher number, and the last voucher date. The recurring payable is marked as Expired if its Max # of times is reached.

Select Accounting / Accounts Payable / Recurring payables / Generate to generate payables from the recurring payables that have been selected for generation.

When you press Enter at Field number to change ?, you are asked if you wish to save the parameters for future reports.

If you are creating payables and there are already unposted payables on file for a vendor, a warning message displays. If you continue, the selected documents will be added to the existing payable transaction.

Voucher date
Enter the date to use as the Transaction date of the payable.

Print report ?
Specify whether to print the Voucher Generation List.

Print in order by
This field displays if you answered Yes to Print report ?.
Select the order in which to print the selected payables. You can print in order by Vendor, Group (payment group), or Payable ID.
Using Accounts Payable: Payments

Printing the Payment Advice Report

Select Accounting / Accounts Payable / Payments / Payment advice to print a report that shows the open items that are due to be paid by a specified cutoff date, or that have discounts available that will be lost if not paid prior to the next payment date.

- Payment date
- Selection method: Due date
- Discount method: Take eligible discounts
- Cutoff due date
- Vendor range: "First" to "Last"
- Vendor category: "All"
- Vendor A/P account: "All"
- Report format: Detail
- Generate payments: Yes
- Bank account: Main checking account

You can optionally choose to automatically create payment transactions for the reported documents. Any payment transactions that are created are unposted and can be accessed using Accounting / Accounts Payable / Payments / Enter.

Invoices and debit memos can be selected based on due date, and if requested, discount date. Credit memos are always selected regardless of date. Payment transactions of type Computer check are created for the specified bank account.

Payment date
Enter the date you plan to use for the payment transaction date. The current date displays as a default.

Selection method
Select Due date to include only documents that are due on or before the date specified for Cutoff due date. Select Due date and discount date to also include documents with discounts that expire by the specified Cutoff discount date.

Discount method
Specify whether you want to take only eligible discounts or both eligible and expired discounts.
**Cutoff due date**
Enter the cutoff due date.
Documents that are due on or before this date will be included. The date entered for *Payment date* displays as a default.

**Cutoff discount date**
Enter the cutoff discount date.
If you specified *Due date and discount date* for *Selection method*, documents are included if their discount expires on or before the date you enter here.

**Vendor range / Vendor category / A/P account #**
Select the vendors to include on this report by entering a range of vendor IDs, a category, or an Accounts Payable account number. Press F1 at any field if you don’t want to restrict vendors.

**Report format**
This field only displays if you selected to print the report.
Specify the report format:
- **Summary** shows the current balance due, payment amount, and any eligible discounts for each vendor
- **Detail** also shows individual documents, including their balance, payment amount, and eligible discounts

**Generate payments**
Specify whether to generate the payment advice report.

**Bank account**
This field only displays if you selected to generate the payment advice report.

A sample Payment Advice report is illustrated below.
Entering payments

Select Accounting / Accounts Payable / Payments / Enter to enter a vendor payment transaction. The transaction can be used to pay existing payables using a printed check ("computer check"), to record a check that has been written outside of the software ("manual check"), or to record a payment made by a method other than check, such as payments using credit cards or cash ("other").

The vendor’s unposted balance is decreased after the payment is entered.

You can also record new invoices “on the fly” so you can immediately pay those invoices.

Vendor #
Select the vendor you want to pay. You can enter multiple payments to pay existing invoices for a single vendor, prior to posting.

If this is a Miscellaneous vendor, you can enter the name and address to print on a computer check. The name and address will be retained in the checkbook history when the payment is posted.

Payment type
Specify the type of payment:

• Computer check to print the check
• Manual check to record a check that was produced outside of CounterPoint
• Other payment for a payment made by another method (e.g., credit card or cash) outside of CounterPoint

Bank account #
For Computer checks and Manual checks, select the Checking type bank account on which the check will be drawn.

For Other payment types, select an Other/Credit card type of bank account.
Basic Accounting Option

Check number
For a Computer check, this field displays (Not applicable). The check number will be assigned when the check is printed.

For a Manual check, enter the check number.

For Other payments, the entry of a document number is optional.

Invoice #
Select the invoice or self-applied debit memo being paid. If you specify a single invoice or debit memo, its information is displayed.

Press F4 to enter a new invoice on-the-fly and pay it immediately.

Press F2 to select up to 50 invoices, debit memos and credit memos to include in the payment, with the amount to pay and any discount to be taken for each. Selecting a credit memo reduces the payment amount required to satisfy the invoices.

NOTE: To enter multiple payments for existing invoices, create additional payments for the same vendor and select a different existing invoice for each one.

Payment amount
Enter the payment amount or press F1 to default to the amount due of the document.

When paying multiple invoices, the sum of the payment amounts specified in the Invoices to Pay window displays and changes are not allowed at this field.

*** Partial payment *** displays if the payment amount is different than the total balance of documents included in the payment.

Discount taken
Enter the discount amount to take or press F1 to default to the calculated discount amount available.

When paying multiple invoices, the sum of the discount amounts specified in the Invoices to Pay window displays and changes are not allowed at this field.
Printing the Payment Edit List

Select Accounting / Accounts Payable / Payments / Edit list to print the Payment Edit List of unposted payment transactions. You can print transactions for one or all bank accounts.

Printing checks

Select Accounting / Accounts Payable / Payments / Print checks to print checks for Computer check payment transactions.

You will not be able to post Computer check payment transactions until the checks have been printed.

Bank account

Select the bank account to be used for the payment transactions.
Starting check #
Enter the check number to assign to the first check printed, or press Enter to default to the next check number for this bank account.

Vendor range / Vendor category
Specify a vendor range if you want to print checks only for certain vendors or vendor categories.

Form ID
Press Enter to use the default check form ID, or specify a different check form.

Printing checks
As checks are printed, the check number and date are updated for the payment transaction, making the payment transaction valid for posting.

For a vendor’s check, if the remittance detail on the check stub (the list of invoices) overflows to multiple check stubs, checks are voided as needed and only the last check number in the group is the “official” check.

After all checks are printed, a screen displays showing how many checks were printed, the check number range, and the total amount of all checks.

Did all checks print OK?
Specify whether or not the checks printed properly. If you answer Yes, check printing is complete.

Did ANY checks print OK?
This field displays if you answered No to Did all checks print OK?.
Specify whether or not any of the checks printed properly.

If you answer Yes, you are asked for the range of the good check numbers. Good check numbers are the check numbers that printed properly and do not need to be voided or reprinted.
**Void any checks?**
Specify whether you want to void any of the checks that you just printed.

Answer **Yes** if some of the checks were printed on check forms that are now unusable and you want to account for the missing check numbers. You are then asked for the range of “void” check numbers to mark as voided. The corresponding payment transactions cannot be posted until new checks are printed.

**NOTE:** You may not want to void any checks. For example, if you forgot to load the forms in the printer and printed checks on plain paper, you would choose to not void checks.

When you post the payment transactions, the Check Register Journal will reflect voided checks as well as the final computer-printed checks and any manual checks.

Select **Accounting / Accounts Payable / Void checks / Enter** to void a check after the payment is posted, or in the event that you need to record a check as voided without a payment being involved.

**Reset starting check # to**
Enter the next usable check number that you want to assign to Next check number.

Unless all checks printed properly, it is likely that the Next check number in the Accounting Control file is now incorrect.

**Posting payments**

Select **Accounting / Accounts Payable / Payments / Post** to post payment transactions.

**Computer check** payment transactions can only be posted after the checks have been printed (and not voided) using **Accounting / Accounts Payable / Payments / Print checks**. A message appears on the Payment Journal to highlight any computer check transactions were not posted due to unprinted checks.

The Payment Journal prints in vendor number order, showing all payment transactions being posted.

The following files are updated during posting:

<table>
<thead>
<tr>
<th>File</th>
<th>What’s updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank accounts</td>
<td>• For payments processed from a <strong>Checking</strong> type bank account, the account balance is decreased by the payment amount.</td>
</tr>
</tbody>
</table>
| Checkbook History     | • A check record is produced for each computer and manual check transaction. Check records are used when reconciling the bank account.  
                        | • The record is added for each **Other payment** transaction. The record is used when reconciling credit card statements for **Other/Credit card** bank accounts. |
### File

| **Distributions** | • B/S account for bank account is credited (decreased) for payment amount.  
  • A/P account for vendor is debited (decreased) for the sum of the payment amount and discounts taken.  
  • Discount account for each invoice or debit memo included in payment is credited (increased) for any discount taken on each document. If document has no discount account specified, the default account specified in Setup / Accounting / Control is used. |
| **Monthly history** | • Vendor Payments is increased by the payment amount.  
  • Vendor Discounts is increased by the amount of any discount taken. |
| **Open Item** | • New Invoice document is created for any invoice added on-the-fly.  
  • Any credit memos involved are applied to the oldest invoices/debit memos, prior to creating the Payment document.  
  • New Payment document is produced with a balance of .00.  
  • Balance of each invoice and debit memo included in payment is decreased by the sum of the payment amount and discount taken. If the balance of the invoice or debit memo becomes zero, the document (along with any documents applied to it) is marked as Paid. |
| **Vendor** | • Unposted balance is increased by the sum of the payment amount and discount taken.  
  • Balance is decreased by the same amount.  
  • [Year] payments is increased by the sum of the payment amount (not including any discount taken)  
  • Last payment information is updated if the current payment is more recent  
  • For 1099-type vendors, 1099 payments is updated for the year that matches the payment year. (1099 payment totals are displayed in Accounting / Accounts Payable / Account management, as well as on the 1099 report or 1099 forms.) |

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**NOTE:** Up to two years of payment and 1099 information are available. If the current payment year does not match either set of totals, the oldest set of totals is replaced with the current payment data and the older totals are no longer available.

The Check Register prints after payment transactions are posted, showing all computer and manual checks for the transactions just posted.
The Check Register also reflects any checks that were automatically voided when you printed checks (due to overflow of remittance detail), or checks that were voided using Accounting / Accounts Payable / Void checks / Enter if there were unposted payment transactions when you ran Accounting / Accounts Payable / Void checks / Enter.

**Entering a deposit or pre-payment**

You may need to pre-pay a vendor prior to receiving an actual invoice. In Accounts Payable, each payment must be applied to an invoice or debit memo. If you want to process a payment that doesn't have an actual invoice, follow the steps in the example below.

**Example**

To send a $1000 deposit to a vendor against a $5000 purchase, you could:

- Select Accounting / Accounts Payable / Payments / Enter, enter a payment for $1000, and create a new invoice at the same time. Use a Prepaid expenses expense account. (Alternatively, you could enter a payable (invoice or debit memo) using Accounting / Accounts Payable / Payables / Enter that uses a Prepaid expenses expense account. Then use Accounting / Accounts Payable / Payments / Enter to issue a check for that payable.)
- Use Accounting / Accounts Payable / Payables / Enter to enter a credit memo for $1000 with an “open” apply-to, using a Prepaid expenses expense account.

When the actual merchandise and invoice are received:

- Use Accounting / Accounts Payable / Payables / Enter to enter the invoice for $5000. Use a normal expense account for the vendor (rather than a prepaid expense account).
- Use Accounting / Accounts Payable / Payments / Enter to process a payment for the vendor, selecting the $5000 invoice and the $1000 credit memo, resulting in a $4000 check.

**Voiding checks**

Voiding a posted check completely reverses the corresponding payments, returns the open items that were paid to their original unpaid state, increases the vendor’s balance, and creates additional distributions to reverse the payment and discount taken amounts. Each check voided in this way is marked as Voided in the Checkbook History file.

You can also void unprinted checks that are unusable for some reason. For example, if a series of checks has been damaged, you can void the corresponding check numbers to prevent them from ever being used. Unused check numbers that have been voided are also written to the Checkbook History file to provide an audit trail.
Entering void check transactions

Select Accounting / Accounts Payable / Void checks / Enter to enter void check transactions for both printed and unprinted checks.

Bank account #
Enter the account number of the bank account for which you want to void checks. This field defaults to the Default bank account defined in Setup / Accounting / Control.

Check number / Document number
The name of this field varies depending on the type of bank account you select.

For Checking accounts, enter a single check number to void a printed check, or press F2 and enter a range of unprinted check numbers to render the entire block of checks unusable with a single void check transaction.

**NOTE:** To void a printed check, the check must exist in the Checkbook History file and must be “reversible.” A check is NOT reversible under the following circumstances:

- The check has been marked as Reconciled (i.e., it has cleared the bank).
- The check has been marked as Voided (i.e., a void check transaction has already been applied to it).
- Any of the documents that were paid by the check have been deleted or purged.

For Other/Credit card accounts, enter a single document number to void the corresponding payment.

When you enter a valid check number or document number, the corresponding payment, vendor, and invoice fields populate automatically. If the check you specify paid multiple invoices, the invoice fields default to "**Multiple**."
Void date
Enter the accounting date for the void check transaction. All distributions and other activity created by the void check transaction are created with this date.

For example, if you void a $100.00 check that was originally posted in December with a Void date in January, the vendor balance, distributions, and so forth will reflect $100.00 in December payments and $100.00 in January payments.

Press F1 to use the original payment date of the payment you are voiding.

Reference
Enter a comment or description for the void check transaction. For example, if you are voiding a block of checks that were damaged during shipping, you might enter “Checks unusable due to shipping damage” in this field.

Printing the Void Checks Edit List
Select Accounting / Accounts Payable / Void checks / Edit list to print the Void Checks Edit List, which lists all unposted void check transactions.

Enter or look up the Bank Account for which you want to print unposted void check transactions, or press F1 for All bank accounts.

Posting void check transactions
Select Accounting / Accounts Payable / Void checks / Post to post void check transactions for a single bank account or for all bank accounts.

When you post void check transactions, the Void Checks Journal prints. The Void Checks Journal lists void check transactions by bank account, and then by check number.

The following files are updated during posting:

<table>
<thead>
<tr>
<th>File</th>
<th>What’s updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank accounts</td>
<td>For checks voided for a Checking account, the account balance is increased by the payment amount.</td>
</tr>
<tr>
<td>Checkbook History</td>
<td>The check record for each voided check is set to a status of Voided. For unprinted checks, a new check record is created for each check number with a status of Voided.</td>
</tr>
<tr>
<td>Distributions</td>
<td>B/S account for the bank account is debited (increased) by the payment amount. A/P account for the vendor is credited (increased) by the payment amount, plus any discounts taken. Discount account for each invoice or debit memo paid by the voided check is debited (decreased) by any discount taken.</td>
</tr>
<tr>
<td>Monthly history</td>
<td>Vendor Payments is decreased by the payment amount. Vendor Discounts is decreased by the amount of any discount taken.</td>
</tr>
</tbody>
</table>
Basic Accounting Option

<table>
<thead>
<tr>
<th>File</th>
<th>What's updated</th>
</tr>
</thead>
</table>
| **Open Item** | Balance of each invoice and debit memo originally paid by the voided check is increased by the sum of the payment amount and any discount taken.  
Invoices and debit memos originally paid by the voided check are set to Unpaid status.  
Corresponding payment records are removed.                                                                 |
| **Vendor**  | Balance is increased by the sum of the payment amount and any discount taken.  
Each vendor’s Total Payments value is decreased by the amount of the current payment.  
For vendors with a Vendor type of 1099, the 1099 payments value for the year that matches the payment year is decreased by the amount of the current payment. |

If no unposted payment transactions are on file for the specified bank account(s), the Check Register prints after void check transactions are posted. The Check Register lists all checks that have been processed in check number order, including those that are unprinted.

If payment transactions are on file for the specified bank account(s), the Check Register is NOT printed. Posted void check transactions will be included on the next Check Register that prints when you post payments using Accounting / Accounts Payable / Payments / Post. The Void Checks Journal includes a message to explain why the Check Register did not print.

**NOTE:** If an open credit memo was applied to multiple invoices when you issued a check and you void the check using Accounting / Accounts Payable / Void checks, all invoice applications are removed and the open credit memo is reassembled into a single document. Further, if a payment included multiple open credits, voiding the corresponding check recreates all of the original open credits as separate documents with their original credit memo dates.
Using Accounts Payable: Account management

Managing accounts

Select Accounting / Accounts Payable / Account management to view information for a vendor, including open payables.

When an existing account is displayed, you can press:

F1 = Items   To view vendor’s open or paid payables documents
F2 = PO’s    To view open purchase orders for the vendor
F4 = PO hist To view received P.O. history for the vendor
F5 = Notes   To view notes for the vendor
F6 = Remit   To view the vendor’s remit-to name and address
F7 = Age     To age open items for the vendor and recalculate vendor’s balance
F8 = Mth hist To view vendor’s monthly history
F9 = 1099    To view 1099 totals for 1099 type vendors (protected changes are allowed when totals are displayed)
After you press F1 to view open payables documents:

Press Enter to view additional information for each document, such as the discount date, discount amount available, discount already taken, P.O.#, terms code, and reference.

When viewing additional information, you can also press any of these keys:

- **F1 = Paid**  
  To view paid payables documents (F1 toggles between open and paid)

- **F2 = Mode**  
  To change the order in which the documents display

- **F4 = Type**  
  To view specific document types

- **F5 = Notes**  
  To view notes for the vendor

- **F6 = Zoom**  
  To show additional information for the selected document.

  While in the zoom window, if the open item has a P.O. number, you can press F4 to view the history of receivings for that P.O.

- **F7 = Jump**  
  To jump to a different apply-to number, document number, or date, depending on the current order in which documents are displayed

- **F8 = Mth hist**  
  To view vendor’s monthly history
Available reports and forms

The following Accounts Payable reports and forms are available:

<table>
<thead>
<tr>
<th>Report/Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099s</td>
<td>Prints the 1099 payment report for selected calendar year and vendors, showing amounts paid to a vendor for that year, and optionally prints 1099 forms. For more information on printing 1099s, refer to Preparing and printing 1099s on page 80.</td>
</tr>
<tr>
<td>Aging Report</td>
<td>For selected vendors and cutoff date, ages unpaid open items dated on or before the cutoff date and prints dollars owed for each defined aging period. Brief report shows vendor ID, name, category, terms, contact, phone number, balance, and last payment date. Full report also shows vendor’s address. For all currently unpaid open invoices and debit memos that are dated on or before the cutoff date, in addition to aged amounts, allows option for level of document detail to print: <strong>Full detail</strong> shows any credit memos and payments applied to the invoices and debit memos, <strong>Balances only</strong> shows only the invoices and debit memos with their current balances, while <strong>Summary</strong> prints just aging amounts without any document detail. <strong>NOTE:</strong> Fully paid documents and the documents applied to them do not appear on this report, regardless of the level of document detail selected to print.</td>
</tr>
<tr>
<td>Cash Planning</td>
<td>For specified timeframes, amount of cash that will be needed (week-by-week or month-by-month) to pay documents based on due date or based on discount date.</td>
</tr>
<tr>
<td>Cash Requirements</td>
<td>For selected vendors and a specific anticipated payment date, how much cash is required to meet immediate A/P obligations and which items should be paid now (even if not due) in order to obtain a discount. For more information, refer to Printing the Cash Requirements Report on page 83.</td>
</tr>
<tr>
<td>G/L Reconciliation</td>
<td>Document balances as of a specified date, including documents that may now be fully paid.</td>
</tr>
<tr>
<td>Open Items</td>
<td>For selected vendors and date range, shows information on vendor’s open items. Brief report format shows the apply-to number, terms, due date, document amount, discount date, discount allowed, discount taken, and balance for each open item. Full report format also includes P.O. number and reference.</td>
</tr>
<tr>
<td>Unvouchered Receivings</td>
<td>Generates and prints a list of receivings that have not yet been set up for payment in Accounts Payable.</td>
</tr>
</tbody>
</table>
### Basic Accounting Option

#### Report/Form Description

<table>
<thead>
<tr>
<th>Report/Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor History</td>
<td>Prints a detailed history of a vendor’s invoices and payments for a specified period of time.</td>
</tr>
<tr>
<td>Vendors</td>
<td>For selected vendors, shows information from vendor records, and optionally notes and this year/last year history of Qty ordered, Qty received, Qty cancelled, Qty returned, $ vouchered, $ purchases, $ paid, and $ discounts taken.</td>
</tr>
<tr>
<td>Vouchered Receivings</td>
<td>Generates and prints a list of receivings for which vouchers have been created and/or receivings that have been marked as vouchered. For more information, refer to Printing the Vouchered Receivings report on page 89.</td>
</tr>
</tbody>
</table>

#### Preparing and printing 1099s

Select Accounting / Accounts Payable / Reports / 1099s to print the Accounts Payable 1099 Report or 1099 forms.

The 1099 payment report shows the amounts paid during the specified calendar year for a 1099 type vendor.

---

**Calendar year**

Enter the year for which 1099 information is to be printed, either the current or prior year.

**Vendor range**

Enter a range of vendors to include on the report.

Press F1 for the First to Last vendor.

**Vendor category**

Enter a category of vendor to include on the report.

Press F1 to include all categories of vendors.
**Minimum 1099 amount**
Enter the minimum amount of 1099s to include on this report.

Only vendors who have paid equal to or greater than the amount indicated here will be included. The minimum amount is determined by the IRS.

**Print report or forms?**
Specify whether to print a 1099 report or the 1099 forms.

**Report format**
This field only displays if you answered Report to Print report or forms?.
Specify the report format to print:
- **Full** format shows the name, address, both contact names and phone numbers, total payment amount for the year, and total 1099 amount for the year for each vendor.
- **Brief** format does not show the vendor’s address, the second contact person, or the phone numbers of either contact person.

**Printing the Cash Planning report**
Select Accounting / Accounts Payable / Reports / Cash planning

The Cash Planning report allows you to project payment obligations for up to five future periods by week, by month, or by user-defined date ranges. You can view cash projections as a summary by vendor or include detailed information for unpaid documents.

**Selection method**
Select one of the following options to specify which documents to include on the report:
- **Due date** includes A/P documents for which the due date falls within one of the specified periods.
- **Due date and discount date** includes A/P documents for which either the due date or the discount date falls within one of the specified periods.
Basic Accounting Option

Period entry method
Select the period entry method for the report from the following options:

- **Dates** allows you to specify user-defined ending dates for each report period.
- **Weeks** allows you to specify the ending date for the first period and increments the ending date for each subsequent period by seven days.
- **Months** allows you to specify the ending date for the first period and increments the ending date for each subsequent period by one month.

**Period 1-5 ending date**
Enter the ending dates for each period you want to report in these fields.

If you selected **Dates** from Period Entry Method, specify the ending date for each period.
If you selected **Weeks** from Period Entry Method, specify the ending date for the first period, and then press F1 for each subsequent period to increment the ending date by seven days.
If you selected **Months** from Period Entry Method, specify the ending date for the first period, and then press F1 for each subsequent period to increment the ending date by one month.

Press F2 for any period after the first to set the ending date to Latest.
Press F4 for any period after the first to set the ending date to None.

**Vendor range**
Enter a range of vendors to include in the Cash Summary report.
Press F1 to specify a range of First to Last.

**Vendor category**
Select the vendor category for the report, or press F1 to select All vendor categories.

**Vendor A/P account**
Enter or look up the account number to include on the report, or press F1 to include all applicable accounts.

**Report format**
Select the detail level for the report from the following options:

- **Detail** includes detailed information for each A/P document, per vendor.
- **Summary** displays totals for each vendor, but does not include detailed information about individual documents.
Sample report

A sample Cash Planning report is illustrated below.

Printing the Cash Requirements report

Select Accounting / Accounts Payable / Reports / Cash requirements.

The Cash Requirements report shows how much cash is required to meet immediate A/P obligations and to determine open items that are not due but must be paid to receive a discount.

Payment date

Enter the anticipated payment date (this is the date checks are printed, date checks are mailed, or date check is expected to be received by vendor).
Next payment date
Enter the anticipated payment date for the next payment cycle

Cutoff date
Enter the cutoff date.

Open items due after this date won’t be included on the report, unless the discount date falls before Next payment date. Press F1 for None to include all open items regardless of due dates (items due after payment date will be labeled as Future on the report).

Report format
Specify the report format:
- Detail shows Past due, Current, and Future totals of amount payable, discount allowed, net amount payable, and any discounts lost for each vendor along with open item detail
- Summary only shows the vendor totals

A/P account #
Enter the A/P account number of the open items to include. Press F1 for All.

Sample report
A vendor will appear on the report if there are one or more invoices or debit memos that are past due, current, or eligible for a discount before the cutoff date. Only vendors who have items to be paid will be included.
Printing the G/L Reconciliation report

Select Accounting / Accounts Payable / Reports / G/L Reconciliation.

The G/L Reconciliation report lists payables as of a certain date, allowing you to generate month-end "as of" data for reconciling A/P information with G/L entries. Like the G/L, the G/L Reconciliation report excludes documents with future transactions dates, like the January invoice cited in the example above.

**NOTE:** This report can be considered an "A/P subsidiary ledger."

Reconciliation date
Enter the date on which the G/L reconciliation is to take place.

Vendor range
Enter the beginning and ending vendor numbers.
Press F1 to specify a range of First to Last.

Vendor category
Select the vendor category for the report, or press F1 to select All vendor categories.

Vendor A/P account #
Select the vendor A/P account number for the report, or press F1 to select All vendor A/P accounts.

Report format
Select the detail level for the report from the following options:

- **Full detail** includes one detail line for each A/P document.
- **Balances only** includes one detail line for each document with an open balance.
- **Summary** displays totals for each vendor, but does not include detailed information about individual documents.
Sample report

A sample G/L Reconciliation report is illustrated below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor Name</th>
<th>Date</th>
<th>Doc Type</th>
<th>Doc Date</th>
<th>Doc Amount</th>
<th>Disc Allowed</th>
<th>Disc Taken</th>
<th>Doc Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Manufacturer Co.</td>
<td>09/03</td>
<td>Invoice</td>
<td>10/02</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Acme Sports Accessories</td>
<td>10/04</td>
<td>Invoice</td>
<td>10/03</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Supplier Co.</td>
<td>10/05</td>
<td>Invoice</td>
<td>10/04</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Vendor Co.</td>
<td>10/06</td>
<td>Invoice</td>
<td>10/05</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

Vendor totals:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor Name</th>
<th>Date</th>
<th>Doc Type</th>
<th>Doc Date</th>
<th>Doc Amount</th>
<th>Disc Allowed</th>
<th>Disc Taken</th>
<th>Doc Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Manufacturer Co.</td>
<td>09/03</td>
<td>Invoice</td>
<td>10/02</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Acme Sports Accessories</td>
<td>10/04</td>
<td>Invoice</td>
<td>10/03</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Supplier Co.</td>
<td>10/05</td>
<td>Invoice</td>
<td>10/04</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Vendor Co.</td>
<td>10/06</td>
<td>Invoice</td>
<td>10/05</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Vendor Co.</td>
<td>10/06</td>
<td>Invoice</td>
<td>10/05</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

Grand totals:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor Name</th>
<th>Date</th>
<th>Doc Type</th>
<th>Doc Date</th>
<th>Doc Amount</th>
<th>Disc Allowed</th>
<th>Disc Taken</th>
<th>Doc Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Manufacturer Co.</td>
<td>09/03</td>
<td>Invoice</td>
<td>10/02</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Acme Sports Accessories</td>
<td>10/04</td>
<td>Invoice</td>
<td>10/03</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Supplier Co.</td>
<td>10/05</td>
<td>Invoice</td>
<td>10/04</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Vendor Co.</td>
<td>10/06</td>
<td>Invoice</td>
<td>10/05</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>000</td>
<td>Vendor Co.</td>
<td>10/06</td>
<td>Invoice</td>
<td>10/05</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

Printing the Vendor History report

Select Accounting / Accounts Payable / Reports / Vendor history.

This report includes basic information about each vendor, as well as totals for each vendor’s invoices and payments during a specified date range. You also have the option to print detailed information about each document in the report, allowing you to review a complete history of your accounts payable activity with each of your vendors.

Vendor range
Enter the beginning and ending vendor numbers.
Press F1 to specify a range of First to Last.
Vendor category
Select the vendor category for the report.
Press F1 to select All vendor categories.

Print in order by
Select a sorting option, either Vendor number or Vendor name, to determine the order in which vendors appear on the report.

Document date range
Enter a beginning date and ending date for the report. Only documents that are dated within this range appear on the report.
Press F1 to specify a date range of Earliest to Latest.

Document detail
Select the detail level for the report from the following options:

• Full detail includes one detail line for each document, including applied documents.
• Balances only includes one detail line for each document with an open balance.
• Summary displays totals for each vendor, but does not include detailed information about individual documents.

NOTE: When you select Full detail or Balances only, the Document order list appears to allow you to specify a sort order for the document detail lines.

Document order
Select a sorting option for the document detail lines from the following options:

• Apply-to number sorts the document detail by the corresponding Apply-to values.
• Document number sorts the document detail by the corresponding Doc-# values.
• Date sorts the document detail by the document date on each document.
### Sample report

A sample Vendor History report is illustrated below.

#### Vendor History Report

**Date:** 06/02/03  **Time:** 17:01:13  **Vendor:** Compumon Sports, Inc.

**Vendor History Report**

- **Vendor:** Compumon Sports, Inc.
- **Vendor Category:** All
- **Date Range:** Earliest to Latest
- **Report Type:** Full Detail

<table>
<thead>
<tr>
<th>Vendor #</th>
<th>Type</th>
<th>Status</th>
<th>A/P Account #</th>
<th>Inv-date</th>
<th>Pay-date</th>
<th>Inv-pay</th>
<th>Pmt/credit</th>
<th>Disc-taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td></td>
<td></td>
<td></td>
<td>4/02/03</td>
<td>4/02/03</td>
<td>42.94</td>
<td>42.94</td>
<td>0.00</td>
<td>42.94</td>
</tr>
<tr>
<td>Acme Sports Accessories</td>
<td>Active</td>
<td>2000-000</td>
<td>3/28/00</td>
<td>4/03/00</td>
<td>0.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MERCH</td>
<td></td>
<td></td>
<td></td>
<td>29.94</td>
<td>29.94</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unpaid Items:**

<table>
<thead>
<tr>
<th>Doc-date</th>
<th>Doc-type</th>
<th>Apply-to</th>
<th>Total</th>
<th>Inv/Debit</th>
<th>Pmt/credit</th>
<th>Disc-taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/03/03</td>
<td>00159915-152452</td>
<td>Invoice</td>
<td>04/03/03</td>
<td>420.94</td>
<td>420.94</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STEW**

- **Vendor:** Stewart Office Supplies
- **Vendor Category:** All
- **Date Range:** Earliest to Latest
- **Report Type:** Full Detail

<table>
<thead>
<tr>
<th>Vendor #</th>
<th>Type</th>
<th>Status</th>
<th>A/P Account #</th>
<th>Inv-date</th>
<th>Pay-date</th>
<th>Inv-pay</th>
<th>Pmt/credit</th>
<th>Disc-taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td></td>
<td></td>
<td></td>
<td>3/15/00</td>
<td>3/15/00</td>
<td>228.48</td>
<td>228.48</td>
<td>0.00</td>
<td>228.48</td>
</tr>
<tr>
<td>MERCH</td>
<td></td>
<td></td>
<td></td>
<td>149.52</td>
<td>none</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unpaid Items:**

<table>
<thead>
<tr>
<th>Doc-date</th>
<th>Doc-type</th>
<th>Apply-to</th>
<th>Total</th>
<th>Inv/Debit</th>
<th>Pmt/credit</th>
<th>Disc-taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/03/03</td>
<td>4025</td>
<td>Invoice</td>
<td>4025</td>
<td>02/03/03</td>
<td>15.56</td>
<td>15.56</td>
<td>0.00</td>
</tr>
<tr>
<td>02/27/03</td>
<td>4002</td>
<td>Invoice</td>
<td>4002</td>
<td>02/28/03</td>
<td>15.56</td>
<td>15.56</td>
<td>0.00</td>
</tr>
<tr>
<td>01/30/03</td>
<td>4409</td>
<td>Invoice</td>
<td>4409</td>
<td>01/31/03</td>
<td>23.98</td>
<td>23.98</td>
<td>0.00</td>
</tr>
<tr>
<td>01/17/03</td>
<td>4005</td>
<td>Debit Acc</td>
<td>4005</td>
<td>23.98</td>
<td>23.98</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>01/15/03</td>
<td>4566</td>
<td>Invoice</td>
<td>4566</td>
<td>01/14/03</td>
<td>149.52</td>
<td>149.52</td>
<td>162.12</td>
</tr>
<tr>
<td>03/04/03</td>
<td>21244</td>
<td>Credit Acc</td>
<td>21244</td>
<td>03/04/03</td>
<td>10.40</td>
<td>10.40</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Grand Totals:**

| Item     | | |
|-----------| | |
| Inv/Debit | 661.92 | 657.42 |
| Pmt/credit | 11.40 | 11.40 |
| Disc-taken | .00 | .00 |
Printing the Vouchered Receivings report

Select Accounting / Accounts Payable / Reports / Vouchered receivings.

The Vouchered Receivings report allows you to review receivings for which vouchers have been created and/or receivings that have been marked as vouchered through Accounting / Accounts Payable / Voucher receivings.

Print in order by
Select a sorting option for the report.

- **Vendor/P.O.#** sorts the report by vendors and then by P.O.#.
- **P.O.#** sorts the report by P.O.#.

**Vendor # range**
Enter the beginning and ending vendor numbers.
Press F1 to specify a range of First to Last.

**P.O. # range**
Enter the beginning and ending purchase order numbers.
Press F1 to specify a range of First to Last.

**Location**
To print the report for a single location, enter the location.
Press F1 for All locations.

**Order date range**
Enter the beginning and ending order dates.
Press F1 to specify a range of Earliest to Latest.

**Receipt date range**
Enter the beginning and ending receipt dates.
Press F1 to specify a range of Earliest to Latest.
Voucher status
Select one of the following options to specify which receivings to include on the report:

- **Vouchered only** includes receivings for which vouchers were created through Accounting / Accounts Payable / Voucher Receivings only.
- **Manually marked** includes receivings that were manually marked as vouchered only.
- **Both** includes receivings for which vouchers were created and receivings that were manually marked as vouchered.

Report format
Select the detail level for the report from the following options:

- **Detail** shows the individual items from each receiving.
- **Summary** lists the receivings.

Sample report
A sample Vouchered Receivings report is illustrated below.

![Vouchered Receivings Report]

NOTE: Voucher numbers marked with an asterisk (*) indicate that the corresponding receiving was manually marked as vouchered.

Additional functions

Purging paid items
You can purge invoices and self-applied debit memos that are fully paid, along with the associated credit memos and payments that paid those documents.

Select Accounting / Accounts Payable / Purge / Paid items.
Vendor range
To define a range of vendors for which you want to purge open items, enter the beginning and ending vendor numbers.
To specify a range of First to Last, press F1 at each of these fields.

Vendor category
Select the vendor category for which you want to purge open items, or press F1 to select All vendor categories.

Cutoff date
Enter the cutoff date for the purge. Only open items that were fully paid on or before the date you specify will be deleted when you process the purge.
Press F1 for None to purge all open items for the selected vendor(s) and category, regardless of their dates.

Print or purge?
Select the appropriate option to Print an edit list, Purge open items, or Both.

Purging vouchered receivings
Select Accounting / Accounts Payable / Payables / Voucher receivings to create payables using Received P.O. History data. Each receiving will be marked with the voucher number used in order to prevent it from being vouchered again.
If you need to conserve disk space, select Accounting / Accounts Payable / Purge / Voucher receivings to purge vouchered receivings.
Before you purge received P.O. history, you should print detailed Received P.O. History reports that include the information being purged. In addition, you should make a backup copy of the Received P.O. History file in order to retain a copy of the information.

**NOTE:** Disk space is not regained until records are physically removed by running **File Utilities / Purchasing** to export and then restore the Received P.O. History file.

### Recalculating vendor unposted balances

Select **File utilities / Special / Accounting / Recalc vend unposted balances** to clear the unposted balances for a range of selected vendors and reset the unposted balances from unposted payable and payment transactions.

CounterPoint automatically prints the Vendor Recalculation Exception report for any vendors that were processed. This report indicates the original and updated unposted balance for each.
General Ledger

The General Ledger cycle

This flowchart illustrates the typical cycle of processing General Ledger activities in Basic Accounting.
Setting up General Ledger

The steps to set up General Ledger are:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Enable General Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Define statement categories</td>
</tr>
<tr>
<td>Step 3</td>
<td>Modify account numbers</td>
</tr>
<tr>
<td>Step 4</td>
<td>Confirm account numbers</td>
</tr>
<tr>
<td>Step 5</td>
<td>Set year to previous fiscal year</td>
</tr>
<tr>
<td>Step 6</td>
<td>Make journal entries</td>
</tr>
<tr>
<td>Step 7</td>
<td>Print the Trial Balance report</td>
</tr>
<tr>
<td>Step 8</td>
<td>Print financial statements</td>
</tr>
<tr>
<td>Step 9</td>
<td>Correct prior year’s balances</td>
</tr>
<tr>
<td>Step 10</td>
<td>Set year to current fiscal year</td>
</tr>
<tr>
<td>Step 11</td>
<td>Set budgets</td>
</tr>
<tr>
<td>Step 12</td>
<td>Define journal groups for recurring entries</td>
</tr>
</tbody>
</table>

**Step 1 – Enable General Ledger**

Select **Setup / Accounting / Control** to ensure that General Ledger has been enabled.

**Step 2 – Define statement categories**

Define statement categories using **Setup / Accounting / Statement categories**.

When you define statement categories you will also define the layouts for the Balance Sheet and for the Profit and Loss statements by identifying the groups and statement categories to be included.

Pre-defined statement categories and financial statement layouts are provided for the Balance Sheet and the Profit and Loss. You can use the pre-defined layouts as provided, you can modify them, or you can define your own categories and layouts “from scratch”.

Identify the statement groups and statement categories. The statement groups and categories are the “rows” that will appear on financial statements and represent the levels for which subtotals are printed.
After defining statement categories, you will then select **Setup / Accounting / Accounts** to assign each account number a statement category to control its “row” placement on financial statements.

You can later select **Accounting / Reports / Financial statements** to complete the definition of the financial statement. You will then select which “columns” print on the financials statements, such as “actual this year” or “budget this year”, as well as formatting rules, reporting period, and other parameters.

**Statement type**
Identify the type of financial statement, **Balance Sheet** or **Profit and Loss**, for which categories are being defined. You can define and save one set of statement categories for each type of financial statement.

**Category**
To use the pre-defined categories, press F2 at **Category** to display the special menu and select **Load default categories**.

You may wish to edit the pre-defined categories to fit your business. Alternatively, you can manually enter your own statement categories.

**Current categories will be replaced with the default categories.**
**Are you sure you want to do this?**
This message appears to advise that all categories will be replaced by the default categories. Specify whether to load default categories by selecting **Yes** or **No**.
The pre-defined Balance Sheet format includes three “top-level” category groups, or “Sections”: Assets, Liabilities, and Equity. Subtotals are printed for each group. (You can use arrow keys to scroll down to see the complete pre-defined Balance Sheet format. Refer to the Pre-defined Balance Sheet on page 99 and the Pre-defined Profit and Loss Statement on page 100 for pre-defined statement categories.

Within each of these groups are sub-groups. For example, under Assets, the sub-groups are Current Assets, Fixed Assets, and Other Assets. Note that the sub-groups are shown indented, and their description will print indented, with subtotals, on financial statements.

Indented below each sub-group are the actual statement categories to which individual accounts may be assigned. For example, Cash and Credit Cards Receivable are two of the statement categories in the group Assets/Current Assets. Each account assigned to a statement category (using Setup / Accounting / Accounts) will print on the financial statement under that category. (Duplicate statement category names are not allowed.)

Each group, sub-group, and statement category is associated with a Section. There are three sections for a Balance Sheet: Assets, Liabilities, and Equity. The three sections for a Profit and Loss statement are: Sales, Cost of Goods, and Expenses. The section of a group or category determines the subtotal it is included in, and its part in the calculation of net income.

Use Up Arrow and Down Arrow to move the cursor to a group or category entry.

To modify the layout, press:

F1 To insert a new group or category above the current entry
F2 To display the Special Menu (see below)
F3 To delete the current entry
F4 To lookup accounts and copy an account description to a category
F5 To shift the current entry to the left (“un-indent”)
F6 To shift the current entry to the right (“indent”)
F7 To move the current entry up
F8 To move the current entry down

If you press F2 to display the Special Menu, you can also make the following changes:

Change type
Select Change type to change the type for the current entry.

Balance sheet
Profit and Loss

**Category**
Specify if the entry is a normal group or category. This displays as a blank under Type on the layout screen.

**Gross profit**
This field only appears on the Profit and Loss screen.
Prints the gross profit in this position using the following formula:

\[
\text{Sales} - \text{Cost of Goods Sold}
\]

**Net income**
Prints the net income value in this position using the following formula:

\[
\text{Balance sheet Net income} = \text{Net total of all profit & loss accounts}
\]
\[
\text{Profit & Loss Net income} = \text{Sales} - \text{Cost of goods sold} - \text{Expenses}
\]

Calculations only include accounts for the reported profit centers.

**Net income from operations**
Prints the net income exclusive of Other Income & Expenses.

**New page**
Inserts a page break at this position.

**Text**
Prints the text that you enter in the Description column. A blank description prints a blank line.

**Total liabilities & equity**
This field only appears on the Balance Sheet screen.
Prints the sum of accounts in the Liabilities and Equity sections in this position using the following formula:

\[
\text{Total liabilities & equity} = \text{Liabilities} + \text{Equity}
\]

**Underline** (single or double)
Prints a single or double underline in this position.
Basic Accounting Option

Change section
Changes the section for the current entry.

<table>
<thead>
<tr>
<th>Other Income/Expense</th>
</tr>
</thead>
</table>

**NOTE:** This choice is offered only if one or more sections (Assets, Liabilities, or Equity) have not been defined. Changing the section will result in the values of the associated accounts being reported in a different subtotal.

Change parentheses
Prints the typical balances for the current entry in parentheses.

For example, since expense accounts are usually debit balance accounts, a debit balance normally appears on the financial statement without parentheses and a credit balance (which is atypical for such an account) appears in parentheses. Select **Change parentheses** if you want to reverse this and show the debit balance in parentheses, and a credit balance without parentheses.

Change account detail
Changes the level of detail printed for accounts on financial statements.

When printing a financial statement, you are asked if you want to **Print account detail**. Your answer to that question (in combination with the account detail modes shown below) controls the detail level on the financial statement.

- Select **Always show detail** if you always list each individual account number in the statement category, regardless of whether the financial report is set to print account detail.
- Select **Never show detail** if you always suppress the account number detail and show only one line for the category.
- Select **report default** to use the **Print account detail** setting in the financial statement to control the level of account number detail for the category.

Delete all categories
Clears all categories and groups in the currently displayed financial statement.

Select **Setup / Accounting / Accounts** to assign each account number a statement category. If no accounts have been assigned to a statement category (or if there are no values to print), that category will not appear on financial statements.

After assigning a statement category to each of your account numbers, if you later select **Setup / Accounting / Statement categories** to change the name of a statement category, the statement category name will automatically be updated in any account number associated with that category. This ensures that the account number will continue to be included in financial statements.

Select **Setup / Reports / Accounting / Statement categories** to print a list of statement categories, including the account numbers assigned to each category. This list can also show account numbers that have not been assigned to a statement category or that have an invalid statement category. Use this report to confirm that all of your accounts have valid assignments prior to printing your financial statements for the first time.

The pre-defined Balance Sheet illustrates categories for a corporation. Changes to the Equity section appropriate to a sole proprietorship or partnership are indicated.
## Pre-defined Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Credit Cards Receivable</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Notes Receivable</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Property and Equipment</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Other Fixed Assets</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td><strong>Other Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assets</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>(========)</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>(Text)</td>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Notes Payable</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Current Portion Long-Term Debt</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Taxes Payable</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Interest Payable</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Income Tax Payable</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td><strong>Long Term Liabilities</strong></td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>(--------)</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>(Text)</td>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred Stock</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Common Stock</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Paid in Capital</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Net Income (Loss)</td>
<td>(Net Income)</td>
<td>Equity</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Dividends</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Treasury Stock</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>(--------)</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>(Text)</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td>(Tot Liab&amp;Eq)</td>
<td>Equity</td>
</tr>
<tr>
<td>Proprietor [or Partner] Capital</td>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Net Income</td>
<td>(Net Income)</td>
<td>Equity</td>
</tr>
<tr>
<td>Proprietor [or Partner] Withdrawals</td>
<td>Equity</td>
<td></td>
</tr>
</tbody>
</table>
Pre-defined Profit and Loss Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>Sales</td>
<td>Sales</td>
</tr>
<tr>
<td>Sales</td>
<td>Sales</td>
<td>Sales</td>
</tr>
<tr>
<td>(--------)</td>
<td>Sales</td>
<td>Sales</td>
</tr>
<tr>
<td>(Text)</td>
<td>Sales</td>
<td>Sales</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>Cost of Goods</td>
<td>Cost of Goods</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>Cost of Goods</td>
<td>Cost of Goods</td>
</tr>
<tr>
<td>(--------)</td>
<td>Cost of Goods</td>
<td>Cost of Goods</td>
</tr>
<tr>
<td>(Text)</td>
<td>Cost of Goods</td>
<td>Cost of Goods</td>
</tr>
<tr>
<td>Expenses</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Salary Expense</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Financial Expense</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Income Tax Expense</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Other Expense</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Other Income</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>(--------)</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>(Text)</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td>Net Income (Loss)</td>
<td>(Net Income)</td>
<td>Expenses</td>
</tr>
<tr>
<td>(========)</td>
<td>(Net Income)</td>
<td>Expenses</td>
</tr>
<tr>
<td>Other Income/Expense</td>
<td>Other Inc/Exp</td>
<td>Other Inc/Exp</td>
</tr>
</tbody>
</table>

Step 3 – Modify account numbers

Select Setup / Accounting / Accounts to assign a statement type and statement category to every account number, and to indicate any account numbers that are “inactive” and to which journal entries may not be posted. Refer to Step 7 – Define the Basic Accounting Control file on page 39 for more information on setting up the Accounting control file.

If you defined your account numbers prior to defining your statement categories, you will need to go back to each account number and update its statement type and statement category. To speed up this process, after selecting the type and category for one account, you can press F1 for the next account and use the entered values as defaults. Refer to Statement type on page 37 for more information.

Pre-defined accounts are provided in CounterPoint’s Starter Data. The pre-defined accounts have already been assigned statement types and statement categories that match the pre-defined layouts for the Balance Sheet and the Profit and Loss. The chart layout is shown in the Pre-defined chart of accounts section on page 135.

Step 4 – Confirm account numbers

Select Setup / Reports / Accounting / Statement categories to confirm that all of your accounts have been assigned to valid statement types and statement categories. Enter Yes at Print unassigned accounts to view any accounts that remain unassigned.
Basic Accounting Option

Step 5 – Set year to previous fiscal year

Select Accounting / General Ledger / Change current period to set the year to the previous fiscal year. (If necessary, first select Setup / System / Calendars to define a calendar for that year.)

Step 6 – Make journal entries

Select Accounting / General Ledger / Journal entries / Enter to make journal entries that are dated on the last day of the previous fiscal year. The entry amounts should correspond to the values in the final balance sheet for that year. Enter either a debit or credit for each account.

You may enter a single value for the Retained Earnings (Balance sheet) account. Alternatively, if you wish to retain detail for the prior year’s Sales, Cost of Goods Sold, and Expenses, you may enter information for each account. If you want to be able to run comparatives (this year vs. last year) by month, instead of making a single entry for the last day of the year, make separate journal entries for each account for each month.

When you change the current year (from prior year to the current year) the ending balance for each Balance Sheet account automatically becomes the beginning balance for your current year. The calculated Net Income for in the prior year is automatically added to your Retained Earnings ending balance to create the beginning balance for the current year’s Retained Earnings.

You can enter the ending account balances at any time prior to changing to the next (current) year. You can also go back to a previous year, make additional entries, and then change the current period to this year.

Step 7 – Print the Trial Balance report

Select Accounting / General Ledger / Reports / Trial balance to print a Trial Balance report in detail for the prior year to ensure that your General Ledger is in balance and to verify that the balances are the same as those in your former General Ledger system. Refer to Printing the Trial Balance report on page 133 for more information.
Step 8 – Print financial statements

Select Accounting / General Ledger / Reports / Financial statements to complete the definition of financial statements and to print initial financial statements for the prior year. Review these financial statements to verify that they include the appropriate accounts (rows) and columns, that they have the desired appearance, and that they are in balance with financial statements produced in your former General Ledger system. Refer to Printing financial statements on page 123 for more information.

Step 9 – Correct prior year’s balances

If necessary, select Accounting / General Ledger / Journal entries to make any entries needed to obtain the correct information for your prior year’s balances.

(If you later discover that you need to make additional changes for the prior year, you can select Accounting / General Ledger / Change current period to change back to the prior year. Enter and post journal entries as necessary, then change to the current year. Your beginning balances for the current year will be properly recalculated.)

If you need to make changes to statement categories or report formats, select Setup / Accounting / Statement categories or Accounting / General Ledger / Reports / Financial statements.

Step 10 – Set year to current fiscal year

Select Accounting / General Ledger / Change current period to set the year to the current fiscal year. The beginning balance for each balance sheet account is automatically set to the ending balance for the prior year. The beginning balance for the Retained Earnings account is set to the prior year’s ending balance plus the prior year’s calculated Net Income.

If your current year has already begun, you will need to make journal entries to bring your accounts up to date. You can choose to make separate entries to reflect the net change for each account for each month, or you can make a single entry for each account to reflect the net change in each account for the entire year. (If you are upgrading from a third-party General Ledger, you may upgrade the detailed history automatically.)

After posting journal entries, print the Trial Balance report and financial statements to confirm that the information was entered correctly.

Step 11 – Set budgets

Optionally enter budgets for the current and prior fiscal years, using Accounting / General Ledger / Budgets. If you enter this information, you will be able to print financial statements that show budgets and comparatives for the first year that you select General Ledger.

You may print either the Budgets Report or financial statements to confirm that the budgets were entered correctly.
Entering budgets

Select Accounting / General Ledger / Budgets to optionally enter monthly budgets for sales and expense accounts.

You can print financial statements that present actual and budget amounts as well as variances between them.

Enter the calendar for which budgets will be entered. The current year ID for G/L (from Setup / Accounting / Control) appears as a default.

Select the account for which budgets will be entered.

Budgets can only be entered or calculated for accounts with valid statement categories.

Manually entering budgets

If you selected one account, press F2 to manually enter a budget for each month.

After budgets have been entered, you can press F2 again to increase or decrease the existing budget amount for a month by a percentage. Press F3 to clear existing budget figures.
You can also press **F4** to automatically calculate budgets for each period of the year for this account.

**Automatically calculating budgets for the year**

You can automatically calculate budgets for an entire fiscal year.

If you press **F4** at **Account #**, budgets will be calculated for an entire fiscal year for all accounts in a selected statement category.

The budgets can be calculated from Actual or Budget figures for any year, including a percentage of increase or decrease. For example, you can budget “all Sales accounts up by 10% over last year”.

At the **Calculate from** field, you can also choose to **Clear** budgets for all accounts in a designated statement category.

If you press **F4** at **Field number to change?** after selecting a single account number, budgets will be calculated for **just that account**.

The budgets can be calculated from Actual or Budget figures for any year, including a percentage of increase or decrease.

In addition, at **Calculate from**, you can choose **Annual amount** to enter a single annual budget amount and the monthly budget figures will be automatically calculated. (After calculating, the total may be different than what was entered, due to rounding.)
Step 12 – Define journal groups for recurring entries

If you will be using recurring entries, select Setup / Accounting / Journal groups to define journal groups. Recurring entries can be grouped to simplify the generation of journal entries.

Enter the recurring journal entries that will occur on a regular basis using Accounting / General Ledger / Recurring entries / Enter. Refer to Working with recurring entries on page 112 for more information.
Using General Ledger: Making journal entries

Interfacing distributions

Each time you post transactions in CounterPoint, distributions are created in the Distributions file. Select Accounting / General Ledger / Journal entries / Distribution interface to create unposted General Ledger journal entries from CounterPoint distributions.

After the distribution interface is performed, you can use the other Journal entries menu selections to view, edit and post those journal entries.

Account range
Enter the range of account numbers to include, or press F1 to indicate the First or Last account number.

Profit center
Before entering a starting account number, you can press F2 to enable entry of a profit center. When profit center entry is enabled, enter the account number of the profit center to associate with the main account numbers. Press F1 to include All profit centers. Press F2 to enter a profit center group.

In order by
Print accounts grouped by the type of distribution (sales and returns, payments and tender, inventory value, etc.), or by the posting activity that generated the distributions.

Report format
Specify whether to print (and interface) in detail or summary.

Print ref info ?
Specify whether to include vendor names and original voucher and check numbers in G/L distributions and journals.

Print previously interfaced entries ?
Select whether to print distributions that have already been interfaced to G/L but that have not yet been purged.
Interface to G/L?
Specify whether to send distributions to G/L if they haven’t been interfaced yet.

Interface previously interfaced entries?
Specify whether to send distributions to G/L even if they have been interfaced before.

Purge distributions?
Specify whether to purge distributions if they have already been interfaced to G/L.

Purge previously uninterfaced entries?
Specify whether to purge distributions even if they haven’t been interfaced to G/L.

Entering journal entries

Most of your journal entries will probably be created using Accounting / General Ledger / Journal entries / Distribution interface. After the distribution interface is performed, you will be able to view and edit those journal entries.

You can also select Accounting / General Ledger / Journal entries / Enter to manually enter journal transactions.

When you post journal entries, the General Ledger account balances are updated for the applicable month.
A journal entry can also be set to auto-reverse so that (in addition to updating the account balances for the transaction month) a reversing entry is created for the first day in the following month with the debit and credit amounts reversed. Auto-reverse transactions can be used to record, for example, an accrued expense anticipated for the following month (e.g., salaries, taxes, etc.).

When an existing journal entry is displayed, you can press F7 to set the transaction to auto-reverse in the following month. Press F7 again to disable auto-reverse.

Journal entry #
Enter the journal number, or press F2 to auto-assign the next number (specified in Setup / Accounting / Control).
Transaction date
Enter the date of this transaction.

The year must fall within the current year ID (specified in Setup / Accounting / Control). If the month violates the Month restrictions set in the Control file, a warning message is issued.

Reference
Enter a description of this journal entry.

The description entered here will be retained in the transaction history for each account that you enter in the following field.

Account #
Press F4 to toggle between Display description mode, which displays the Description for each account, and Enter reference mode, which displays the existing Reference text for each journal entry. In Enter reference mode, you can access the Reference field to modify an existing distribution reference or enter a new reference.

Enter or look up the account number that you want to use.

NOTE: The account must already be on file. The same account number can be used more than once in a journal entry.

You can view reference information for each journal entry on the Journal Entry Edit List (Accounting / General Ledger / Journal entries / Edit list), the General Ledger Trial Balance report (Accounting / General Ledger / Reports / Trial Balance), and in Accounting / General Ledger / View / Accounts.

Debit-amt / Credit-amt
Enter the amount to debit or credit to the account number. If a Balance displays in the debit or credit column, you can press F1 at the debit or credit amount field to default to the remaining balance.

You can enter an unlimited number of account numbers and associated debit or credit amounts. As you make account entries, the total debits and credits are displayed at the bottom of the screen. The Balance figure indicates the difference between the total debits and credits. For the journal entry to post, the debit and credit amounts must be equal.

If you press Esc to terminate account entry before the transaction is balanced, a warning message displays to advise you that the entry is not balanced.

When you press Enter at Field number to change ?, if the entry is still not balanced, the same warning message displays and you can select one of these actions:

- Continue to return to Field number to change ?
- Exit to exit the transaction entry careen and leave the out-of-balance entry on file (transaction will not post)
- Abort to terminate entry and delete the transaction
Importing journal entries

As journal entries are imported, a single journal entry is created for each group of adjacent import records with matching transaction dates and reference text. Regular (not auto-reverse) journal entries are created.

An imported record may have negative amounts, or both a debit and a credit amount. The import determines the net positive value of the entry and imports the appropriate amount. For example, if the import record contained a $10 debit and a $2 credit, the journal entry would contain an $8 debit. Import records with invalid account numbers or zero value amounts will not be imported.

Select Accounting / General Ledger / Journal entries / Import to import journal entries from a text file.

For example, you may want to import activity from a third-party payroll system, or depreciation entries that were initially entered in a spreadsheet.

After you have imported the journal entries, you can select Accounting / General Ledger / Journal entries / Enter to view and edit them. As with other journal entries, posting will update account balances.

**Review or update?**

Specify whether to review or update the journal entries:

- **Review** prints an edit list of potential problems with the import data without actually importing it
- **Update** imports the data and prints the log file to disk

**Import filename**

Enter the filename of text file containing data to be imported. If the file is located in your top-level CounterPoint directory, you don’t need to enter a path.
Defining the layout
At Field number to change ?, press F2 to define the layout of the import file.

Record format
Specify whether the records you are importing are fixed length or variable length.

Field format
Specify the format of the records you are importing:
- Delimited fields are separated from the previous field by a delimiting character
- Fixed position fields each start in a fixed position

Delimiting char
This field only displays if you selected Delimited for the Field format.

Enter the delimiting character in hexadecimal format. Refer to the hexadecimal conversion chart in the Technical Notes document for more information.

Text in quotes ?
This field only displays if you selected Delimited for the Field format.

Specify whether the text fields are enclosed in quotation marks.

Field number
(Main accounts / Sub-accounts / Trx dates, References, Debit amounts, Credit amounts)
These fields only display if you selected Delimited for the Field format.

Enter the relative field number of each value within a record.

NOTE: Dates in the import file may be formatted with a 2-digit or 4-digit year as YYYYMMDD, MM/DD/YYYY, or MM-DD-YYYY.
Start position / Length
(Main accounts / Sub-accounts / Trx dates, References, Debit amounts, Credit amounts)
These fields only display if you selected Fixed position for the Field format.
Enter the starting position and number of characters (length) of each value within a record.

NOTE: Dates in the import file may be formatted with a 2-digit or 4-digit year as YYYYMMDD, MM/DD/YYYY, or MM-DD-YYYY.

Delete import file after update when
After importing the data, specify when to delete the import file: Always, Never, or only if No errors occurred during the import.

Posting journal entries
Select Accounting / General Ledger / Journal entries / Post to post journal entries. When a journal entry is posted, CounterPoint prints the Journal Entry Register, showing each entry in the range selected.

Journal entries that do not balance or that do not have a valid transaction date are reported on the register and are not posted. Valid journal entries are posted, even if other invalid journal entries in the posting range do not post.

When you post journal entries, the G/L History file and the G/L Summary file are updated.

G/L History file
A record is written for each account number and transaction date in a transaction.
If the transaction is marked as auto-reverse, another record is written for the first day of the following month, and the debit and credit amounts are reversed.
You can view and report the history in the Trial Balance report.

G/L Summary file
This file contains a summary by month of G/L account activity. Records are organized by calendar year and account number.
The credit or debit amount is updated to the corresponding year’s monthly “bucket” for each account in a transaction. If the transaction is marked as auto-reverse, the following month’s “bucket” is also updated with the debit and credit amounts reversed.
The monthly “bucket” values in this file are used to print actual figures on financial statements.
Working with recurring entries

Recurring entries are journal entries that are processed on a regular basis, such as monthly depreciation. Journal entry transactions can be generated periodically from recurring entries, and then processed. Recurring entries may be selected for generation individually or as a group.

Entering recurring entries

Select Accounting / General Ledger / Recurring entries / Enter to enter recurring entries.

Enter each recurring entry in the same manner as a regular journal entry. You will also be requested to define Cycle Information.

Entering cycle information

Enter the frequency Information for this recurring entry in the Cycle Information window.

Journal group

Enter the journal group for this recurring entry, or leave it blank for None.

A journal group can be used in Accounting / General Ledger / Recurring entries / Group select to select for generation a group of recurring entries with the same journal group.
**Posting interval**
Enter the number of days, weeks, or months to direct the frequency of generation for this recurring entry. When you generate a journal entry from this recurring entry, the Next select date is automatically updated based on the posting interval.

Leave the interval blank for "on demand" to indicate the journal entry will be generated when needed by manually selecting it. You must use Accounting / General Ledger / Recurring entries / Select to select an "on demand" entry for generation. "On demand" recurring entries are not selected when using Accounting / General Ledger / Recurring entries / Group select.

**Starting date**
Specify the date on which the recurring entry becomes active and available.

**Ending date**
Specify the date on which the recurring entry becomes inactive. Press F1 or leave blank for None.

**Next select date**
Enter the next date on which this recurring entry is to be selected for generation. This date is automatically updated when you generate journal entries. Generation can occur if this date falls between the Starting date and Ending date.

**Max # of times**
Enter the maximum number of times a journal entry can be generated from this recurring entry. Press F1 for Unlimited.

**Last journal entry #**
**Last journal date**
**# of times generated**
These fields are automatically updated when a journal entry is generated.
Printing a recurring entries edit list
Select Accounting / General Ledger / Recurring entries / Edit list to print a report of recurring entries.

Entry date range
Enter the range of dates for recurring entries. Only entries whose entry date falls within this range will be included.

Journal status
Include a recurring entry if its status is Selected, Unselected, or All. Specify All to include both selected and unselected recurring entries.

Next select cutoff date
Include a recurring entry if its Next select date occurs on or prior to the date specified here. Press F1 for None to ignore the Next select date.

Print cycle info ?
Specify whether to show cycle information for each recurring entry.

Selecting recurring entries for generation
To create journal entries from recurring entries, you will first select the recurring entries, then generate.

There are two ways to select recurring entries for generation:
- Select an individual recurring entry
- Select multiple recurring entries simultaneously based on recurring ID range, journal group, and next select date
A recurring entry will not be selected if:

- **Next select date** is after the **Ending date**
- **Next select date** is after the specified **Next select cutoff date**
- It has already been generated the maximum number of times
- Debits and credits do not balance

Select **Accounting / General Ledgers / Recurring entries / Select** to manually select a single recurring entry for generation.

Once the entry’s status is set to **Selected**, you can unselect it to prevent generation of a journal entry.

NOTE: Any changes made to the recurring entry information in this function will result in a permanent change to the recurring entry and will not just affect the current journal entry being generated.

Press **Enter** at **Field number to change?** to select this recurring entry for generation. If the recurring entry is already selected, you can unselect it.
Selecting multiple recurring entries for generation

Select Accounting / General Ledgers / Recurring entries / Group select to automatically set the status of multiple recurring entries to Selected so that journal entries can be generated from them.

Next select cutoff date
Select a recurring entry only if its Next select date is on or before the date specified here. Press F1 for None to ignore the Next select date for any recurring entry.

Print or select ?
Specify whether to print the report, select entries, or both.

Print in order by
If you are printing the report, select whether you want the report ordered by Journal group or Recurring ID number.

Generating journal entries from recurring entries
You can select which entries to generate based on recurring ID range or journal group. The Journal Entry Generation List prints as journal entries are generated.

When you generate a journal entry from a recurring entry, the “Next journal entry number” from the Accounting Control file is automatically assigned to the journal entry.

In addition, the recurring entry’s cycle information is updated with the “Next select date”, last journal entry number, last journal date, and total number of times a journal entry has been generated. The recurring entry is marked as “Expired” if the total number of entries generated matches the maximum number of times a journal entry can be generated from the recurring entry.
Select Accounting / General Ledgers / Recurring entries / Generate to generate journal entries from the select recurring entries.

Please enter:
1. Recurring ID range "First" to "Last"
2. Journal group "All"
3. Transaction date 3/31/03
4. Print report? Y
   Print in order by Recurring ID

Transaction date
Enter the date to use as the transaction date of the journal entry.

Print in order by
Specify whether to print the Print Journal Entry Generation List in order by Journal group or Recurring ID number.
Using General Ledger: Changing periods or years

Changing the current month

Select Accounting / General Ledger / Change current period to change the current period (month). It will update the Current month in Setup / Accounting / Control. If you indicated None for Month restrictions, you will only need to change the current period when you change the current year. Refer to Changing the current period on page 119 for more information.

When restricting or warning for transactions outside of the current month, you would typically change the current month at the start of a new month, and the transaction date of any journal entries would then be validated to that new month.

Changing the current month does not change any financial data. However, before changing the current month, you may want to complete these steps:

1. Ensure that all CounterPoint transactions for the month have been posted, their distributions have been interfaced to General Ledger, and the resulting journal entries have been posted.
2. Ensure that all recurring journal entries, such as depreciation or rent, have been generated and posted.
3. Print a Trial Balance Report for the month and review it to determine if any correcting or adjusting journal entries should be made. Enter and post any needed journal entries.
4. Print a final detailed Trial Balance Report for the entire month or the time since the last detailed Trial Balance to provide a permanent record.
5. Print a Balance Sheet and Profit and Loss Statement. These financial reports can also be printed after you change the current month.
6. Make a backup of your data files.
7. Change the current month, using Accounting / General Ledger / Change current period.

Depending on your setting for Month restrictions in Setup / Accounting / Control, even after changing the current month, journal entries may still be permitted for prior months.

Changing the current year

After the end of the year, you will change to a new year when you are ready to begin processing transactions for the new fiscal year.

After changing to the new year, only journal entries dated in that year can be entered and posted. All financial data for the prior year remains in your system and is still available for reporting as comparative data. If required, you may return to the prior year at any time and make additional entries, then return to the current (new) year.

Prior to changing to a new year, complete the steps Changing the current month on page 118. Ensure that the new calendar is defined in Setup / System / Calendars.

You would normally print the year-end Trial Balance Report and financial statements and send them to your accountant for review. Your accountant may provide additional final correcting journal entries. If necessary, you can change back to the prior year in order to enter any adjusting journal entries needed, and then reprint a detailed Trial Balance and financial statements before you change back to the new year.
When you change to the new year, the prior year’s ending balance for each balance sheet account automatically becomes the beginning balance for your current year. The calculated net income for the prior year is automatically added to your Retained Earnings ending balance to create the beginning balance for the current year’s Retained Earnings. Beginning balances for all profit and loss accounts for the new year are set to zero.

If any of your financial statements have been defined so that they are for a specific year (e.g., 2003 rather than this year), you should either update the statement formats or create new ones that use the new current year.

Refer to Changing the current period on page 119 for more information.

Changing the current period

Select Accounting / General Ledger / Change current period to change the current year or month.

New period:
Year
Enter the year of the new period, or press one of these keys:
- F1 to use the next month within the same year as the current period
- F2 to use the previous month within the same year
- F4 to use the next year (based on Year ID next year in the current year’s calendar)
- F5 to use the previous year (based on Year ID last year in the current year’s calendar)

If you select to change to the next year or previous year, the calendar for that year must already be defined. When manually entering the year, the year must be the same as the last year or next year setting in the current year’s calendar.

Month
If you are restricting months, after specifying the year, select the month that will become the current month of that year. The month following that in your current period is automatically highlighted as a default.
# Reports

The following General Ledger views and reports are available:

<table>
<thead>
<tr>
<th>View/Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account view</td>
<td>Inquiry screen of posted journal entry activity for an account. Refer to <a href="#">Viewing account activity</a> on page 121 for more information.</td>
</tr>
<tr>
<td>Budgets</td>
<td>Shows budgets that were entered or calculated for a selected year and range of account numbers.</td>
</tr>
<tr>
<td>Distribution report</td>
<td>Shows distributions generated from posting activities in CounterPoint that have not yet been purged, either before or after they have been interfaced to General Ledger. Refer to <a href="#">Printing the Distribution Report</a> on page 122 for more information.</td>
</tr>
<tr>
<td>Financial Statement</td>
<td>Allows definition of what actuals, budgets, or comparatives will appear in different columns of Balance Sheet and Profit and Loss Statement, and prints selected financial statements. Multiple versions of each financial statement type can be defined and saved. Refer to <a href="#">Printing financial statements</a> on page 123 for more information.</td>
</tr>
<tr>
<td>Journal Entry History</td>
<td>Shows details of posted journal entries, organized by date and journal entry number. Also allows reporting of unbalanced entries with option to reverse the entry in order to edit and repost it to correct the data. Refer to <a href="#">Printing the Journal Entry History report</a> on page 130 for more information.</td>
</tr>
<tr>
<td>Trial Balance</td>
<td>Shows posted debits and credits for one or more accounts for a specified period of time. Refer to <a href="#">Printing the Trial Balance report</a> on page 133 for more information.</td>
</tr>
</tbody>
</table>
Viewing account activity

Select Accounting / General Ledger / View / Accounts to view an account’s current year’s credit and debit history, monthly actual and budget summaries, and for balance sheet accounts, beginning and ending balances.

Identify the account number to view. Statement type and category for the account display. Beginning balance also displays for balance sheet type accounts. Then select the date range of the activity. The dates must fall within the current G/L year.

Each transaction for the account within the specified date range is displayed, along with the journal entry number, reference text, and debit or credit amount.

Display totals

Press F1 to view totals for the account. Beginning and ending balance display only for balance sheet accounts.

Monthly summaries

Press F2 to view monthly summaries of budgets (if entered) and actual figures for the current year.
Printing the Distribution Report


The Distribution Report shows the distributions either before or after you have interfaced them to General Ledger (using Accounting / General Ledger / Journal entries / Distribution interface), as long as the distributions have not been purged.

Account range
Enter the range of account numbers to include. Press F2 if you only want to print accounts for a single profit center.

Activity
Press F1 for All activities, or press Enter to select to include distributions that were produced from a certain posting function.

Journal #
Enter the 4-digit report number of a single posting journal to show distributions from just that posting run.

In order by
Print accounts grouped by the type of distribution (sales and returns, payments and tender, inventory value, etc.) or by the posting activity that generated the distributions.

Report format
Select to print in detail or summary.

Print zero entries ?
This field displays if you selected to print the report in Detail format.
Specify whether to show an account even if the debits and credits for that account “net” to be zero.
Print map accts?
This field displays if you selected to print the report in Detail format.

If using non-Basic Accounting software for G/L, specify whether to print associated G/L account numbers below the CounterPoint account numbers.

Print ref info?
This field displays if you selected to print the report in Detail format.

Specify whether to print reference information for each distribution. Information varies, depending on type of account.

Print previously but interfaced entries?
Specify whether to print distributions that have already been interfaced to G/L, but that have not yet been purged yet.

Printing financial statements

You used Setup / Accounting / Statement categories and Setup / Accounting / Accounts to define the rows that can print on your financial statements.

When you print financial statements, you can create or customize individual financial statements by specifying the columns to print, the reporting periods, and the presentation format. An unlimited number of financial statement definitions can be saved. When a definition is completed, the report can then be printed.

You can use the pre-defined financial statement formats, customize them, or create your own format. The pre-defined financial statement reports are shown below, along with the description of the columns that print on the reports:

<table>
<thead>
<tr>
<th>Statement code</th>
<th>Title</th>
<th>Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>Balance Sheet</td>
<td>Actual Last Month, This Year</td>
</tr>
<tr>
<td>PL</td>
<td>Profit and Loss</td>
<td>Actual Last Month, This Year</td>
</tr>
<tr>
<td>PLB</td>
<td>Profit and Loss Budget Comparison</td>
<td>Actual Last Month, This Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budget Last Month, This Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ Variance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Variance</td>
</tr>
<tr>
<td>PLLY</td>
<td>Profit and Loss Previous Year Comparison</td>
<td>Actual Last Month, This Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual Year-to-date, Last Year</td>
</tr>
<tr>
<td>PLYTD</td>
<td>Profit and Loss Year to Date</td>
<td>Actual Last Month, This Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual Year-to-date, This Year</td>
</tr>
</tbody>
</table>
Use **Accounting / General Ledger / Reports / Financial statements** to load the pre-defined financial statement reports (unless you have already defined one or more financial statements).

You can use any of these reports “as is”, modify them, or develop your own custom reports.

**Title**
Enter the title that will print at the top of the report

If you entered a new statement code at the previous field, to build your own financial statement, you can press **F2** at this field to copy from an existing financial statement.

**Year**
Enter the calendar of the year for the report to build the report for a specific year.

You can also press **F1** for *this year* (the current year ID defined in **Setup / Accounting / Control**), **F2** for *last year*, or **F3** for *year before last* so that the reporting year remains relative to the current year.

**Month**
Select the month within the calendar of the year, or choose either **This month** or **Last month** so that the month of the report remains relative to the current month.

**Profit centers**
Enter the range of profit centers of the accounts to be included on the report, or press **F1** for *All* profit centers.

**Send to**
Indicate whether the report is to be printed, or whether a **CSV file** (text file with comma-separated values) will be created when the report is run.

If you select **CSV file**, enter the name of the file that will be created.

**Printing the financial statement**
Press **Enter** at **Field number to change ?** to print the financial statement.
Changing field formatting

You can also press F2 at Field number to change ? to view or modify the format of the fields.

Statement type
Select Balance Sheet or Profit and Loss to determine which set of statement categories (rows) to use for this report.

Account description
Select Description, Account-#, or Account-# and Description as the detail to display on the report.

NOTE: Category and account descriptions only display if you answer Yes to Print account detail ?.

Print account detail ?
Specify whether to print a column for the category and account descriptions.

Answer Yes to print a row for each individual account number in the statement category. Answer No to suppress printing of the individual accounts numbers and print a single line for the statement category.

Your answer here controls the detail printing for statement categories defined in Setup / Accounting / Statement categories with a Change account detail setting of a Use report default.

Dollar rounding ?
Specify whether to round decimals and print only whole dollar values.

Dollar signs
Specify whether to print dollar signs.

- First line only prints $ for each group’s subtotal and each group’s first printed line
- Yes prints dollar signs for all dollar values
- No does not print any dollar signs
Negative amounts
Specify whether negative amounts should be shown enclosed in parentheses or with a minus sign.

Indent subtotals
For reports with a single column, you can choose to print category subtotals aligned with the detail (non-indented) or as a separate, indented column.

NOTE: Category and account descriptions always print indented below the associated group description.

Printer width
Specify whether to format the report for an 80-column printer or a 132-column printer.
This setting affects how many columns can fit on the report, and whether, for example, the Page number is printed to line up in column 80 or column 132. If you specified on the first screen to send this report to a CSV file, the printer width setting is ignored.

Description width
Specify the number of characters allocated for printing the category and account descriptions.

Amount width
Specify the number of characters allocated for printing dollar values. A value that is larger than the width specified here will print as *******.
The template that displays to the right shows the maximum amount value and is based on your width entry, whether dollar rounding is enabled, and whether negatives are shown in parentheses or with a minus sign. The first character of the width is reserved for printing a dollar sign, in the event it is enabled.

Ratio/% width
Specify the number of characters allocated for printing ratio percentages. Note that only one decimal is printed and the % sign is not printed.
The template that displays to the right shows the maximum ratio value and is based on your width entry and whether negatives are shown in parentheses or with a minus sign. The first character of the width is reserved for printing a space.

When sending the report to a printer, if the required print area (based on number of columns and column widths) exceeds the specified printer width (80 or 132), a message displays on-screen to warn you that the defined columns exceed the page width. Only the number of characters you specify here (80 or 132) will be output for each line to the printer, regardless of the printer’s capabilities.

Default CSV filename
If you selected on the first screen to send this report to a CSV file, specify the default filename for the file to be created. The actual filename you specify on the first screen can be easily changed when printing.

Output CSV headers?
If report is sent to a CSV file, specify whether to add column headings as the first line of the file.
Indent CSV output?
If report is sent to a CSV file, specify whether to indent category and account descriptions. If you answer Yes, an additional column is created for each indentation level to allow you to format the spreadsheet to appear indented.

Defining the columns
After pressing Enter at Field number to change?, you can specify to include up to 20 columns on the report.

For each column that you define or edit, you are asked for several settings:

Type
Identify the type for this column:

- **Actual** shows the actual values for the current or historical period (selected in the following fields)
- **Budget** shows the budgeted values for current or historical period
- **Variance** shows either the percentage or dollar difference between two columns
- **Ratio** shows the reporting period actuals or budgets as a percentage of a particular statement category or group total

Reporting period: Year
Select which year to report on: **Reporting year** (the year specified on first screen), **Last year**, **Year before last**, or (for Budget columns) **Next year**.

Reporting period: Month
Select which month to report on: **Reporting month** (the month specified on first screen), **Last month**, or select a month from the list.
Reporting period: Value
This field is valid for Variance and Ratio column types.

Specify whether to base the calculation on Actual or Budget figures. (If Year is set to Next year, only Budget is valid.)

Comparative period: Year
Select which year to compare the reporting year to: Reporting year (the year specified on first screen), Last year, Year before last, or (for Budget columns) Next year.

Comparative period: Month
Select which month to compare the reporting month to: Reporting month (the month specified on first screen), Last month, or select a month from the list.

Comparative period: Value
For a Variance column, specify whether to show difference as Dollar amount or Percentage.

Dollar variances are calculated as an amount: Reporting period – Comparative period.
Percentage variances are calculated as a percentage: 100 * (Reporting period – Comparative period) / Comparative period.

Basis
For a Ratio column, select the statement category or group whose totals will be used as the basis for the ratio.

Ratio columns are calculated as 100 * Value / Basis value. For example, if you defined a Ratio column with a value of costs and a basis of sales, then your financial statement would show costs as a percentage of sales.

Headings
Define up to 3 headings for the column. Several “macros” are available which, when used, appear on the financial statement as the appropriate month, year, or date:

- F1 = month (“%m” macro)
- F2 = year (“%y” macro)
- F3 = start date (“%s” macro)
- F4 = end date (“%e” macro)

Four additional macros are available for Variance columns:
- F5 = comparative month (“%cm” macro)
- F6 = comparative year (“%cy” macro)
- F7 = comparative start date (“%cs” macro)
- F8 = comparative end date (“%ce” macro)

When you press Enter at Field number to change? after defining all columns, the financial report layout is automatically saved and you are asked to select the printer for the report. Financial reports cannot be printed to disk or to a stack printer.

If all sections of a financial report were not defined (in Setup / Accounting / Statement categories), a warning message appears on screen and you are given the option to cancel printing. If you choose to proceed, a message about the missing section(s) will also appear at the bottom of the report.
Warning messages can also appear if one or more accounts with balances are not assigned to a valid statement type or statement category.

A statement category or sub-group will not appear if all accounts within it have zero values. When printing account detail, an account will not appear if its values are zero.

For a **Budget** column, zeros will print for non-entered budgets. If none of the categories for that column have budgets entered, the subtotal will not print.

Ratios based on budgets will print only if a budget has been entered for one of the accounts in the category.

**Out of balance messages**

When printing a Balance Sheet, if the sum of **Liabilities + Equity** values is different than the total assets, a message prints at the bottom of the report to advise that the report is out of balance. This could be due to one or more balance sheet accounts missing from the report, or because the calculated net income (typically reported in the equity section) cannot be calculated due to data corruption.

When printing a Profit and Loss statement, net income is calculated based on the **reported** Sales, Cost of Goods Sold, and Expense accounts (those that are included on the report). On a Balance Sheet, the true net income is calculated and reported, based on all the Profit and Loss accounts (for the specified profit centers), whether or not the accounts are included on the Profit and Loss statement.

If the Profit and Loss Statement’s calculated net income value is different than the true net income (the net income reported for the Balance Sheet), an out-of-balance message prints at the bottom of the Profit and Loss Statement. The out-of-balance condition is most likely due to profit and loss accounts that are missing from the report.

To correct the problem, select **Setup / Reports / Accounting / Statement categories** to print a report that shows unassigned accounts. Then select **Setup / Accounting / Accounts** to assign each account a valid statement category.
Printing the Journal Entry History report

Select Accounting / General Ledger / Reports / Journal entry history to see the details of individual posted journal entries, organized by date and journal entry number. Each journal entry is reported in a format similar to the original posting journal, showing each account number and its associated debit or credit amount.

In the event that you have experienced file corruption due to system problems, the report also allows you to print just out-of-balance entries and (optionally) to create new journal entries.

The new journal entries can be processed using Accounting / General Ledger / Journal entries / Enter and Accounting / General Ledger / Journal entries / Post to correct the out-of-balance condition.
### Journal Entry History report

**Date Range:** Latest to Earliest

<table>
<thead>
<tr>
<th>Date Range: End of Year</th>
<th>Account Ref.</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/20X1</td>
<td>9500-000</td>
<td>Bank balance</td>
<td>$22,040.00</td>
<td>$22,040.00</td>
</tr>
<tr>
<td>1610-100</td>
<td>Cash - account 95</td>
<td>$4,480.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1510-100</td>
<td>Merchandise Inventory</td>
<td>$17,560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Journal entry totals:</strong></td>
<td></td>
<td></td>
<td>$22,040.00</td>
<td>$22,040.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Range: Monthly</th>
<th>Account Ref.</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/20X2</td>
<td>9010-100</td>
<td>Product sales</td>
<td>$33,000.00</td>
<td></td>
</tr>
<tr>
<td>5610-100</td>
<td>Cost of goods sold</td>
<td>$7,180.00</td>
<td>$7,180.00</td>
<td></td>
</tr>
<tr>
<td>1610-100</td>
<td>Merchandise inventory</td>
<td>$22,180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1610-100</td>
<td>Cash - account 95</td>
<td>$2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010-000</td>
<td>Salaries</td>
<td>$5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Journal entry totals:</strong></td>
<td></td>
<td></td>
<td>$33,000.00</td>
<td>$33,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Range: Monthly</th>
<th>Account Ref.</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/20X2</td>
<td>4010-100</td>
<td>Product sales</td>
<td>$33,000.00</td>
<td></td>
</tr>
<tr>
<td>4010-100</td>
<td>Cost of goods sold</td>
<td>$6,129.82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1610-100</td>
<td>Merchandise inventory</td>
<td>$26,870.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1610-100</td>
<td>Cash - account 95</td>
<td>$2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010-000</td>
<td>Salaries</td>
<td>$5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Journal entry totals:</strong></td>
<td></td>
<td></td>
<td>$33,000.00</td>
<td>$33,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Range: Monthly</th>
<th>Account Ref.</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/20X2</td>
<td>9010-100</td>
<td>Product sales</td>
<td>$33,000.00</td>
<td></td>
</tr>
<tr>
<td>5610-100</td>
<td>Cost of goods sold</td>
<td>$9,485.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1510-100</td>
<td>Merchandise inventory</td>
<td>$22,515.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1610-100</td>
<td>Cash - account 95</td>
<td>$2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010-000</td>
<td>Salaries</td>
<td>$5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Journal entry totals:</strong></td>
<td></td>
<td></td>
<td>$33,000.00</td>
<td>$33,000.00</td>
</tr>
</tbody>
</table>
Reviewing journal entries

If you selected to create journal entries for out-of-balance entries, select Accounting / General Ledger / Journal entries / Enter to display the journal entry that was generated.

Account details that were created by the report appear with their associated debit or credit amounts, marked with an asterisk (*). The out-of-balance amount is reflected in the Balance. The existing account details cannot be changed.

Press the Down Arrow key to enter new account numbers and debit or credit amounts in order to allocate the remaining balance in the transaction.

When completed, view the Edit list to review your work, and then post the corrected journal entry. Only the newly added details will be updated to the G/L history file and the G/L Summary file. (The original details will not be reposted.)

If you have had file corruption, you may also need to use File utilities / Accounting / Recalc account summaries to correct the monthly account summaries used for financial statements.
Printing the Trial Balance report

Select Accounting / General Ledger / Reports / Trial balance to print the Trial Balance report.

The Trial Balance report shows the debits and credits for one or more accounts (for one or all profit centers) for a specified period of time within the current year, and for balance sheet accounts, beginning and ending balances.

**Account # range**
Enter the range of full account numbers to include, or press F1 to indicate the First or Last account number.

**Profit center**
Before entering a starting account number, you can press F2 to enable entry of a profit center. When profit center entry is enabled, enter the account number of the profit center to associate with the main account numbers. Press F1 to include All profit centers. Press F2 to enter a profit center group.

**Date range**
Enter the date range of the journal entries to include.

**Report format**
Select Summary to show the beginning balance, total debits, total credits, net change, and ending balance for each account number. Beginning balances are only shown for balance sheet accounts.

If you select Detail, the report also shows for each account number, in date order, the individual debits and credits, and the net change for each entry.
Additional functions

Purging G/L history
Select Accounting / General Ledger / Purge / G/L history to purge detail G/L history records for accounts, up through a specified date.

NOTE: This feature will be delivered in a CounterPoint service pack.

Recalculating monthly actual figures for accounts
The G/L Summary file contains three different kinds of data for each of your account numbers for each fiscal year: beginning balance, monthly budgets, and monthly actuals.

Beginning balance
This is the starting balance in the account for a new year, and is automatically calculated for each account when you select Accounting / General Ledger / Change current period to change to a new year.

For Balance Sheet accounts, the balance in the account at the end of a year becomes the beginning balance for the new year. For the Retain Earnings account, the balance is the prior year’s ending balance plus the Net income. For Profit and Loss accounts, the beginning balance is always set to zero.

Monthly budgets
Monthly budgets for a year can be entered or calculated using Accounting / General Ledger / Budgets. Up to 13 “buckets” are available for each year’s monthly budgets, based on the calendar definition for the year.

If you choose to enter budgets, they are typically only entered for Profit and Loss accounts.

Monthly actuals
Monthly actual figures for a year are automatically updated each time G/L journal entries are posted. Up to 13 “buckets” are available for each year’s monthly actuals.

These monthly actual figures are reported on the financial statements. The current year’s monthly actual figures can be viewed using Accounting / General Ledger / View / Accounts.

Select File Utilities / Special / Accounting / Recalc account summaries to recalculate the monthly actual figures for all accounts for a specified year. Since these values are normally updated automatically, you should only need to run this utility if your G/L Summary file has become corrupt or if you have restored an older file from a backup that does not match the current details in the G/L History file.

The monthly actual figures are recalculated using the detail records in the G/L History file. Each account’s beginning balance is also recalculated, based on the monthly actual figures for the prior year.
Pre-defined chart of accounts

The chart of accounts shown on the following pages is provided with the pre-defined Starter Data included with your CounterPoint system (refer to Using Starter Data for more information on Starter Data). Accounts are shown grouped with their pre-defined statement categories, in a format similar to that used in the Statement Categories report.
# Balance Sheet accounts

## Assets

<table>
<thead>
<tr>
<th>Current Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>1005 Petty cash</td>
</tr>
<tr>
<td></td>
<td>1010 Cash - account #1</td>
</tr>
<tr>
<td></td>
<td>1020 Cash - account #2</td>
</tr>
<tr>
<td></td>
<td>1030 Cash - account #3</td>
</tr>
<tr>
<td>Credit Cards Receivable</td>
<td>1040 Credit card deposit account</td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>1100 Marketable securities</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>1210 Accounts Receivable</td>
</tr>
<tr>
<td></td>
<td>1215 Allowance for bad debts</td>
</tr>
<tr>
<td>Notes Receivable</td>
<td>1220 Notes receivable</td>
</tr>
<tr>
<td>Inventory</td>
<td>1410 Merchandise inventory</td>
</tr>
<tr>
<td></td>
<td>1450 Inventory transfers</td>
</tr>
<tr>
<td></td>
<td>1480 Inventory valuation reserve</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>1510 Manufacturer's coupons</td>
</tr>
<tr>
<td></td>
<td>1530 Interest receivable</td>
</tr>
<tr>
<td></td>
<td>1540 Other receivables</td>
</tr>
<tr>
<td></td>
<td>1550 Employee loans / advances</td>
</tr>
<tr>
<td></td>
<td>1560 Prepaid expenses</td>
</tr>
</tbody>
</table>

### Long Term Investments

- (none)

## Fixed Assets

<table>
<thead>
<tr>
<th>Property and Equipment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture and fixtures</td>
<td>1610</td>
</tr>
<tr>
<td>Office equipment</td>
<td>1620</td>
</tr>
<tr>
<td>Warehouse equipment</td>
<td>1630</td>
</tr>
<tr>
<td>Vehicles</td>
<td>1640</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>1650</td>
</tr>
<tr>
<td>Buildings</td>
<td>1660</td>
</tr>
<tr>
<td>Land</td>
<td>1670</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accumulated Depreciation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accum deprec - furn/fixtures</td>
<td>1710</td>
</tr>
<tr>
<td>Accum deprec - office equipmnt</td>
<td>1720</td>
</tr>
<tr>
<td>Accum deprec - warehouse equip</td>
<td>1730</td>
</tr>
<tr>
<td>Accum deprec - vehicles</td>
<td>1740</td>
</tr>
<tr>
<td>Accum deprec - leaseholds</td>
<td>1760</td>
</tr>
</tbody>
</table>

## Other Assets

<table>
<thead>
<tr>
<th>Other Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits</td>
<td>1810</td>
</tr>
<tr>
<td>Loans to shareholders</td>
<td>1820</td>
</tr>
<tr>
<td>Goodwill</td>
<td>1830</td>
</tr>
<tr>
<td>Organization costs</td>
<td>1910</td>
</tr>
<tr>
<td>Accum amort - org costs</td>
<td>1915</td>
</tr>
<tr>
<td>Other deferred charges</td>
<td>1920</td>
</tr>
</tbody>
</table>

## Liabilities

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>2000 Accounts Payable</td>
</tr>
<tr>
<td>Uninvoiced receivings</td>
<td>2010</td>
</tr>
<tr>
<td>Drop shipment liability</td>
<td>2015</td>
</tr>
<tr>
<td>Notes Payable</td>
<td>2020 Short-term notes payable</td>
</tr>
<tr>
<td>Current Portion Long-Term Debt</td>
<td>2030 Current maturities</td>
</tr>
<tr>
<td>Interest Payable</td>
<td>2040 Interest payable</td>
</tr>
</tbody>
</table>

(continued on next page)
<table>
<thead>
<tr>
<th>Other Current Liabilities</th>
<th>2050</th>
<th>Accrued expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2060</td>
<td>Salaries payable</td>
</tr>
<tr>
<td></td>
<td>2070</td>
<td>Garnishment payable</td>
</tr>
<tr>
<td></td>
<td>2080</td>
<td>Customer deposit liabilities</td>
</tr>
<tr>
<td></td>
<td>2090</td>
<td>Gift certificate liabilities</td>
</tr>
<tr>
<td></td>
<td>2110</td>
<td>FWH payable</td>
</tr>
<tr>
<td></td>
<td>2115</td>
<td>Advance EIC paid</td>
</tr>
<tr>
<td></td>
<td>2120</td>
<td>Employee FICA payable</td>
</tr>
<tr>
<td></td>
<td>2130</td>
<td>Employer FICA payable</td>
</tr>
<tr>
<td></td>
<td>2140</td>
<td>FUTA payable</td>
</tr>
<tr>
<td></td>
<td>2210</td>
<td>State withholding payable</td>
</tr>
<tr>
<td></td>
<td>2240</td>
<td>SUI payable</td>
</tr>
<tr>
<td></td>
<td>2280</td>
<td>Local withholding payable</td>
</tr>
<tr>
<td></td>
<td>2310</td>
<td>Sales tax payable</td>
</tr>
<tr>
<td></td>
<td>2350</td>
<td>Federal income tax payable</td>
</tr>
<tr>
<td></td>
<td>2360</td>
<td>State income tax payable</td>
</tr>
<tr>
<td></td>
<td>2370</td>
<td>Accrued vacation pay</td>
</tr>
<tr>
<td></td>
<td>2380</td>
<td>Other taxes payable</td>
</tr>
<tr>
<td></td>
<td>2390</td>
<td>Credit card clearing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Liabilities</th>
<th>2410</th>
<th>Loans from shareholders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term Debt</td>
<td>2450</td>
<td>Long-term debt</td>
</tr>
<tr>
<td></td>
<td>2510</td>
<td>Deferred revenues</td>
</tr>
<tr>
<td></td>
<td>2520</td>
<td>Deferred income taxes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equity</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Stock</td>
<td>3010</td>
<td>Preferred stock</td>
</tr>
<tr>
<td>Common Stock</td>
<td>3110</td>
<td>Common stock</td>
</tr>
<tr>
<td>Paid in Capital</td>
<td>3120</td>
<td>Paid-in capital</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>3500</td>
<td>Retained earnings</td>
</tr>
<tr>
<td>Treasury Stock</td>
<td>3610</td>
<td>Treasury stock</td>
</tr>
<tr>
<td>Dividends</td>
<td>3710</td>
<td>Dividends paid - preferred</td>
</tr>
<tr>
<td></td>
<td>3720</td>
<td>Dividends paid - common</td>
</tr>
</tbody>
</table>

**Profit and Loss accounts**

<table>
<thead>
<tr>
<th>Sales</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>4010</td>
<td>Product sales</td>
</tr>
<tr>
<td></td>
<td>4120</td>
<td>Sales discounts</td>
</tr>
<tr>
<td></td>
<td>4130</td>
<td>Sales allowances</td>
</tr>
<tr>
<td></td>
<td>4140</td>
<td>Sales returns</td>
</tr>
<tr>
<td></td>
<td>4150</td>
<td>Finance charges</td>
</tr>
<tr>
<td></td>
<td>4160</td>
<td>Freight charges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Goods Sold</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Goods Sold</td>
<td>5010</td>
<td>Cost of goods sold</td>
</tr>
<tr>
<td></td>
<td>5020</td>
<td>Purchases discounts</td>
</tr>
<tr>
<td></td>
<td>5030</td>
<td>Inventory adjustments</td>
</tr>
<tr>
<td></td>
<td>5040</td>
<td>Scrap expense</td>
</tr>
<tr>
<td></td>
<td>5050</td>
<td>Freight expense</td>
</tr>
<tr>
<td></td>
<td>5060</td>
<td>Purchase price variance</td>
</tr>
<tr>
<td></td>
<td>5070</td>
<td>Inventory transfer variance</td>
</tr>
<tr>
<td>Expenses</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Salary and Labor Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010 Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6020 Hourly wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6030 Vacation pay expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6040 Holiday pay expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6050 Sick pay expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6110 Employer FICA expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6120 FUTA expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6210 SUI expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6310 Employee benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6320 Group insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6410 Contract labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7010 Rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7020 Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7030 Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7040 Repairs and maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7110 Misc office expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7120 Computer supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7130 Postage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7140 Equipment rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7210 Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7220 Taxes - other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7310 Legal and professional fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7320 Consulting fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7330 Dues and subscriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7340 Vehicle expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7350 Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7360 Meals and entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7400 Cash over (short)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7410 Bank charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8030 Bad debt expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8110 Interest expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8210 Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8220 Amortization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Tax Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8310 Income tax expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8410 Miscellaneous income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8420 Interest income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8510 Forfeited deposits, GC's, SC's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8610 Gain (loss) on sale of assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8760 Gain (loss) on currency cnvsn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9500 Distribution corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9900 Suspense (unclassified expense)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The flowchart below illustrates the typical processing cycle for Check Reconciliation activities.
Setting up Check Reconciliation

No additional steps are needed to set up Check Reconciliation.

Using Check Reconciliation: Entering checkbook activity

Payments issued or voided in Accounts Payable are automatically updated to checkbook history when the payments are posted, and are available for reporting and reconciling in Check Reconciliation.

Interfacing deposits from CounterPoint

If you enabled Deposit Management in CounterPoint (using Setup / System / Company), part of your daily processing is to use Payment History / Deposits / Enter and Post to prepare and post deposits of money brought in from Point of Sale tickets, Receivables cash receipts, and/or Order Entry deposits. When you post those deposits, deposit history is generated for the appropriate bank account.

To produce unposted Deposit checkbook transactions from the deposit history in CounterPoint, select Accounting / Check Reconciliation / Checkbook / Interface deposits.

![Interface deposits](image)

After the deposit interface is performed, you can use the other Accounting / Check Reconciliation / Checkbook menu selections to view, edit, and post the deposit transactions.

NOTE: To interface deposits, the bank account numbers entered in Setup / Point of Sale / Stores / Stores and Setup / Accounting / Bank Accounts must match.

Bank account
Enter or look up the checking account to which you want to interface deposits.

When you specify your checking account, the Bank account # field displays the corresponding account number.
Basic Accounting Option

**Store number**
Enter or look up the store for which you want to create checkbook deposits.

Press F1 to select **ALL** stores.

**Deposit date range**
Enter the beginning and ending dates of the date range for the deposits you want to interface.

To specify a range of **Earliest** to **Latest**, press F1 at each of these fields.

**G/L account #**
Select the G/L account to use as the clearing account for the checkbook deposit transactions. When you post deposit transactions, the “cash” account for your bank account is credited and the account you specify here is debited.

Press F1 to select the **Default deposit account** for your checking account defined in **Setup / Accounting / Bank Accounts**.

Press F2 to select the **Store paycode account** defined in **Setup / Point of Sale / Stores / Stores**.

**NOTES:**
If you press F2 to use the **Store paycode account**, the distributions that are created when you post deposits will cancel out the original distributions that were created by **Point of Sale / End of day / Post**. Use this approach to treat your store paycode accounts as clearing accounts for deposit transactions.

Alternatively, entering the same account number as your bank account’s “cash” account will preserve the original distributions created by **Point of Sale / End of day / Post**, and the “cash” account will simply be debited and credited when you post the deposit transactions.

**Reference**
Type a description or other reference text for the checkbook deposit transactions.

**Review or update ?**
Select **Review** to preview the deposit transactions that will be created or **Update** to actually create the checkbook deposit transactions.

Press **Enter** at **Field number to change ?** to create the corresponding checkbook deposit transactions from your payment history data. When this process is complete, you may post the deposits to your G/L using **Accounting / Check Reconciliation / Checkbook / Post**.

**Entering checkbook transactions**
If you interfaced deposits from CounterPoint’s deposit history, you can access the transactions that were produced when you ran **Accounting / Check Reconciliation / Checkbook / Interface deposits**. Similarly, if you imported checks using **Accounting / Check Reconciliation / Checkbook / Import**, you can access the non-A/P transactions produced during that import.
Select **Accounting / Check Reconciliation / Checkbook / Enter** to enter checkbook transactions.

Use checkbook transactions to record changes to your bank accounts as a result of service charges, interest, withdrawals, etc. You can also correct errors in previously posted checkbook transactions.

![Checkbook window](image)

**Bank account**
Select the bank account to use for this transaction. Only **Checking** type accounts can be selected.

**Transaction type**
Specify the type of transaction:

- **Adjustment**: used to record corrections to account balances
- **Deposit**: used to record deposits to accounts
- **Interest**: used to record interest earned from your bank
- **Non-A/P check**: used to record checks that were written from outside of A/P
- **Service charge**: used to record charges from your bank
- **Transfer**: used to record transfers from one bank account to another
- **Withdrawal**: used to record withdrawals from your account

**To bank account**
This field only displays you specified **Transfer** for the **Transaction type**.
Enter the **Checking** type bank account to which funds are being transferred.

**Vendor number / Vendor name**
These fields only displays you specified **Non-A/P check** for the **Transaction type**.
Enter the vendor number and/or name to whom the check was written. Any vendor can be entered, and either field can be left blank.

**Amount**
Enter the amount of the transaction.

For **Adjustment** transactions, the amount can be positive (increase) or negative (decrease).
G/L account #
The checking account’s B/S account will be debited (for deposits, etc.) or credited (for withdrawals, etc.).
Enter the account number to be used for the offsetting distribution.
This field defaults to the corresponding default account number defined for the bank account. **(Not applicable)** displays for Transfer transactions.

Importing non-A/P checkbook transactions

Use **Accounting / Check Reconciliation / Checkbook / Import** to import non-A/P check transaction information from a text file.

Non-A/P check transactions are transactions that were written against your bank account outside of Accounts Payable (e.g., payroll checks).

Review or update?
Select whether to review or update checkbook transactions:

- **Review import records** prints an edit list of potential problems with the import data, but the records are not actually imported
- **Update checkbook transactions** imports the records and prints a log file to disk

Import filename
Enter the filename of text file containing the data that you want to import. If the file is located in the top-level CounterPoint directory (e.g., C:SYN), no path is necessary.

Bank account
Select a **Checking** type bank account for the checkbook transactions.

Transaction date
Enter the date of the checkbook transactions.

G/L account #
Enter the General Ledger account number used to use for crediting distributions (if you select a Balance Sheet account, the bank account will be debited).
Entering file parameters

After you have entered the information on the parameters screen, you are asked if you want to save this information as the default format when you press Enter at Field number to change?. Answer Yes to retain the filename for future import sessions. You can press F1 to clear the defaults the next time the import is used.

At Field number to change?, press F2 to define the layout of the import file.

![Image of Checkbook Import screen]

After you define the layout of the import file, you are returned to parameters screen.

Record format
Specify whether the records you are importing are fixed length or variable length.

Field format
Specify the format of the records you are importing:

- Delimited fields are separated from the previous field by a delimiting character
- Fixed position fields each start in a fixed position

Delimiting char
This field only displays if you selected Delimited for the Field format.

Enter the delimiting character in hexadecimal format. Refer to the hexadecimal conversion chart in the Technical Notes document for more information.

Text in quotes?
This field only displays if you selected Delimited for the Field format.

Specify whether the text fields are enclosed in quotation marks.

Field number
(Document numbers, Amounts, Vendor number, Vendor names, References)
These fields only display if you selected Delimited for the Field format.

Enter the relative field number of each value within a record.

NOTE: When importing amounts, you must include the sign and the decimal. Otherwise, CounterPoint assumes that the amount is a whole, positive dollar amount.
Start position / Length
(Document numbers, Amounts, Vendor number, Vendor names, References)
These fields only display if you selected Fixed position for the Field format.

Enter the starting position and number of characters (length) of each value within a record.

NOTE: When importing amounts, you must include the sign and the decimal. Otherwise, CounterPoint assumes that the amount is a whole, positive dollar amount.

Delete import file after update when
After importing the data, specify when to delete the import file: Always, Never, or only if No errors occurred during the import.

Creating checkbook transactions
As the data is imported, a single non-A/P check transaction is created for each record in the import file. If you specify Update, new checkbook transactions are created regardless of whether there are existing non-A/P check transactions for the same document. After importing, the transactions can be viewed and edited using Accounting / Check Reconciliation / Checkbook / Enter.

You are not required to import a vendor number and name. If a vendor number is imported without a vendor name, the vendor name from the vendor file is automatically used (if the vendor number is already on file in CounterPoint). If a vendor name is imported, the name is treated as a company name (rather than first, last name).

Posting checkbook transactions
Select Accounting / Check Reconciliation / Checkbook / Post to post checkbook transactions that were entered, imported, or interfaced into Check Reconciliation.

Specify the bank account and transaction date range of the transactions you want to post.
During posting
The following activities occur during posting:

- The Checkbook Transaction Journal is produced, showing all transaction detail, with subtotals by bank account and grand totals.
- A record of each transaction is updated to the Checkbook History file.
- The current balance in the corresponding **Checking** type bank account is increased or decreased by the amount of each transaction, as follows:

<table>
<thead>
<tr>
<th>Transaction type</th>
<th>Current balance is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>• Increased or decreased</td>
</tr>
<tr>
<td>Deposit</td>
<td>• Increased</td>
</tr>
<tr>
<td>Interest</td>
<td>• Increased</td>
</tr>
<tr>
<td>Non-A/P check</td>
<td>• Decreased</td>
</tr>
<tr>
<td>Service charge</td>
<td>• Decreased</td>
</tr>
<tr>
<td>Transfer</td>
<td>• Decreased for the “from” account</td>
</tr>
<tr>
<td></td>
<td>• Increased for the “to” account</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>• Decreased</td>
</tr>
</tbody>
</table>

- Distributions are updated to the CounterPoint Distribution file, as follows:

<table>
<thead>
<tr>
<th>Transaction type</th>
<th>Distributions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>• Debits B/S account for bank account</td>
</tr>
<tr>
<td>Interest</td>
<td>• Credits G/L account specified in transaction</td>
</tr>
<tr>
<td>Upward Adjustment</td>
<td></td>
</tr>
<tr>
<td>Non-A/P check</td>
<td>• Credits B/S account for bank account</td>
</tr>
<tr>
<td>Service charge</td>
<td>• Debits G/L account specified in transaction</td>
</tr>
<tr>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>Downward Adjustment</td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td>• Debits B/S account for “to” bank account</td>
</tr>
<tr>
<td></td>
<td>• Credits B/S account for “from” bank account</td>
</tr>
</tbody>
</table>
Using Check Reconciliation: Reconciling a checkbook

Marking cleared items

Use Accounting / Check Reconciliation / Reconcile / Mark cleared items as part of the process in reconciling a bank statement to the transactions posted for the bank account.

Prior to reconciling your bank statement, you should enter transactions for additional items that appear on your bank statement (e.g., service charges and interest).

Select Accounting / Check Reconciliation / Checkbook / Enter to enter these transactions.

Bank account
Select the bank account to be reconciled. Only Checking bank accounts are allowed.

This statement date
Enter the ending date shown on the bank statement. The date entered here serves as a cutoff date for the checkbook transactions that display when you are marking items as cleared.

Once entered, this date cannot be changed until you either complete or cancel the reconciliation.

This statement balance
Enter the ending balance shown on the bank statement. This is the balance that will be used as a “target balance” when marking cleared transactions to determine whether or not the bank account is balanced.

Cutoff checkbook date
Enter the date in the checkbook to which you want to balance, or press F1 to default to the statement date. Checkbook transactions after this date will not display when marking cleared transactions.

Cutoff checkbook balance
Enter the balance in the checkbook as of the cutoff checkbook date, or press F1 to default to the balance as of the specified date or F2 to default to the current balance of the bank account.
Marking cleared items

Press Enter at Field number to change ? to display all uncleared transactions for the checkbook.

Mark (and unmark) transactions as cleared with these buttons:

- **Enter** toggles between marking and unmarking the highlighted transaction
- **F3** marks all currently unmarked transactions
- **F4** unmark all currently marked transactions
- **F5** marks a group of transactions, based on the transaction type, document number range, or document date range

As you select transactions, they are marked as cleared and an $ appears on the far left side of the screen. Totals are displayed at the top of the screen to show the number of deposits and credits marked, the number of checks and debits marked, the total amount marked, and the difference between the cutoff checkbook balance and the statement balance.

As you mark transactions, you can use the following buttons:

- **F1** displays a summary of transactions that are not marked, along with the adjusted checkbook balance (what the bank statement balance should be if all items on it are marked as cleared), the actual checkbook balance (balance of the defined bank account) and the difference between them
- **F7** changes the sequence in which transactions display
- **F8** shows only those transactions that have already been marked, only those which have not been marked, or shows both marked and unmarked transactions

When you have completed marking transactions and your checkbook is balanced (the difference between the checkbook balance and statement balance is zero), you can press **F2** to reconcile the bank account. After you confirm that you want to reconcile, CounterPoint will print Reconciliation Report. When the report is printed, the Last recon date and the Last recon bal fields for this bank account are updated.
Completing the reconciliation

Press F2 to complete reconciliation of this bank account after all necessary transactions have been marked, and the statement balance and checkbook balance are equal.

Canceling the reconciliation

Press F3 at Field number to change ? to cancel reconciliation of this bank account. You can cancel the reconciliation as long as it hasn’t been completed. Any transactions marked during the reconciliation process are unmarked.

Printing the Reconciliation report

When you complete the reconciliation of a bank statement, CounterPoint automatically prints the Reconciliation Report.

You can print the Reconciliation Report prior to completion of the bank statement reconciliation by selecting Accounting / Check Reconciliation / Reconcile / Reconciliation report. You can use Reconciliation Report to analyze the status of an in-progress reconciliation (a reconciliation that you have not yet completed).

Bank account

Specify the bank account for which you want to print the reconciliation report.

The statement date and statement balance that you entered in Accounting / Check Reconciliation / Reconcile / Mark cleared items display.

Print cleared items ?

Specify whether you want to show transactions that are already marked as cleared.

Print uncleared items ?

Specify whether you want to show transactions that are not yet marked as cleared.
Reconciliation report

The first page of the report shows a summary of the bank statement information and the checking account information. If you selected to print cleared items and/or uncleared items, each group of transactions starts on a new page.

### Check Reconciliation Report

<table>
<thead>
<tr>
<th>Bank account: C  Main checking account</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period end date:</td>
<td>4/15/03</td>
</tr>
<tr>
<td>Statement date:</td>
<td>4/15/00</td>
</tr>
<tr>
<td>Quickbook cutoff date:</td>
<td>4/15/03</td>
</tr>
</tbody>
</table>

| Previous statement balance:  | 3,960.15 |
| Statement balance as of 4/15/00:  | 5,798.15 |

<table>
<thead>
<tr>
<th>Cleared items:</th>
<th>Uncleared items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Checks</td>
<td>1 Checks</td>
</tr>
<tr>
<td>0 Deposits</td>
<td>O Deposits</td>
</tr>
<tr>
<td>0 Transfers</td>
<td>O Transfers</td>
</tr>
<tr>
<td>0 Interest</td>
<td>O Interest</td>
</tr>
<tr>
<td>0 Adjustments</td>
<td>O Adjustments</td>
</tr>
<tr>
<td>0 Service charges</td>
<td>O Service charges</td>
</tr>
<tr>
<td>0 Withdrawals</td>
<td>O Withdrawals</td>
</tr>
</tbody>
</table>

| Calculated statement balance: | 6,940.15 |
| Calculated checkbook balance: | 6,416.05 |

| Statement balance as of 4/15/03:  | 5,750.12 |
| Checkbook balance as of 4/15/03:  | 5,798.12 |

| Difference:         | 177.10 |
| Difference:         | 170.10 |

<table>
<thead>
<tr>
<th>Summary of cleared items:</th>
<th>Summary of uncleared items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Deposits &amp; other credits</td>
<td>1 Deposits &amp; other credits</td>
</tr>
<tr>
<td>0 Checks &amp; other debits</td>
<td>1 Checks &amp; other debits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total cleared amount:</th>
<th>Total uncleared amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>.00</td>
<td>170.10</td>
</tr>
</tbody>
</table>

### Check Reconciliation Report

[Image of check reconciliation report]
Available reports

The following Check Reconciliation reports are available:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkbook History report</td>
<td>Prints a report and optionally purges the activity posted for a bank account. For more information on the Checkbook History Report, refer to Printing the Checkbook History report, on page 151.</td>
</tr>
<tr>
<td>Reconciliation report</td>
<td>Automatically prints when you complete the reconciliation of a bank statement (can also be printed prior to completing the reconciliation). For more information on the Reconciliation report, refer to Printing the Reconciliation report, on page 149.</td>
</tr>
</tbody>
</table>

Printing the Checkbook History report

Use Accounting / Check Reconciliation / Reports / Checkbook history to print a report of the activity posted for a bank account. You can also purge checkbook history records.

Bank account

Specify the bank account for which you want to print checkbook history.

In addition to Checking type bank accounts, you can specify an Other/Credit card type bank account if you want a report of all Accounts Payable payments posted for the account.
Transaction type
Select a single transaction type, or press F1 for All.

NOTE: The Other payment transaction type is only valid for an Other/Credit card type bank account.

Show payment detail?
Specify whether or not to include detailed voucher information for each check on the Checkbook History report.

Purge history file?
Specify whether or not to purge the checkbook history.

For a Checking bank account, only history that has already been marked as cleared can be purged. If you answer Yes, any history that is not eligible for purging will not appear on the report, even if it falls within the other parameters of the report.

For an Other/Credit card bank account, history will be purged if it falls within the report parameters.

A sample Checkbook History report is illustrated below.
# Glossary of terms

## Accounts Payable terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1099 vendor</strong></td>
<td>Any vendor who is eligible to receive a 1099 form at the end of the year.</td>
</tr>
<tr>
<td><strong>Applying</strong></td>
<td>The process of relating a payment or credit memo amount to amounts from one or more documents that are being paid.</td>
</tr>
<tr>
<td><strong>Credit memo</strong></td>
<td>An adjustment to an invoice. Credit memos decrease your liability to a vendor, and can represent overcharges on an invoice or returns of merchandise. Prior to being posted, the credit memo is also referred to as a “voucher”.</td>
</tr>
<tr>
<td><strong>Debit memo</strong></td>
<td>An adjustment to an invoice. Debit memos increase your liability to a vendor, and may represent undercharges on an invoice. Prior to being posted, the debit memo is also referred to as a “voucher”.</td>
</tr>
<tr>
<td><strong>Document</strong></td>
<td>Any Accounts Payable electronic record. Invoices, debit memos, credit memos, and payments are examples of documents.</td>
</tr>
<tr>
<td><strong>Invoice</strong></td>
<td>A bill sent from the vendor for goods or services. Until it is paid, the invoice represents a liability to the company. Generally accepted accounting practices dictate that you record an invoice as soon as you receive it, no matter when it’s due. The invoice can be manually entered to create a payable, or the payable can be created from P.O. receivings history. Prior to being posted, the invoice is also referred to as a “voucher”.</td>
</tr>
<tr>
<td><strong>Miscellaneous vendor</strong></td>
<td>A person or company from whom you purchase goods or services, and for whom you do not wish to define an individual vendor. When entering payments for a miscellaneous vendor, the actual vendor’s name and address can be typed in and can be printed on a check. Miscellaneous vendors are not eligible to receive 1099 forms.</td>
</tr>
<tr>
<td><strong>Open item</strong></td>
<td>Any accounts payable document that has been posted and remains on file, even if it has been fully paid. An invoice is an open item, as is the payment which fully or partially pays off the invoice.</td>
</tr>
<tr>
<td><strong>Payables</strong></td>
<td>Amounts that are owed on account for goods or services from vendors.</td>
</tr>
</tbody>
</table>
**Payment**
The method by which one or more invoices or debit memos are paid. Payments reduce the balance owed to a vendor. Basic Accounting supports three different payment methods:
- **Computer check**: a check that is generated and printed by CounterPoint
- **Manual check**: a check that is produced outside of CounterPoint that needs to be recorded in CounterPoint
- **Other payment**: a payment that was made outside of CounterPoint using something other than a check (e.g., credit card or cash) and needs to be recorded in CounterPoint.

**Payment group**
A classification assigned to each recurring payable that permits the payable to be ‘grouped’ with other recurring payables that can be generated at the same time.

**Recurring payable**
A payable that will occur repeatedly, according to the selected frequency. An example of a recurring payable is monthly rent or utilities. A recurring payable is selected and generated to produce a new payable (voucher) transaction.

**Unapplied amount**
A credit memo that has not been applied to any document.

**Vendor**
Person or company who sells you goods or services in return for payment.

**Vendor payment terms**
The agreed-upon conditions for payment of a purchase. For example, a vendor may extend a discount if payment is received within 10 days of a purchase, even though the payment may not be due until 30 days from the purchase date.

**Vouchering**
The process of recording an invoice or debit memo as a payable, much the same way that “receiving” is used to describe the process of receiving merchandise.

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**General Ledger terms**

**Account**
Any type of record – asset, liability, sales, cost of goods sold, expense or equity – that is used for recording individual transactions in an accounting system.

**Account number**
The identifying number for an account. In Basic Accounting (and CounterPoint), account numbers can be up to 8 digits, with an optional sub-account value of up to an additional 8 digits.

**Accounting**
The process of recording, classifying, reporting, and interpreting financial information for a company.

**Accounting equation**
The expression of the relationship between assets, liabilities, and equity: Assets = Liabilities + Equity. The equation states that what a business has (assets) is owned by either creditors (liabilities) or owners (equity).
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting period</td>
<td>A division of the fiscal year. Common accounting periods are months or quarters. Basic Accounting allows up to 13 accounting periods in a fiscal year.</td>
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<tr>
<td>Adjustments</td>
<td>Journal entries required at the end of an accounting period to record an internal transaction and to bring the ledger up to date. Adjustments can also be made to invoices with credit or debit memos.</td>
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<tr>
<td>Asset</td>
<td>Anything owned or controlled by a business – tangible or intangible – that has monetary value and was acquired as a measurable cost.</td>
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<tr>
<td>Audit trail</td>
<td>A series of permanent records used to track a transaction to the point where it was originally entered in the accounting system. The audit trail can be used to verify the accuracy of financial statements by outside accountants or auditors.</td>
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<tr>
<td>Balance sheet</td>
<td>A financial statement that takes a snapshot of a company as of a specific date, showing the company's assets, liabilities, and equity.</td>
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<tr>
<td>Beginning balances</td>
<td>Account balances entered during the setup of Basic Accounting.</td>
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<tr>
<td>Budget</td>
<td>A projection of income and expense, usually for each period or month of the next fiscal year.</td>
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<tr>
<td>Calendar</td>
<td>The definition of a fiscal year, the dates it starts and ends, as well as the names and ending dates of up to 13 periods or months within it.</td>
</tr>
<tr>
<td>Chart of accounts</td>
<td>A list of all accounts that a business maintains in its general ledger.</td>
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<tr>
<td>Cost of good sold</td>
<td>An account type that tracks the direct costs of inventory sold.</td>
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<tr>
<td>Credit</td>
<td>An amount that decreases the balance of an asset or expense account, or increases the balance of a liability, equity, or sales account.</td>
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<tr>
<td>CSV file</td>
<td>Comma Separated Values A text file that uses a comma to separate the fields or values within each record so that the records can be read by software applications (like Microsoft Excel) outside of Basic Accounting. In Basic Accounting, your financial statements can be written out to a CSV file.</td>
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<tr>
<td>Current assets</td>
<td>Assets that are cash or expected to be converted into cash within a one-year period.</td>
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<tr>
<td>Current liabilities</td>
<td>Liabilities that will be due within a one-year period.</td>
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<tr>
<td>Current period</td>
<td>The period or month to which you are currently posting transactions.</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Debit</td>
<td>An amount that increases the balance of an asset or expense account, or decreases the balance of a liability, equity, or sales account.</td>
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<tr>
<td>Distributions</td>
<td>Double-entry accounting records generated by posting activities in CounterPoint. When distributions are interfaced to General Ledger, they produce journal entries.</td>
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<tr>
<td>Double-entry accounting</td>
<td>The accounting process whereby equal credit and debit amounts are entered for each transaction.</td>
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<tr>
<td>Equity (or Owner’s equity)</td>
<td>The value of total assets less total liabilities.</td>
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<tr>
<td>Expense</td>
<td>A cost incurred by a business in an attempt to obtain revenue.</td>
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<tr>
<td>Financial statements</td>
<td>Refers collectively to the Balance Sheet and Profit and Loss Statement that can be printed from Basic Accounting. Other financial statements, such as Statement of Cash Flows and Statement of Retained Earnings, can be produced in software applications outside of Basic Accounting by using the SQL Connection Option.</td>
</tr>
<tr>
<td>Fiscal year</td>
<td>An annual accounting cycle of up to 13 consecutive periods (or “months”). A fiscal year does not necessarily coincide with the January-December calendar year. In Basic Accounting, each fiscal year is defined in a calendar.</td>
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<tr>
<td>GAAP</td>
<td>Generally Accepted Accounting Principles. The currently accepted rules, practices, and procedures used in financial accounting.</td>
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<tr>
<td>General Ledger</td>
<td>The principal ledger containing the accounts of your business. In Basic Accounting, it is the name of the application that tracks account balances for your Chart of Accounts and allows journal entries to be created and posted.</td>
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<tr>
<td>Journal entry</td>
<td>A transaction recorded by entering the accounts and associated amounts to be credited and debited.</td>
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<tr>
<td>Liability</td>
<td>A debt owed to a creditor.</td>
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<td>Net income (or Net profit)</td>
<td>The amount by which total revenue exceeds total expenses for a specified period.</td>
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<td>Open credit</td>
<td>A credit issued by a vendor that is not applied to a specific invoice (such as when all invoices are paid in full or for a deposit).</td>
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<tr>
<td>Profit and Loss Statement (or Income Statement)</td>
<td>A financial statement that reflects sales, expenses, and the resulting net income or loss for a given period.</td>
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<tr>
<td>Recurring journal entry</td>
<td>A “template” transaction from which regularly occurring journal entries can be generated.</td>
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<td>Term</td>
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<tr>
<td>Retained earnings</td>
<td>Earnings accrued from prior years’ operations. Basic Accounting automatically tracks year-to-date earnings and posts them to the retained earnings account when you change to a new year.</td>
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<td>Revenue</td>
<td>The income produced as a result of selling goods and services.</td>
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<td>Reversing entry</td>
<td>A transaction that reverses the debit and credit entries of a previously posted journal entry.</td>
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<tr>
<td>Transaction</td>
<td>An event or condition that is recorded in asset, liability, expense, revenue and/or equity accounts. Sales to customers and purchases from vendors are examples of transactions.</td>
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<tr>
<td>Trial Balance</td>
<td>A report that lists the balances of all accounts in the General Ledger.</td>
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<td>Variance</td>
<td>The difference between two amounts, such as balances in two columns, when one is subtracted from the other. Variances can be expressed as dollar amounts or percentages. A common variance compares budgeted amounts to actual balances. Variances can be printed on financial statements in Basic Accounting.</td>
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