



Sage BusinessWorks

Accounting 2018

Getting Started Guide

August 2017

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How to Use This Guide



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..Text on page... Indicates a jump to a topic.

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This guide is best viewed using Acrobat Reader 10.0 or higher. For best printing results, print to a PostScript printer.

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Chapter 1: Welcome

Welcome to Sage BusinessWorks Accounting, a powerful and easy-to-use accounting system. This guide contains the basic information that you need to use Sage BusinessWorks.

This chapter contains the following:

- *What's in This Guide (on this page)*
- *What is Sage BusinessWorks? (page 9)*
- *Where to Start (page 9)*

What's in This Guide

This guide is an introduction. For complete information about specific options, or an in-depth discussion of any topic, refer to the Sage BusinessWorks Help system. This guide is arranged as follows:

<i>Chapter 1: Welcome</i>	Introduces this guide, defines Sage BusinessWorks, and provides some overview information about installing, learning, and setting up Sage BusinessWorks.
<i>Chapter 2: Let's Go!</i>	Explains the basic steps of starting, using, and exiting Sage BusinessWorks.
<i>Chapters 3 through 11</i>	Takes you step-by-step through the common features of Sage BusinessWorks. These tutorials include the following: <ul style="list-style-type: none"> <i>Practicing with Sage BusinessWorks, Overview</i> <i>Practicing with Accounts Payable</i> <i>Practicing with Accounts Receivable</i> <i>Practicing with General Ledger</i> <i>Practicing with Inventory Control</i> <i>Practicing with Job Cost</i> <i>Practicing with Order Entry</i> <i>Practicing with Payroll</i> <i>Practicing with Custom Reports & Forms</i>
<i>Appendix A: How to Produce a Report</i>	Explains the basic procedure for generating and printing reports.



What is Sage BusinessWorks?

Sage BusinessWorks is a double-entry accounting system designed specifically for use with Microsoft Windows. It's ideal for small- to medium-sized companies that need a full-featured double-entry accounting system that's easy to learn and use.

Read this guide and complete the tutorials before using Sage BusinessWorks on a regular basis.

Where to Start

□ Step 1: Verify the Contents of Your Package

You will need the following materials to install and use Sage BusinessWorks:

- Logon to the Sage Knowledgebase to download the current version of Sage BusinessWorks. The installation instructions are located in the Related Resources section of the download article.
- *Setup Preparation Guide*: The Setup Preparation Guide is available in the ELECTRONIC MANUALS section of the Sage BusinessWorks VIEWER. After installing Sage BusinessWorks, log into the program. From the VIEWER, select ELECTRONIC MANUAL and then SETUP PREPARATION GUIDE.
- *Upgrade Guide (optional)*: Lists the changes you can expect to find in Sage BusinessWorks. You received this guide ONLY if you are upgrading from a previous version of Sage BusinessWorks.

If you are missing any of the items listed above, contact your Sage BusinessWorks business partner.



□ Step 2: Install Sage BusinessWorks

Install your software using the instructions that are appropriate for you:

- *If your company is new to Sage BusinessWorks:* Follow the *Installation Instructions* contained in the Sage BusinessWorks package.
- *If you are upgrading from a previous version, Sage BusinessWorks v. 12 or earlier:* Before beginning the upgrade process, refer to the *Upgrade Guide* for special installation guidelines and instructions. The *Upgrade Guide* will then direct you to the *Installation Instructions* at the appropriate point in the upgrade process.

□ Step 3: Register Your Purchase

Register your Sage BusinessWorks purchase immediately after installing it. The sooner you register, the sooner you can take advantage of the award-winning support and online Web resources Sage Software offers. Registration steps are listed in Appendix B *on page 335* (also available in the *Upgrade Guide*). Do not register modules that you are upgrading from Sage BusinessWorks v. 12, only new modules that you are adding to your Sage BusinessWorks system. If you are upgrading from Sage BusinessWorks v. 11 or earlier, you must register your upgrade using the new serial numbers and unlocking keys located on your packing slip.

□ Step 4: Practice & Learn with Sage BusinessWorks

After installing and registering Sage BusinessWorks, you are ready to begin learning how to put your software to work for you. We recommend the following:

- *Attend a training course:* Get one-on-one training from a Sage BusinessWorks business partner or classroom-style training an Authorized Training Center. For more information, contact your Sage BusinessWorks business partner.
- *Practice with tutorials:* Complete the tutorials in this guide to learn basic procedures. The tutorials are designed to work with the Sample company that is included in Sage BusinessWorks.
- *Practice on your own:* After you complete the tutorials, if you want more practice, remain in the Sample company and continue exploring. You can also create your own fictitious company to use for practice. (You can create up to 1,000 companies in Sage BusinessWorks.)



Additional resources and technical support are available from our Web site at www.sagebusinessworks.com.

□ **Step 5: Set Up & Use Sage BusinessWorks**

After completing Steps 1-4, you are ready to set up and use your own company. For optimum use, work closely with your Sage BusinessWorks business partner to set up your company.

- *Prepare for setup:* In your *Setup Preparation Guide*, follow the instructions in Chapter 2: System and Module Preparation for each module you purchased. These instructions outline the information you need to gather before setting up Sage BusinessWorks.
- *Begin the setup:* After gathering your information, complete each step. You can use either the Initial Setup checklists in the Launcher's Checklists menu or the setup Help topics (under Getting Started on the Help system Contents tab.) This is an important part of a successful setup.

After setup is complete for all modules, you are ready to use Sage BusinessWorks on a daily basis.

Chapter 2: Let's Go!

This chapter gets you started learning about Sage BusinessWorks. It presents basic information about the Sage BusinessWorks user interface, including windows, buttons, commands, keys, and more.

Topics discussed in this chapter include:

- *Starting Sage BusinessWorks (on this page)*
- *Sage BusinessWorks Launcher (page 14)*
- *Typical Option Window & Commands (page 21)*
- *Exiting Sage BusinessWorks (page 34)*
- *Where to Go from Here (page 34)*

This guide assumes that you have a basic understanding of Microsoft Windows. If you need information about Windows, refer to your Microsoft Windows documentation.

Starting Sage BusinessWorks

You can start Sage BusinessWorks from a shortcut on your desktop or from the Windows Start menu.

- ⇒ To launch Sage BusinessWorks, double-click the Sage BusinessWorks icon on your desktop.

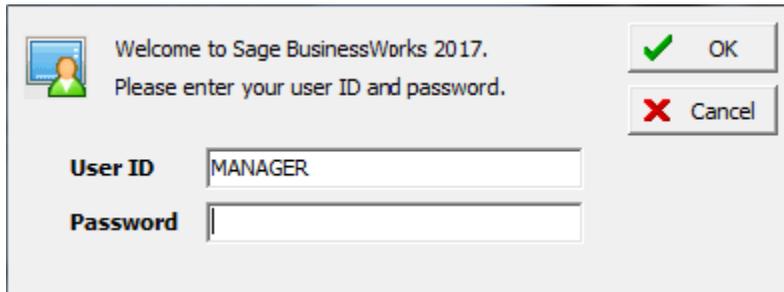


- ⇒ Alternately, click Start, Programs, Sage BusinessWorks, Sage BusinessWorks.



The Sage BusinessWorks startup window appears.

Log on with a user ID and password.



Welcome to Sage BusinessWorks 2017.
Please enter your user ID and password.

User ID

Password

OK Cancel

Assign all users a system identification (*user ID*) to control who has access to the software and to provide convenient custom settings.

- ⇒ If you have just installed Sage BusinessWorks and have not yet defined user IDs, at the **User ID** field, enter MANAGER. If user IDs have already been set up, use your own ID.

Passwords protect the confidentiality of your financial information. If you decide to require passwords, you will need to enter a password each time you log in. For security reasons, the password does not appear when you type it. If you have just installed Sage BusinessWorks, passwords are not yet required and you do not need one to access Sage BusinessWorks for the first time.

- ⇒ If passwords have not yet been defined, leave the **Password** field empty. If the ID you are using has been assigned a password, enter the password, and click Log In.

Sage BusinessWorks Launcher

After you log in, the Sage BusinessWorks Launcher appears. The Launcher provides access to all Sage BusinessWorks companies, modules, and options. In addition, it allows you to access Sage Software Web pages, the Help system, and other programs. You will find the Launcher easy to understand and use.



Launcher Overview

The Launcher is divided into several areas that provide the following features: the System menu bar, the Module menu/Button bar, the Resource bar, the Status bar, the Address bar, and the Viewer.

System Menu Bar

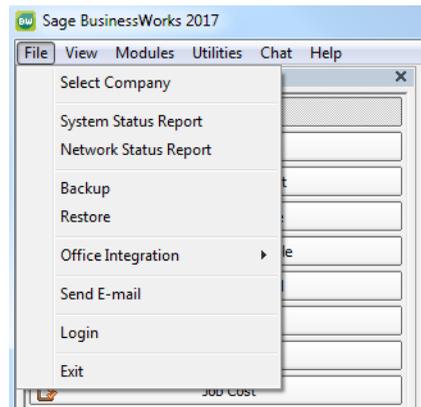
The System menu bar is positioned just below the title bar. It provides several menus that you can use to access Sage BusinessWorks system utilities, change the Launcher's view, and much more.

Use the File menu to log in as a different user, switch to another company, and check the status of your computer or network.

Use the View menu to change the appearance of the Launcher. (See [page 19](#) and [page 20](#).)

Use the Utilities menu to perform a variety of system-wide tasks. From here, you set up new users and companies, define system security, create custom reports and forms, register Sage BusinessWorks, and more.

Use the Help menu to access the Help system for each module, the Sage BusinessWorks About window, and the Tips feature.



Module Menu

Use the Modules menu to access modules, menus and options from the module menus (the second row) just below the Launcher menus. For information on how to access the modules, see [page 19](#) and [page 20](#).



Resource bar

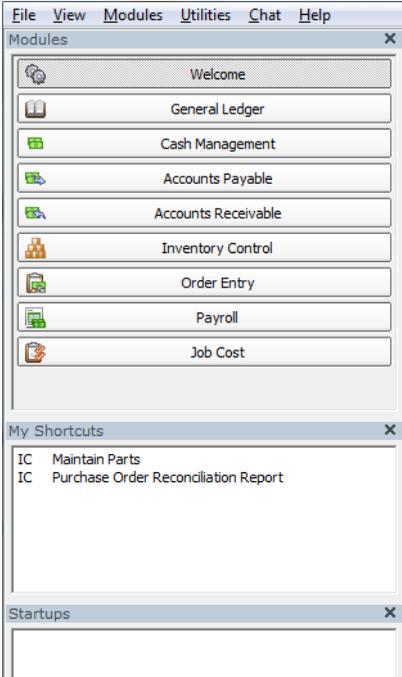
The Resource Bar, which appears as a vertical bar along the left side of the Launcher window, lists the available modules, task shortcuts, and startup tasks. Click a module button in the Resource Bar to change the menus and HTML pages so that they relate to that module. Click an icon within a group to access that shortcut or application. You can hide or show this bar, along with the Address bar and the Viewer, by selecting Viewer in the Launcher's View menu.

The Resource Bar contains the following groups:

Modules group: Click the buttons in this group to select a specific module.

Shortcuts group: Select this group to view and use tasks that you have added to your Shortcuts menu.

Startup group: Select this group to view and use tasks that you have added to your Startups menu.



Status bar

The Status bar in the Launcher window provides three buttons that identify the user, company, and posting date for the current session. Hide or show this bar by clicking View, Status Bar on the System menu bar. Initially, the information that appears on these buttons is determined in the following manner:

- You select the user when you log in. To change users, click the User button in the Status bar or click File, Login on the System menu bar.
- SAMPLE is selected as the company the first time you log in. Thereafter, Sage BusinessWorks remembers the last company you opened and automatically logs you into that company. To change the company, click the Company button on the Status bar or click File, Select Company on the System menu bar.
- When you log in, the posting date is the current system date (which is the Date/Time Properties defined in Windows). To change the date, click the Posting Date button on the Status bar or click Utilities and then Change Posting Date on the System menu bar. (If you reset the posting date, it appears as the default date in every option you launch; however, it reverts to the current system date when you log off.)



Viewer & Address bar

Displays pages with information, links to options, and the Sage Software Web site. You can choose the pages to display from links in the Resource bar or the from links within the pages themselves. You can even type in the URL of a Web site on the Internet to display in the Viewer.

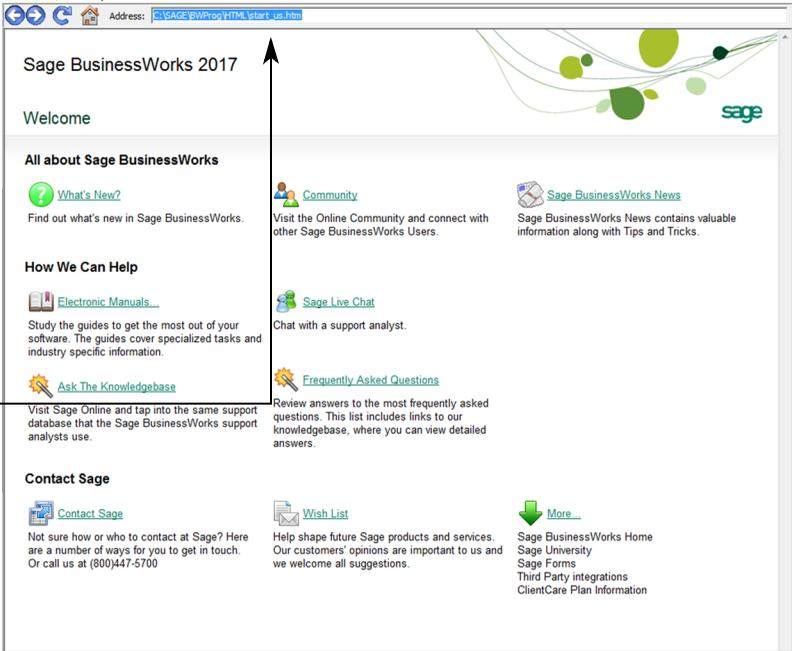
Click View and then Viewer on the System menu bar to hide or show the Viewer along with the Address bar and the Resource bar.

Clicking the Refresh button refreshes the page you have been viewing.

Clicking the Home button returns you to your main page (by default, the Start page).

Clicking the Back and Forward buttons moves through the pages you have been viewing.

The location of each page appears in the address bar. You can type in an Internet Web site address to display it in the Viewer.



Opening modules, menus, and options

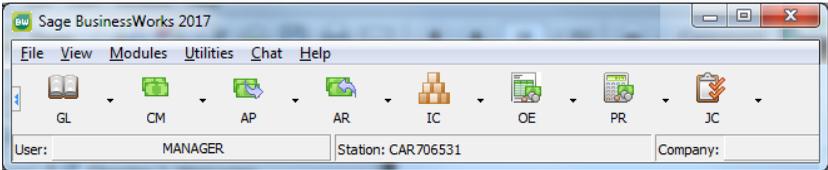
You can display modules in a button bar or in a menu bar. By default, the Button bar displays (shown below).

Button bar

If you are using the Button bar, all modules appear as buttons along a bar below the System menu bar. Icons and abbreviations on the buttons identify the modules. Clicking View and then Button Bar on the System menu bar displays the Button bar.

Note

When you position your mouse pointer over an icon in the Button bar, a label or "tooltip" appears. The tooltip displays the full name of each module.



Click a module button to display its menus in a list.

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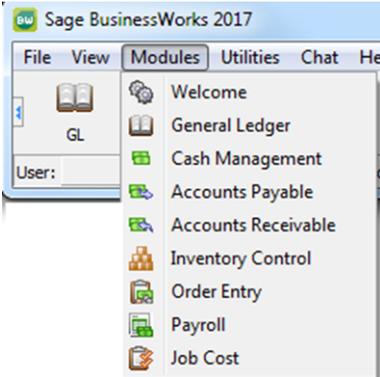
▼

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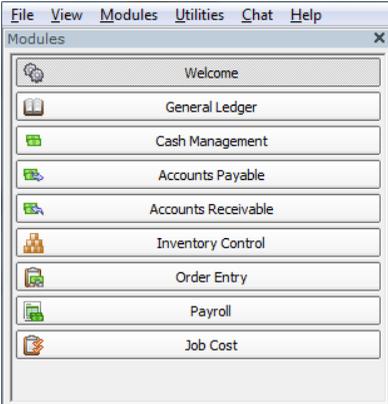
Module menu

If you are using the Module menu bar, an individual module and its menus appear along a bar below the System menu bar. Click Modules and the select the module that you want to use.



Resource bar

You can also access modules using the modules group in the Resource bar.

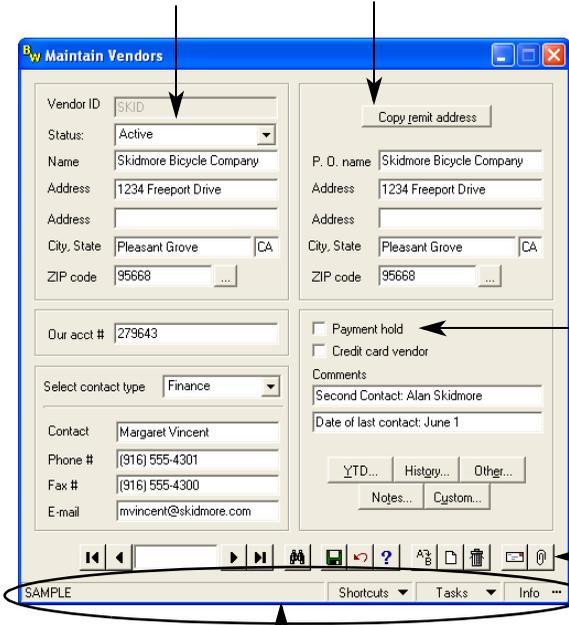


Typical Option Window & Commands

When you launch an option, a window appears in which you can enter, select, edit, or review information. Throughout Sage BusinessWorks, a common set of fields, command buttons, and keys make learning to use the software an easy task. Below is the Maintain Vendors option, which illustrates a typical Sage BusinessWorks window design.

Enter, select, edit, or review information in a variety of fields.

Click a button to execute an action or open another window where you can define additional settings or review information.



Select a check box to mark it as "on." Or, highlight a field and press the Spacebar to toggle it on and off.

Click toolbar buttons to Lookup or Save records, create New records, display How Do I Help topics, and more.

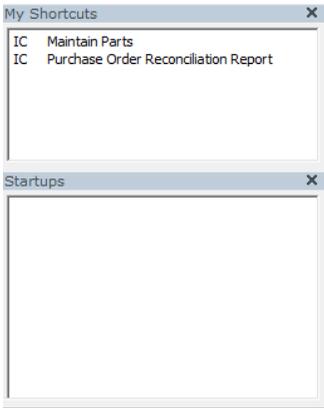
Use the Status bar to identify the current company, add this option to your Shortcuts or Startups, quickly launch other options, and display information about the current session.

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Shortcuts

The Shortcuts group on the resources bar allows you to create links to options you frequently use and to define a list of startup options. In any option, click Add to Shortcuts to include that option in your Shortcuts menu.

The Shortcuts menu is available from any option, from the Shortcuts group in the Resource bar, and from the Shortcuts menu in the System menu bar. Click Add to Startups to assign the option to the Startup group in the Resource bar. Startup options are launched automatically each time you log in.



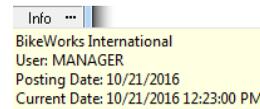
Tasks

The Tasks button provides two submenus. One is a predefined list of options related to the current option and the other is a list of options that are currently running. Slide the cursor over Related Tasks and click an option in the menu to launch a new option. Or, slide the cursor over Running Tasks and click an option in this menu to switch to an option that you already have open.



Info

The Info button displays the company ID, user ID, posting date, and current (system) date. To change the user, company, or posting date, click the appropriate button on the Launcher's Status bar (see [page 17](#)) and restart the option.



Note

Keyboard shortcuts, or *hot keys*, can speed up your data-entry process. For example, you can use the up and down arrows on the keyboard to display the previous or next item in fields with drop-down lists. For information on hot keys, see [page 32](#).

Fields

Fields allow you to enter, edit, select, and review information. Sage BusinessWorks simplifies your accounting tasks by using many of the same fields throughout. You can select a field by clicking it with the left mouse button or pressing the TAB key or ENTER key on the keyboard to move from field to field.

The most commonly used fields include:

Drop-down list



Lets you select from a list of items. Clicking on the arrow to the right of the field (or pressing ALT plus the down arrow key when the cursor is in the field) displays a list of selectable items. To make a selection, click an item in the list. If the list is large, a scroll bar appears on the right.

Show button



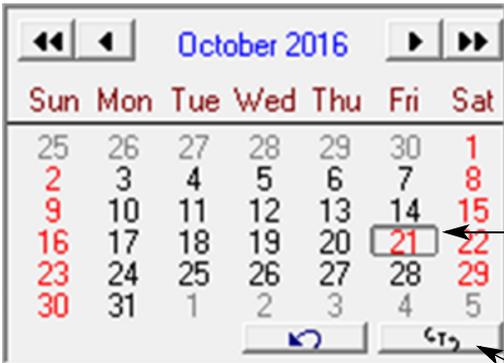
Clicking the Show button at a field (or pressing F2 on your keyboard) displays a lookup (search) window, which lets you search through and select from a list of items. For more information on using search windows, see Lookup & Search Windows on page 26.

Date fields & the Calendar



In date fields, you can either type in a date or click the Calendar button beside the field to display a pop-up calendar window. For more information on using the calendar window, see page 46.

Click the single arrow buttons to move the date back and forth a month at a time.



Click the double arrow buttons to move the date back and forth a year at a time.

The current posting date has a button-like appearance. Click another date to make it the posting date.

Resets the posting date to the current system date.

Resets the posting date to a date you previously set.

Text box



Provides an area for entering text from the keyboard. It is used most often for descriptions, reference information, and comments.

Option buttons



Option buttons offer a choice of settings, and you must select one. Click a button to select it (or use the arrow keys to move the selection from one button to the next).

Check box



Used to "turn on" a setting. Select a check box to respond "yes." Clear a check box to respond "no."

Button Commands

There are a number of easily identified buttons that perform specific tasks such as Save, Lookup, and Undo. Clicking a button executes an action or opens another window allowing you to access additional information or settings.

Buttons come in two varieties—toolbar buttons and all other buttons.

- Toolbar buttons have icons on them and appear in a row along the bottom of the window. Position your cursor over a toolbar button to display a tooltip showing you the name of the button and its keyboard shortcut (see also *Hot Key Commands* on [page 32](#)). Keyboard shortcuts for toolbar buttons always use CTRL.
- Other buttons, such as Notes, display their name right on the button and can appear anywhere within the option window. Keyboard shortcuts for these buttons always use ALT.

The following are common toolbar buttons.

Selection Arrows and Quick Find



Click the arrow buttons to move forward or

backward through a range of items. The single arrows move to the prior and next items. The arrow-with-bar buttons move to the first or last item in the range. Clicking the Prior button or Next button scans backward or forwards through the list.

*First CTRL+F; Prior CTRL+P;
Next CTRL+X; Last CTRL+L*



Major maintenance and inquiry options, such as Maintain Vendors and Customer Inquiry, include a Quick Find field to help you locate a record quickly. Type all or a portion of an ID at the Quick Find field and press ENTER. For example, in Maintain Vendors, using the Sample vendor records, type DU and press ENTER to display the record for Duhoff and Sons.



CTRL+K

Lookup and Search Windows

Click the Lookup button to find and select an item from a lookup (search) window. You can also access lookup (search) windows by clicking the Show button at a field. (For more information, see Show Button on page [page 24](#)).

When the lookup (search) window first appears, the Quick Search tab presents a list of records that are valid for the current operation. For example, because only posting accounts are valid selections when entering a journal transaction in General Ledger, only posting accounts appear in the lookup (search) window. Examples of both search tabs are illustrated on [page 27](#).

If you know which record you are looking for, type the first few characters at the **Look for** field. The list jumps to the first record that begins with those characters. If the list is extensive, the Quick Search tab displays the first 400 records. This does not limit your quick search. The list jumps to whatever characters you type at the **Look for** field—even if the characters are not in the original list of 400.

Use the Power Search tab to further refine your search. You can configure and save view definitions for use at a later time, in addition to adding, editing, renaming, deleting, and copying views. For more information, see Lookup (search) windows in the Help system. Additionally, you can export the data in the search grid to an Excel worksheet. For more information, see Export the search list to Excel in the Help system.





Scroll bar

Use the scroll bar along the right side of the search window to view the records listed. Use the Up and Down arrows on your keyboard to move through the list. Select a highlighted item by clicking Accept or pressing ENTER. You can also double-click any record in the list to select it. Selecting a record closes the lookup (search) window and displays the record in the task window you were previously using.

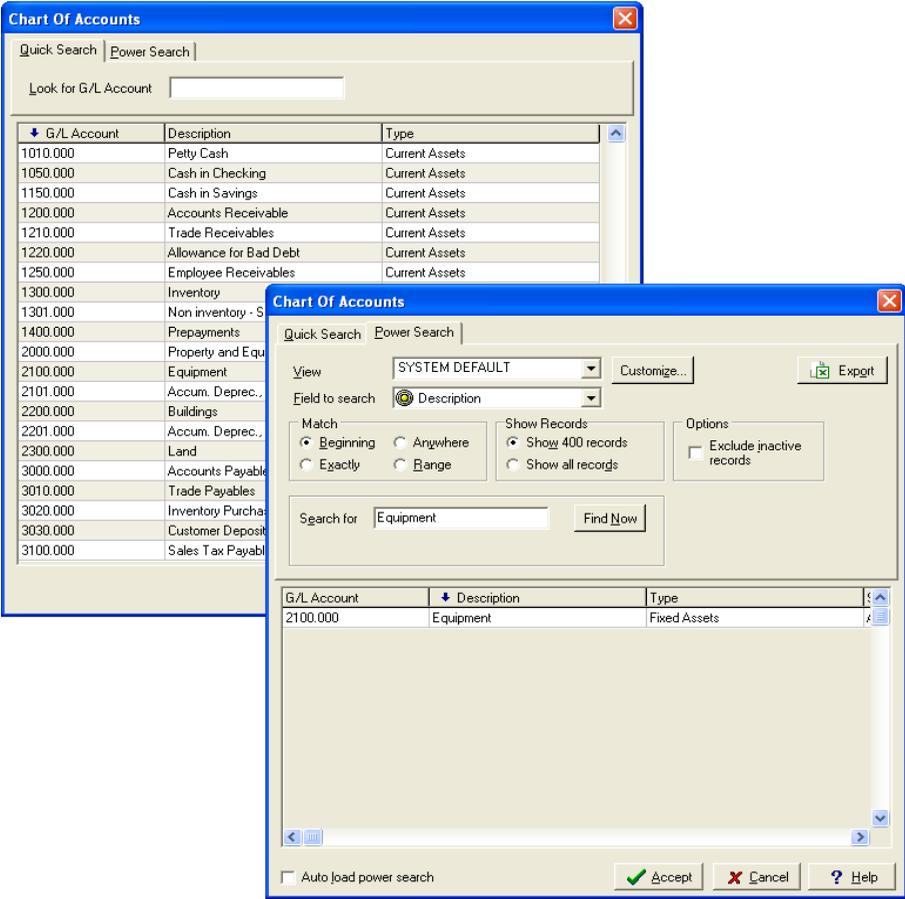


Chart of Accounts

Quick Search | Power Search |

Look for G/L Account

G/L Account	Description	Type
1010.000	Petty Cash	Current Assets
1050.000	Cash in Checking	Current Assets
1150.000	Cash in Savings	Current Assets
1200.000	Accounts Receivable	Current Assets
1210.000	Trade Receivables	Current Assets
1220.000	Allowance for Bad Debt	Current Assets
1250.000	Employee Receivables	Current Assets
1300.000	Inventory	
1301.000	Non inventory - S	
1400.000	Prepayments	
2000.000	Property and Equ	
2100.000	Equipment	
2101.000	Accum. Deprec..	
2200.000	Buildings	
2201.000	Accum. Deprec..	
2300.000	Land	
3000.000	Accounts Payable	
3010.000	Trade Payables	
3020.000	Inventory Purcha	
3030.000	Customer Deposi	
3100.000	Sales Tax Payabl	

Chart of Accounts

Quick Search | Power Search |

View: SYSTEM DEFAULT | Customize... | Expgrt

Field to search: Description

Match: Beginning Anywhere Exactly Range

Show Records: Show 400 records Show all records

Options: Exclude inactive records

Search for: Equipment | Find Now

G/L Account	Description	Type
2100.000	Equipment	Fixed Assets

Auto load power search | Accept | Cancel | Help

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You can change the sort order of data in the search grid on the Quick Search and Power Search tabs to facilitate your search. Sort the data in the search grid by selecting a column header. A Down arrow in the column header indicates that the list is being sorted in ascending order. An Up arrow indicates that the list is being sorted in descending order. To reverse the sort order, click the header a second time.

Columns in the search grid can be resized and reorganized. Right-clicking within the search grid on the Power Search tab allows you to hide or show columns by selecting or clearing the check mark next to the column name. For more information, see *Customize the search data grid* in the Help system.

Because your list of records can be quite extensive, you can narrow the list on the Power Search tab. For example, to find an account in the general ledger with a description that includes the word "Equipment," you would:

- 1 In the task window, click the Show or Lookup button. The lookup (search) window appears.
- 2 Click the **Power Search** tab.
- 3 At the **Field to search** field, select the field to search, such as Account # or Description. In this example, select Description. (A green icon at this field indicates that it is faster to search using this field than those with a yellow or red button.)
- 4 In the **Match** section, select how to compare or match the characters to the selected field. Select Anywhere.
- 5 In the **Show Records** section, select whether to show the first 400 records (if you expect a long list) or all records that meet the criteria (if you expect the list will be small enough to manage). In this example, the search is not likely to find more than a half dozen accounts, so leave this unchanged. You can also select whether to exclude inactive records from the search.
- 6 At the **Search for** field, type the characters to find. In this example, type Equipment.

All the records that match the criteria you defined appear in the list at the bottom of the Power Search tab. As described for the Quick Search tab, you can scroll through the list, select a record, and click Accept or double-click a record to select it.





CTRL+S

Save

Saves the information you entered or changed.



CTRL+U

Undo

Erases all information entered in the window that has not been saved. Use this button to clear all the information you entered and start over again.



Or



CTRL+H

Help

Provides access to option-specific information quickly and easily without hunting through the Help system. Click How Do I or the ? button in most windows to select from a menu of related Help topics. At the bottom of each menu is the option's overview Help topic (begins with *About...*).



CTRL+R

Rename

Lets you change the ID of an item. With Rename, there is no need to delete an item and recreate it when you need to change the ID. You can use Rename to change an item's ID at any time and still maintain whatever information or history that is associated with the item.

When you want to rename an item, select the item and click Rename. Enter the new name, and click OK.

Rename changes only the ID of an item, such as a vendor ID or customer ID. To change other information, make the changes and click Save.



CTRL+N

New

Clears the entries in the window and lets you add a new item or record. After you enter the new information, click New again or click Save to save your changes.



CTRL+D

Delete

Deletes the selected item. Select the item and click Delete. You are prompted to confirm the deletion.

Items such as customers, vendors, and employees can be deleted only if they have no history for the period of time that you determined to retain history.



CTRL+M

Instant Correspondence

If you have Custom Office, you can merge the selected record's information with a Microsoft Word document, and print or e-mail the document. For more information, search the Help system for the topic on Custom Office.



CTRL+A

Attachments

If you have Custom Office, you can view or attach files to the selected record. For more information, search the Help system for the topic on Custom Office.



OK, Post, Void...

This button has several similar actions depending on the button label. It approves the selections displayed in the window and begins processing. The specific action is indicated by the button label.

Post	ALT+P	Posts (applies) the transaction
OK	ALT+O	Approves the entries and closes the window
Void	ALT+V	voids the selected transaction



CTRL+C

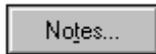
Cancel

Cancels whatever operation you are performing and exits from the window without saving the information you entered. You will not lose previously saved data.



Drill Down

Buttons with ? on them open windows of information about specific accounts, vendors, customers, parts, employees, or jobs entered in transaction windows. For example, the Vendor? button displays demographic and current account information for the vendor ID you entered while creating an invoice. One ? button leads to another ? button so that you can drill down to the source of a related transaction recorded in the previous 60 months.



Notepad

The Sage BusinessWorks Notepad allows you to make notes, record reminders, and communicate business activity throughout each accounting module. You can create notes for general ledger accounts, customers, vendors, employees, parts, and jobs.

The Notepad combines two important activities for a business: accounting and contact management. For example, if you are calling a customer about a past due invoice, you can check the Notepad for his or her contact history.

There is no need to limit notes; the Notepad can store the equivalent of 10 single-spaced typewritten pages for each active ID in your system (that is, 10 pages for each customer, 10 for each account, etc.).

Type text in the Notepad just as you do in all other Windows applications. You can type long notes. Each line of text wraps automatically. You can also select blocks of text to delete.

By clicking the appropriate button, you can insert a specific header item, such as the date, time, or current user ID, or the predefined header, which contains all these items. To find specific instances of a word or number, click Find. You can repeat the find by clicking Find again. The Notepad also lets you search and replace text by clicking Replace. Click Print to print the entry.

For information on the codes to use to define Notepad header text, in System Preferences, click the How Do I button to display the System Preferences Help topic. Click the Notepad header text link to display a Help topic with this information.

You can access the Notepad from most windows that let you select an ID. You will see the Notes button, or a button that lists the specific type of note file, such as the Part notes button.

 **Note**
Use the System Preferences option (on the System menu bar Utilities menu) to define the header information you want to include in notes (for example, date, time, user ID).

Hot Key & Function Key Commands

Certain keys on the keyboard can help speed data entry and navigation through the software.

You can select items in the System menu bar and in the module menu bar by clicking them with your mouse or by pressing keys on your keyboard.

ALT	<p>Press the ALT key and the underlined letter on any button to perform the same action as clicking the button (for example, pressing ALT+O on the keyboard executes the OK button in the window).</p> <p>You can open a drop-down list box or search window by pressing ALT and the down arrow key.</p>
CTRL	<p>Press CTRL and the underlined letter on any button in the toolbar at the bottom of an option window to perform the same action as clicking the button or selecting the option (for example, press CTRL+S to save information in the window and clear the window for continued entry).</p>
Arrow	<p>When entering text or date fields, press the arrow keys to move the cursor in a field one character at a time. (This does not apply to numeric fields, such as Net Amount.)</p> <p>In a search window or list box, use the arrow keys to move to the next item in the list. In a list box, the right arrow moves in the same direction as the down arrow, and the left arrow moves in the same direction as the up arrow.</p> <p>When selecting option buttons, the arrow keys move from one option button to the next.</p>
ENTER	<p>Moves the cursor to the next logical selection or entry field, but not to command buttons (such as Save and Cancel). When entering text, pressing ENTER accepts the entry and moves you to the next field.</p>
TAB	<p>Moves the cursor forward to the next logical selection or entry field. Pressing SHIFT+TAB moves the cursor backwards.</p>



Function keys

Press F2 or ALT + the Down arrow at a field to access a lookup (search) window to quickly look up records associated with the field. For more information, see Lookup (search) window in the Help system.

Function keys F5, F6, F7, and F8 can be assigned to any application for easy access. For example, the F5 key can be assigned to the Windows Calculator. Once defined, within any open window, press F5 to access the Calculator for simple arithmetic. You can press CTRL+C to copy the result of your calculations and press CTRL+V to paste it in the software.

Function keys assignments can be added or changed for each user in the Maintain Users window, or the currently logged-on user can add or change their own function key assignments in the User Preferences window.



Right-click Menu

The right mouse button provides a menu of shortcuts to useful commands. Clicking the right mouse button over a field in a window opens a menu. Click a command in the menu with the left mouse button or press the respective shortcut key to select the command.

The commands available from a right-click menu include the following with slight variations:

Restore	Replaces the data you entered in the selected field with its previous data. (Not available after you select another field or button.)
Cut	Moves data from the selected field to the Windows Clipboard.
Copy	Copies data from the selected field to the Windows Clipboard.
Paste	Copies current contents of the Windows Clipboard to the selected field.
Delete	Removes all highlighted data in the selected field.
Select All	Highlights all data in the selected field.

Exiting Sage BusinessWorks

When you want to quit using Sage BusinessWorks, close each open window to quit and log off.

Always close all Sage BusinessWorks windows before exiting Windows. Never turn off your computer while running Sage BusinessWorks—you might lose data.

If you have several windows open, check the Running Tasks group in the Launcher's Resource bar. Double-click any option listed to bring the option forward and then close it.

Where to Go from Here

After you have completed this section, you should be familiar with the basics of Sage BusinessWorks. Proceed to the next chapter to begin practicing with the software.



Chapter 3: Practicing with Sage BusinessWorks, Overview

Now that you have read about some of the major features, it is time to learn more about how it works. This chapter includes the following lessons:

- *Getting Started (page 36)*
- *Using the Sample Company (page 36)*
- *Lesson 1: Setting User Preferences (page 37)*
- *Lesson 2: Using Help and Viewing User Status (page 42)*
- *Lesson 3: Changing Dates (page 46)*
- *Lesson 4: Switching Companies (page 48)*
- *Lesson 5: Exiting Sage BusinessWorks (page 49)*
- *Where to Go from Here (page 50)*

Each boldfaced step in the lessons is the action you should take. Paragraphs beginning with the arrow (⇌) symbol tell you how to complete the step. All steps can be performed with the mouse or the keyboard.



Getting Started

If you exited Sage BusinessWorks at the end of the previous chapter, start up and log in. Because you did not create a new company in the last chapter, the SAMPLE company automatically opens when you log in. For more information, see [Starting Sage BusinessWorks on page 12](#).

Using the Sample Company

Note

Remember as you experiment that Help is always available by clicking the How Do I button (or the ? button where space is limited). Using Help will assist you in learning the software.

Included with Sage BusinessWorks is sample data for two fictitious companies. One company is BikeWorks International, a company that sells and services bicycles and accessories. BikeWorks company ID is SAMPLE. The other company is a florist business, Dixie Rose Florist, which uses DEMO as its company ID. Use this sample data to become familiar with Sage BusinessWorks before you actually start using the software to do your company's accounting. The lessons in this guide use the Sample company. Feel free to experiment with each operation while you are using the sample data.

Before you begin, make sure you have installed the Sage BusinessWorks programs and the sample data as described in the installation instructions that came with your software purchase.



Lesson 1: Setting User Preferences

Purpose: To become familiar with moving around the menus
To learn how to set your preferences

Time: 15 minutes to complete this lesson

Now that you have logged in, the Launcher is open on your desktop. In this lesson, you will learn how to access settings that define *preferences for the software*.

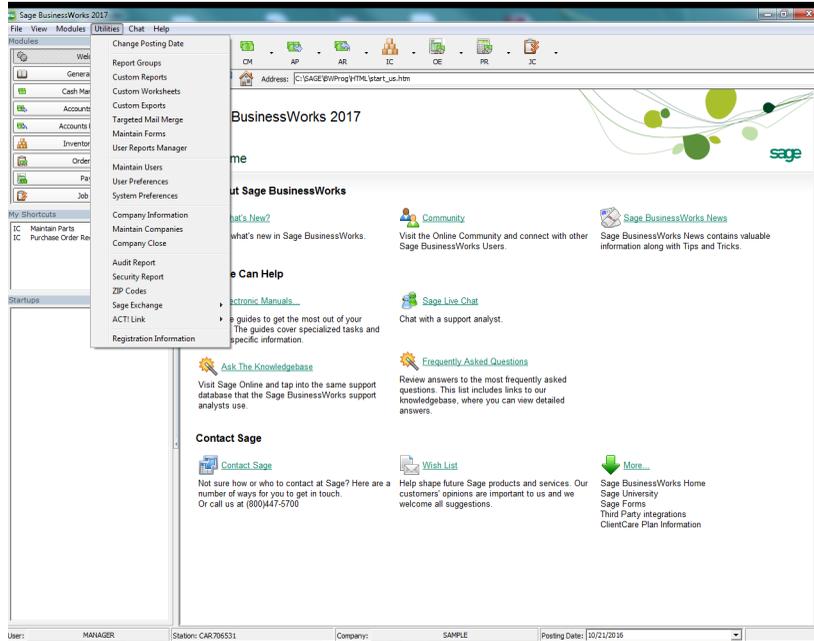
Before you produce a report in Sage BusinessWorks, you define the scope and format of the report by selecting items in a report setup window. Preferences are already set up to automatically close the report setup window after a report is generated. If you change this preference, the setup window remains open so that you can produce another report, using different settings, perhaps, without reselecting the option from the menu. Follow these steps.



Open the Utilities menu

The Utilities menu on the System menu bar provides options for all users and some options that only users with the appropriate system security can access.

⇒ On the System menu bar, click Utilities.

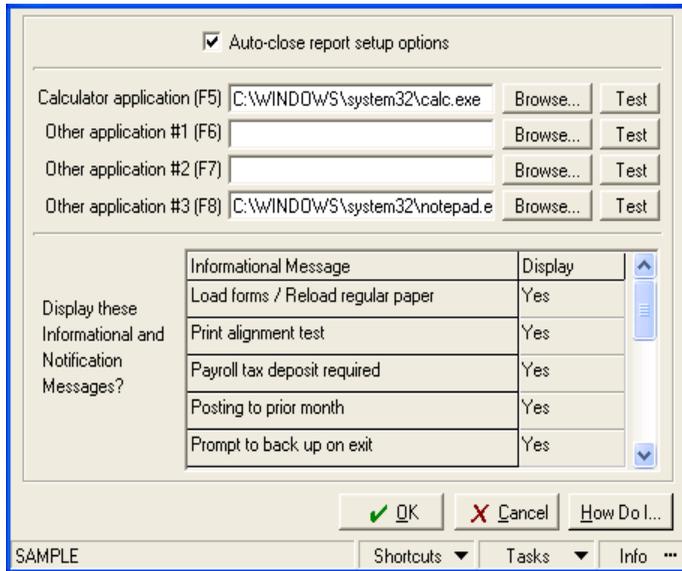


On the Utilities menu, click User Preferences

⇒ Click User Preferences.

When you select a menu option, such as User Preferences, the window opens. Notice that the window title is the same as the menu option that opens it.

In the User Preferences window, you can specify whether to close report setup windows after processing a report, enter the directory path of applications to associate with function keys, and define preferences for system messages. Select a check box to enable a setting. Selections in this window are tied to your user ID.



Select a setting

The **Auto-close report setup options** check box is selected by default. For now, clear the check box.

⇒ Clear the **Auto-close report setup options** check box.



The check mark disappears from the box. If you closed the Users Preferences window now, any window used to set up a report would not close as soon as you processed the report. Instead, turn this setting back on.

⇒ Select the **Auto-close report setup options** check box.

Set your preferences

Now that you are familiar with the settings in the User Preferences window, you can select the ones you prefer. When you click OK, your selections are stored with your user ID. Each time you log in, your preferences are applied to the software.

You can specify the applications that you want to activate by pressing F5, F6, F7, and F8 in the software. For example, when you press F8, the present setting activates the Notepad.

You can also indicate whether you want the software to display certain messages and reminders. If the Yes or No setting at the **Display?** column is in a gray box, it means that the option has been preset in the System Preferences option and cannot be reassigned here. If the Yes or No setting appears in a white box, you can click it to set your personal preferences. For now, leave all messages selected (set to "Yes") until you are more familiar with the software.

Accept the settings and close the window

⇒ Click OK to accept your change and close the window.

Hide or show the Viewer to adjust the Launcher's size

Reduce the area needed for the Launcher

⇒ On the System menu bar, click Viewer on the View menu.

The Viewer disappears along with the Resource bar and the Address bar. But how do you return the Launcher to the way it appeared at first?

⇒ On the System menu bar, click Viewer on the View menu again.

The Launcher expands to its full window size. Similarly, you can switch between the Button bar and the Menu bar on the View menu.

The remaining lessons in this guide assume that you are starting from the Button bar in a reduced Launcher window. If you want to use a full size Launcher window or the Module menu bar, you need to make appropriate adjustments.

Lesson 2: Using Help and Viewing User Status

Purpose: To become familiar with using Help
To view the status of the current user

Time: 15 minutes to complete this lesson

The Launcher provides several status windows that show detailed information about the software and its users. This status information is particularly useful when more than one user is accessing the software on a network.

Throughout all modules, the Help system provides the reference information you need to get up and running quickly. When you access the Help system, you get immediate information about the operation you are performing.

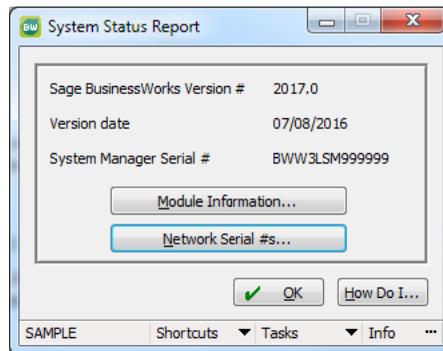
In this lesson, you will review one of the status windows and become familiar with the Help system. Follow these steps using the System menu bar.

View the System Status Report

⇒ On the System menu bar File menu, click System Status Report.

The System Status Report window appears with general information about your company.

For details about this window, refer to the Help system.



Open the Help window

- ⇒ Click How Do I to display a menu of Help topics. Select the topic About System Status Report.



Each task has an About topic. The About topic provides overview information for the current task as described in the following illustration.

Clicking the Contents tab shows you Help topics for all modules. Index and Search tabs provide the same global access.

How to access this task from the menus.

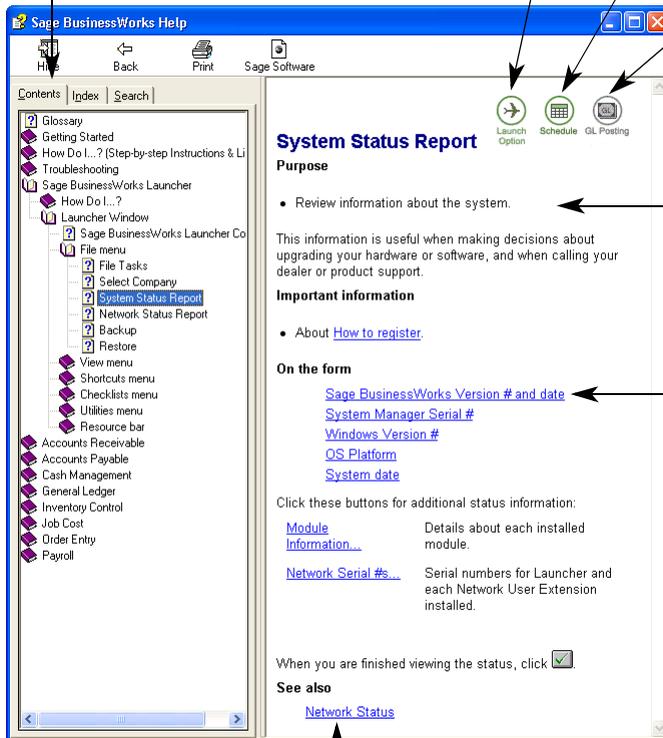
How often you can expect to use this task.

The general ledger accounts this task posts to, if any.

The main action you can accomplish with this task.

A field-by-field description of the window.

Also included is specific information about how to perform tasks.



Other Help topics related to this topic.

Click the hyperlink text to view a specific explanation

- ⇒ In the Help window, click the underlined words Sage BusinessWorks Version # and date.

Whenever you see underlined text in a Help window, you can click the text for more information. Field information displays in a pop-up window.

- ⇒ Click anywhere to close the pop-up window.

You need to find specific information on using network serial numbers. See if Help can provide you with the information you need.

- ⇒ Click the hyperlinked text Network Serial #s.

Notice that a different Help topic displays.

This Help topic describes serial number information, but how does that help you find the Network Serial Number window in the software?

Find out how to "get there"

- ⇒ Click Launch Option near the top of the Help topic.

To launch the Network Serial Number window in the System Status window, you must click System Status on the File menu on the System menu bar, and then, click the Network Serial #s button.

- ⇒ Click anywhere to close the Launch Option topic. Close the Help window.

View Information and Field Help

- ⇒ In the System Status Report window, click the Module Information button.

The System Status Report/Module Information window displays specific information about each module for this company.

To get information for all the fields in the System Status Report/Module Information window, click How Do I.

- ⇒ Click How Do I in the System Status Report/Module Information window.



The Help window describes the System Status Report/Module Information window specifically. You can click any field name that you want more information about. Leave this Help window open.

Locate general information about how to use Sage BusinessWorks

Because the Help system provides detailed information, each module has its own Help. In addition, there is overview Help. You can navigate from one module's Help system to another and also view overview information.

- ⇒ Notice the Contents, Index, and Search tabs at the far left of the Help window.
- ⇒ On the Contents tab, click the Book icon next to Getting Started.



Several Help topics appear below it. Click any of these topics to display them in the right side of the Help window. These topics help you set up the Sage BusinessWorks system.

- ⇒ Click the book icon next to How Do I on the Contents tab to see a list of topics about how to navigate through the software and use common features.

Use Back to return to a Help topic you previously viewed

After making several jumps to new Help topics, you may feel lost. Use the Back button to find your way back to a Help topic you previously viewed.

- ⇒ Click Back at the top of the Help window.

Each time you click Back, you move backward one Help topic at a time in the reverse order that you viewed the topics since you opened this session of the Help system.

Return to the Launcher

Now that you are familiar with using the Help system, you can find out about the options and fields you are using. Use the Help system when you want more information about a window.

- ⇒ After trying out the Help features, close any open Help window and task windows to return to the Launcher, and proceed to the next lesson.



Back

Lesson 3: Changing Dates

Purpose: To become familiar with changing dates while using the system

Time: 10 minutes to complete this lesson

Suppose it is near the end of the month. You made some entries for today, and you now come across some transactions that you want to enter that are not dated today. These transactions are actually for next week, but you have time to enter them today. You can enter them with today's date, but because these transactions are for next month, monthly totals would not be completely accurate. You can change the date as you enter each individual transaction, but that is tedious if you have several with the same date.

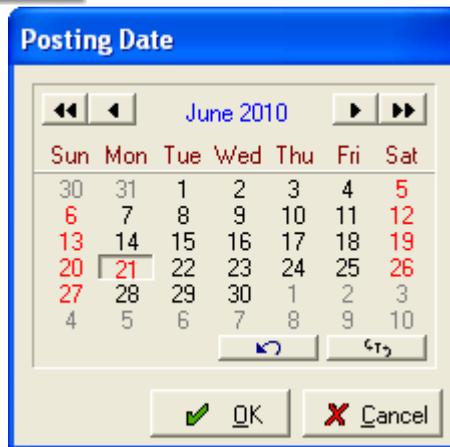
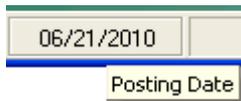
For accurate records, you can change the posting date to the actual date of these transactions before you enter them. Follow these steps to learn how to change and use the posting date.

Open the Posting Date calendar

⇒ Move your cursor over the date in the Launcher's Status bar. A tooltip appears showing that this is the posting date. Click the Posting Date button to open a calendar window.



Clicking the Calendar button at a date field displays a pop-up calendar window.



This calendar allows you to change the posting date, which has a few uses. It appears as the default posting date throughout the software and as the statement date when printing statements. It also prints on reports and lists but does not affect the accounting information displayed in the report.

Select a new posting date

Note

You can also display the Posting Date calendar window by clicking Change Posting Date on the Utilities menu on the System menu bar.

Note

The date in windows displayed in this guide will not match the posting date you entered here.

There are a few ways to select a date in this calendar.

- ⇒ Click the left double arrows (repeatedly if necessary) at the top of the calendar window to change the year to 2016. Click either single arrow (repeatedly if necessary) to change the month to June. June 2016 should now appear at the top of the calendar window.
- ⇒ Click the date 21. Then, click OK to accept June 21, 2016 as the new posting date.

Lesson 4: Switching Companies

Purpose: To learn how to change from one company to another

Time: 2 minutes to complete this lesson

Several users keep financial records for several separate companies. If you use different companies, you want to be able to switch between them quickly as you record transactions for one, and then another company.

Another reason for having multiple companies is to keep the Sample company in addition to any of your own companies. This allows you to return to the Sample company for such things as additional experience or training new personnel. Or, if you have a posting question, you can test it in the Sample company.

Follow these steps:

Switch from the currently selected company to another company

The software comes with accounting data for two fictitious companies, Sample and Demo. So far, you have been using the Sample company.

- ⇒ Move your cursor over the word SAMPLE in the Launcher's Status bar. A tooltip appears showing that this is the Company button.



Select another company to work with.

- ⇒ Click the Company button to view a list of available companies.
- ⇒ Click DEMO, and the word on the Company button has changed to DEMO. If you open any windows and enter transactions, they will apply to Demo's company data, not to Sample's company data.

In the software windows, the company ID always displays on the Status bar at the bottom of the window. You always know which company you are working with in the software.

- ⇒ Before you continue with the lessons, click the Company button and switch back to SAMPLE.

Note

You can also change to another company by clicking Select Company on the File menu on the Launcher's System menu bar.



Lesson 5: Exiting Sage BusinessWorks

Purpose: To close Sage BusinessWorks at the end of the day

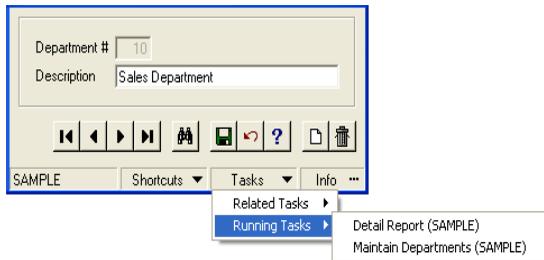
Time: 2 minutes to complete this lesson

Before shutting down your computer at the end of the day, you must make sure that you close all windows and the Launcher. If you do not, you may lose important data. Follow these steps:

Locate all open options

There are different ways to see what windows are running.

- ⇒ At the bottom of any window, click the Tasks button on the Status bar and click Running Tasks. Then click each option listed to bring it forward, and close the options one at a time.



You can also view the running tasks by selecting File, Network Status Report to show you the status of your network and the users and the task currently being accessed.

Warning

Never shut down your computer while Sage BusinessWorks is running.

Close the Launcher

- ⇒ Close all windows and the Launcher. You can now shut down your computer.

Where to Go from Here

Now that you are familiar with how some of the system-wide features work, experiment with more of the menus and options. Detailed instructions on each option are in the Help system.

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Chapter 4: Practicing with Accounts Payable

It will take you approximately one hour to complete all the lessons in this chapter. This section includes:

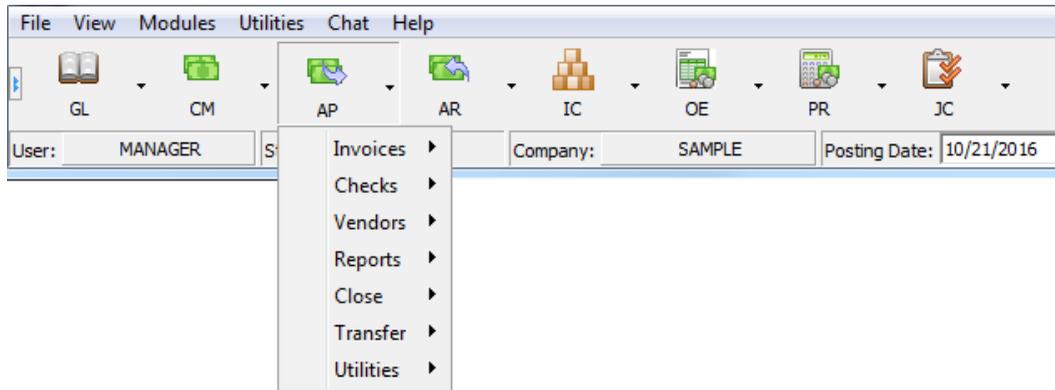
- *Accounts Payable Menus (page 52)*
- *Lesson 1: Examining A/P Status (page 53)*
- *Lesson 2: Adding a Vendor (page 55)*
- *Lesson 3: Recording an Invoice (page 64)*
- *Lesson 4: Producing an Open Invoice Report (page 68)*
- *Lesson 5: Setting Up a Recurring Invoice (page 71)*
- *Lesson 6: Recording a Credit Memo (page 75)*
- *Lesson 7: Selecting Invoices for Payment (page 78)*
- *Lesson 8: Printing Checks (page 81)*
- *Lesson 9: Defining a File Export Template (page 85)*
- *Lesson 10: Sending Data to Another Program (page 88)*
- *Where to Go from Here (page 90)*



Accounts Payable Menus

Before you can learn Accounts Payable, you need to become familiar with the Accounts Payable menus.

⇒ To display the Accounts Payable menus, click the Accounts Payable module button.



The Accounts Payable menus include:

<i>Invoices</i>	Records invoices and other types of transactions.
<i>Checks</i>	Selects the invoices you want to pay, prints checks, and voids checks.
<i>Vendors</i>	Maintains vendors and examines vendor and invoice information.
<i>Reports</i>	Produces a variety of reports on your payables.
<i>Close</i>	Closes the Accounts Payable module at the end of each month.
<i>Transfer</i>	Sends data to other programs and transfers vendor information to the software.
<i>Utilities</i>	Includes several utilities for setting up payment terms and A/P parameters, creating data files and list allocation tables, and rebuilding data files.

Lesson 1: Examining A/P Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To become familiar with moving around the menus
To learn how to use Help
To examine the status of Accounts Payable

Time: 5 minutes to complete [this](#) lesson

Follow these steps:

Select the Display A/P Status option

- ⇒ On the Accounts Payable Utilities menu, click Display A/P Status. The Display A/P Status window appears.

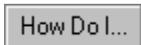


Accounts Payable

Current month	June 2016
Last month of fiscal year	December
In SETUP mode	No
Number of vendors	19
Maximum invoices per vendor	12000
Months to keep history	24
Posting account	3010.000 Trade Payables
Discount account	7098.000 Purchases Discounts
Default cash account	Sunset Bank 1107-3298

SAMPLE Shortcuts ▾ Tasks ▾ Info ...

In the Display A/P Status window, you can view the current open month, the last month of the fiscal year, whether or not the Accounts Payable module is in setup mode, the number of vendors you have for this company, the maximum number of invoices you can enter for each vendor (based on available memory in your computer), and the number of months you are retaining Accounts Payable transaction history. The window also displays the Account Payable posting, discount, and default cash accounts.



Or



When space is limited, the How Do I button appears as a large question mark.

Try the Help feature

You can get Help at any time. The Help system explains the available options and the accounting principles involved, and it helps you decide what to do next.

- ⇒ Click the How Do I button at the bottom of the window and click About Display A/P Status.

The Help topic for the Display A/P Status window appears. Spend some time exploring the items in this window.

When you close the Help window, the Display A/P Status window returns to the forefront. Close the Display A/P Status window.

⇒ Press ALT+O, or click OK.

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Lesson 2: Adding a Vendor

Purpose: To add a vendor to Accounts Payable

Time: 5 minutes to complete this lesson

Entering vendor information is one of the first steps to set up the Accounts Payable module.

In this lesson, you will add a bicycle manufacturer, the Skidmore Cycle Company to the vendor list. Follow these steps to select Maintain Vendors and create the new vendor record:

- ⇒ On the Accounts Payable Vendors menu, click Maintain Vendors. The Maintain Vendors window appears.

The screenshot shows the 'Maintain Vendors' window with the following data:

Vendor ID	SKID	Copy remit address	
Status	Active	P. O. name	Skidmore Bicycle Company
Name	Skidmore Bicycle Company	Address	1234 Freeport Drive
Address	1234 Freeport Drive	Address	
Address		Address	
City, State	Pleasant Grove CA	City, State	Pleasant Grove CA
ZIP code	95668	ZIP code	95668
Our acct #	279643	<input type="checkbox"/> Payment hold	
Finance	Margaret Vincent	<input type="checkbox"/> Credit card vendor	
Phone #	9165554301	Comments	Second Contact Alan Skidmore
Fax #	9165554300	Date of last contact	June 1
E-mail	mvincent@skidmore.com		
Sales		YTD... History... Other...	
Phone #		Notes... Custom...	
Fax #			
E-mail			

This is how the Maintain Vendors window appears after you complete this lesson.

Enter vendor ID



Lookup
CTRL+K

Now is a good time to get acquainted with the search feature. Notice the row of buttons at the bottom of the window shown on the previous page. The Lookup button, (binoculars), opens a window displaying the information you want to "look up."

- ⇒ Click the Lookup button.
- ⇒ A search window appears and the Quick Search tab lists vendors already set up in the sample data.
- ⇒ If the list is extensive, you can click the Power Search tab to enter search criteria that narrows the list.

The screenshot shows two overlapping windows from a software application. The background window is titled "Vendor IDs" and has a "Quick Search" tab selected. It displays a table of vendor information:

ID	Name	Open Balance	Finance Phone	Finance Contact
AMER	American Fastener	0.00	(312) 555-1234	Will Wright
AMERICAN EXP	American Express	0.00	(800) 986-6557	
DONALD	Donaldson Advertising	200.00	(415) 555-2920	Jane Donaldson
DUHOFF	Duhoff & Sons	290.98	(504) 888-1001	Deborah Jones
GATEWAY	Gateway Manufacturing	2267.40	(415) 881-5000	David Gebhardt
JAMES	James Hardware	0.00	(415) 555-2920	Roy Calhoun
LEMONDE	Janet LeMonde	0.00	(415) 555-2332	Janet Lemonde
MASTER CARD	First Bankcard Center	695.00	(800) 688-7070	
METFAB	Metal Fab & Welding	9105.00	(408) 432-9000	Jim Mooreshead

The foreground window is also titled "Vendor IDs" but has the "Power Search" tab selected. It shows search options for the ID "PT":

- View: SYSTEM DEFAULT
- Field to search: ID
- Match: Beginning, Anywhere, Exactly, Range
- Show Records: Show 400 records, Show all records
- Options: Exclude inactive records
- Search for: PT
- Buttons: Find Now, Export

At the bottom of the Power Search window, a table shows the search results for "PT":

ID	Name	Address Line 1	Address Line 2
PT&T	Pacific Telephone	4321 N. Main St.	



Click the Show button to search through records.

Lookup (search) windows appear throughout the software. You can access a lookup (search) window by clicking the Lookup button or the Show button at a field.

Navigate the vendor list

As you can see, several vendors have been set up.

- ⇒ Experiment by navigating through the list. Select various vendors, move up and down using the scroll bar, and double-click on a vendor to display its information in the Maintain Vendors window.

Search for a vendor

Search windows help you find information quickly. For vendors, you can search by vendor ID, name, telephone number, and other critical information. On the Quick Search tab, you can locate a vendor with a few keystrokes. (For an example of how to use the Power Search tab, see [Lookup & Search Windows on page 26](#)).

- ⇒ If you closed the search window, click the Lookup button to open it.

You will search for all vendor IDs that begin with the letter "P."

- ⇒ At the **Look for** field, type **P**. The list now shows PG&E and PT&T.
- ⇒ Type **T**. The list now contains only PT&T.
- ⇒ Press **BACKSPACE** to erase the T. The list expands to include both PG&E and PT&T.

To select a record in the list, click Accept or double-click the record.

Enter a new vendor ID

- ⇒ Click Cancel or press **ESC** to exit the search window. In the Maintain Vendors window, click the New button to create a new vendor record.



New
CTRL+N

Set up the Skidmore Bicycle Company for a vendor ID derived from its name. Type **SKID** and press **ENTER**.

Enter vendor name

- ⇒ Type **Skidmore Bicycle Company**.

Enter vendor address (2nd line is optional)

- ⇒ Type your address. If the entire address does not fit on line 1, complete it on line 2. Otherwise, press ENTER to leave line 2 blank.

Enter city and state

You can enter the city name and the two-letter abbreviation for your state (for example, San Francisco, CA), but leave this field blank. This information is inserted automatically when you enter the ZIP Code.

- ⇒ Press ENTER twice to skip the **City** and **State** fields.

Enter ZIP or postal code

- ⇒ Enter your ZIP Code (use up to ten characters).

The City and State fields are automatically filled in based on the ZIP Code you entered. If you select the **Auto insert city and state** check box in the System Preferences window (accessed on the Utilities menu on the System menu bar), information currently in the **City** and **State** fields are overwritten based on the ZIP Code you enter.

If the **Auto insert city and state** check box is cleared, the City and State fields are automatically filled in only if they were blank when the ZIP Code is entered.

Enter "our" account number

If the vendor assigns an account number to you for their use, enter it.

- ⇒ Enter **279643**.

Select the type of contact to display

Two separate contacts can be maintained, Finance and Sales.

- ⇒ Use **Finance**.

Enter name of contact person

- ⇒ Enter your own name as the primary contact person for Skidmore.

Enter telephone numbers

- ⇒ Enter your area code and phone number, or enter the phone number. For example, if your phone number is (916) 555-4301, enter **9165554301**. The proper punctuation is automatically inserted for you. Also, enter a fax number using the same format.



 **Note**

The mail merge features available in Custom Office use the address and e-mail address entered in Maintain Vendors.

Enter an e-mail address

- ⇒ Enter an e-mail address for the vendor. For this example, enter **mvincent@skidmore.com**.

Enter P.O. name and address

Vendors sometimes use different addresses for remittances and for purchase orders or returns. The address you enter here is used as the default vendor address for purchase orders and returns in the Inventory Control module, it is installed and integrated.

- ⇒ Click the Copy remit address button at the top right of the window and press ENTER. This quickly duplicates the address entered a few steps ago.

 **Note**

Only vendors with no transaction history may be set up as credit card vendors.

Payment hold

- ⇒ If this vendor is on payment hold, you would select this check box. Leave the check box cleared.

Credit card vendor

If this is a vendor whose credit card services you use, such as Visa or Mastercard, to pay other vendors, you would select this check box.

- ⇒ Leave the check box cleared.

 **Note**

You can record more detailed and extensive notes about a vendor in the Sage BusinessWorks Notepad.

Enter comments or notes for this vendor

Two lines of thirty characters are provided for you to enter notes or comments about the vendor.

- ⇒ On the first line, type **Second Contact: Alan Skidmore**. On the second line, type **Date of last contact: June 1**.

Enter Year-to-date purchase information

- ⇒ Click YTD.
- ⇒ If you want, you can enter year-to-date purchases from this vendor in the new window. This figure is automatically updated when invoices are recorded. For this exercise, enter **300**.



YTD Purchases

Enter year-to-date payments to vendor

- ⇒ Year-to-date payments are entered at this field. This figure is automatically updated when you produce checks or record handchecks or instant checks. For this exercise, enter **300**.



Enter year-to-date discounts granted by vendor

- ⇒ You can enter year-to-date discounts at this field. Press ENTER to accept the default value of 0.00.

Enter 1099 payments to vendor

You can maintain calendar year-to-date payments, if necessary, for 1099 reporting. If the vendor qualifies for 1099 reporting, you can enter the total payments made to this vendor so far in the calendar year (regardless of whether your fiscal year is the same as a calendar year).

- ⇒ Press ENTER to accept the default value of 0.00.

Enter month-to-date purchases from vendor

- ⇒ You can enter month-to-date purchases at this field. Enter **300**.

Enter month-to-date payments to vendor

- ⇒ Enter **300**.

Enter month-to-date discounts granted by vendor

- ⇒ Press ENTER to accept the default value of 0.00.

Enter last payment to vendor

This area of the window tracks the last payment you made to this vendor. First, indicate whether the payment was made by check, cash, credit card, or electronic funds transfer (EFT).

- ⇒ Click Check.

Next, enter the date of the payment. Highlight the date field and enter the date using the MM/DD/YY format. You can also click the Calendar button at the field and select a new date from the pop-up calendar window.

- ⇒ Enter the date **05/21/16**. If you enter all six numbers, you do not need to enter the slash.
- ⇒ Type **300** for the check amount, and **595** for the check number.
- ⇒ Click OK to save this information and return to the main window.

Enter Purchase History

- ⇒ Click History in the main window. A new window appears.

This window allows you to enter general information about the purchases you made from this vendor over the past 12 months.

- ⇒ Enter **300** for May and click OK to exit this window and return to the main window.

Enter "other" information



- ⇒ Click Other in the main window. A new window appears.

In this window, you can establish defaults for the vendor, such as posting distribution, payment terms, and other information.

Enter federal ID number (or Social Security Number)

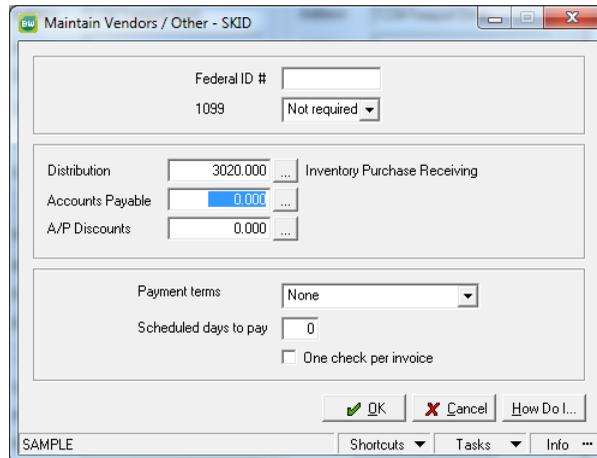
If Skidmore were to require 1099 reporting, you would enter its federal ID here. This information is used for vendors who receive 1099 forms.

- ⇒ Skidmore does not require this information, so leave the field blank.

1099 required

Indicate here whether this vendor qualifies for 1099 reporting. If 1099 reporting is required, you would specify it and the boxes that designate the part of the 1099 form that shows what kinds of payments were made.

- ⇒ Select **Not required** and press ENTER.



This is how the Maintain Vendors/Other window appears after you complete this lesson.

Enter General Ledger distribution account number

You can select Distribution, Accounts Payable, and A/P Discounts accounts.

BikeWorks International purchases items for resale from Skidmore Bicycle Company, so you want to debit these transactions to an Inventory account. Select one from a search window.

- ⇒ Click the Show button at the **Distribution** field to display the search window.
- ⇒ Select account 3020.00, Inventory Purchase Receiving and click Accept.

Set General Ledger credit accounts

Default posting accounts for Accounts Payable and A/P Discounts are set up in the Maintain A/P Parameters window. Most users do not specify unique general ledger accounts for Accounts Payable and A/P Discounts for vendors because this makes reconciliation more complicated. However, you may need payables for certain categories of vendors to be recorded in a separate general ledger account. You can specify the account number here.

Leave the other two accounts blank. By doing so, you are using the default Accounts Payable and A/P Discounts accounts that have been set up in the Maintain A/P Parameters window.

- ⇒ Press ENTER a couple more times to navigate past them.

Enter terms code number

The terms are set up in the Maintain Payment Terms option on the Accounts Payable Utilities menu.

- ⇒ Click the drop-down list box to display a list of terms already set up, and select **3. 2.00%-10/Net 30**.

Enter scheduled days to pay

Some vendors allow leeway on timely payment of invoices. The number entered here determines how old the invoices can be before they are selected for payment.

- ⇒ Press ENTER to accept the default of 0.



One check per invoice

Normally, all invoices for a vendor are paid together on one check. If this check box is selected, a separate check is written for each invoice.

- ⇒ Leave this check box cleared.
- ⇒ Click OK to save this information and return to the main window.

Notes

The Sage BusinessWorks Notepad lets you record notes about the selected vendor record. To enter a note for a new vendor, you must first save the vendor and then enter your note.

- ⇒ Click the Save button to save this new vendor record. Then, click Notes in the main window.

A new window appears in which you can enter notes from your last conversation with this vendor, an upcoming special the vendor is offering, etc. You can also include the current system date, time, and user ID.

- ⇒ Leave it blank for now and click Cancel to return to the Maintain Vendors window.

Custom

If custom vendor fields have been defined in Maintain A/P Parameters, you can click Custom in the Maintain Vendors window to enter information at the custom fields.

- ⇒ Click Custom.

The Maintain Vendor/Custom Fields window appears in which you can enter information at custom vendor fields. The fields in this window are disabled because you have not defined custom fields in the Maintain A/P Parameters window.

- ⇒ Click Cancel to return to the Maintain Vendors window.

Accept the information

At this point, you can go back and change the information shown in the window or accept the information you entered.

- ⇒ Click the Save button.



Save
CTRL+S

The Skidmore Bicycle Company is added to your list of vendors. You can enter another vendor ID or close the window and return to the Accounts Payable menu.



Lesson 3: Recording an Invoice

Note

Before starting this lesson, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To learn how to record invoices in Accounts Payable

Time: 5 minutes to complete this lesson

Now that you added the Skidmore Bicycle Company to your list of vendors, you can record business transactions with this company.

Skidmore Bicycle Company sends BikeWorks International an invoice for some bicycles that BikeWorks purchased on P.O. #1095. The invoice information is listed below:

<i>Invoice number:</i>	SK1020
<i>Invoice date:</i>	June 20, 2016
<i>Reference:</i>	P.O. #1095
<i>Amount due:</i>	\$1,230.00
<i>Due date:</i>	July 20, 2016

In this lesson, you will record this invoice in the Accounts Payable module. Follow these steps to record the invoice:

Open the Invoice option

- ⇒ On the Accounts Payable Invoices menu, click Invoices and then click Enter.



The Enter Invoices window appears.

The screenshot shows the 'Enter Invoices' window with the following data:

Field	Value
Vendor ID	SKID
Name	Skidmore Bicycle Company
Invoice #	SK1020
Terms	3. 2.00%-10 / Net 30
PD #	
Discount	24.60
Reference	P.O. #1095
Discount date	7/1/2016
Due date	7/21/2016
Date	6/21/2016
Cash account	n/a
Amount	1230.00
Type	<input type="radio"/> Cash
	<input checked="" type="radio"/> Check #
	<input type="radio"/> EFT #
Net amount	1230.00
Hold	<input type="checkbox"/>

Account #	Description	Amount
0.000		0.00
3020.000	Inventory Purchase Receiving	1230.00

Unapplied amount: 0.00

Buttons: Post, Undo, How Do I...

This is how the Enter Invoices window appears after you complete this lesson.

Enter Vendor ID

- ⇒ Enter **SKID**, the ID for Skidmore Bicycle Company. (You can also click the Show button to select a vendor ID from the search window.)

Enter Invoice

If you click the Show button to search through this vendor's invoices, you will see that there are no invoices on file since Skidmore is a new vendor.

- ⇒ Enter **SK1020**.

Enter Reference

- ⇒ Type **P.O. #1095**. The reference provides an audit trail for this invoice and ties to a purchase order number or another invoice voucher. If this purchase order was previously created, you could instead enter the purchase order number at the **PO #** field.

Enter invoice date

- ⇒ Click the Calendar button at the **Date** field. In the calendar that appears, verify that the month and year is June 2016 and click the date 20. The selected date is 6/21/16.

Enter amount of the invoice

- ⇒ Enter **1230**.

Enter net invoice amount

The net amount is the portion of the invoice subject to early pay discount. In this case, the entire invoice amount qualifies for the discount.

- ⇒ Press ENTER to apply the net or proceed to the **Terms** field by selecting it.

Select terms

The terms code you assigned to this vendor in the Maintain Vendors window displays. You can use the default terms, enter a new terms code, or select a terms code by clicking the drop-down list box and selecting a new one from the list.

- ⇒ Since this invoice is due in 30 days, with a 2% discount if paid within 10 days, accept the default value of **3. 2.00%-10/Net 30** by pressing ENTER.

Enter discount amount or percentage

You can enter a discount amount or percentage, or accept the default value provided (calculated from the selected terms). If the terms code you entered includes a discount, it is automatically calculated and provided. If you have negotiated a different discount or terms for this transaction, you can enter that information. (If you change the discount amount, discount date, or due date, the payment term changes to "None.")

- ⇒ Since the discount is already calculated, press ENTER to accept it.

Enter discount date and due date

- ⇒ Press ENTER to accept the default discount date of 07/01/16, which is calculated from the invoice date according to the terms you selected.
- ⇒ Press ENTER to accept the due date of 07/21/16.
- ⇒ Press ENTER to skip the **Hold** check box.

Enter account to be posted to

You must distribute the invoice amount to the appropriate general ledger accounts. When the invoice is posted, the Accounts Payable account is credited for the invoice amount. You must balance the transaction by selecting which accounts to debit.

- ⇒ Since you determined that business from this vendor is charged to account 3020.00, Inventory Purchase Receiving, account 3020.00 appears as the default account. Press ENTER.

Enter amount to be posted

- ⇒ The total amount of the invoice displays at the **Amount** field. You want to charge the \$1230 to account 3020.00, so press ENTER to accept the default value.

You can distribute the invoice to up to 20 general ledger accounts. The invoice is complete when the unapplied amount at the bottom of the window is 0.00.

If you want to change the account number or amount, you can highlight the appropriate transaction line and click Edit at the right of the line to move it back up to the editing area. Select the field you want to change and type the new value. If you decide to leave it as it was originally, click the Clear button to return it unchanged to the transaction lines area.

Post this invoice

- ⇒ Make sure the information you entered is correct, and click Post.

The invoice is posted to the Accounts Payable module and the General Ledger module, and the cursor returns to the **Vendor ID** field. To enter another invoice for a different vendor, you can click the Show button and select one from the search window. Close the Enter Invoices window and return to the Launcher.

Note

If at any point you want to start over and reenter the invoice from the beginning, click the Undo button. The window is cleared of all data.



Lesson 4: Producing an Open Invoice Report

Purpose: To examine the invoice you entered
To learn how to produce Accounts Payable reports

Note

Before starting this lesson, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Time: 5 minutes to complete this lesson

Now that you added a vendor and recorded an invoice, in this lesson, you will examine invoice information in the Open Invoice Report. This report shows invoice information for all open (unpaid) invoices.

Follow these steps:

Select the Open Invoice Report option

- ⇒ On the Accounts Payable Reports menu, click Open Invoice Report. The Open Invoice Report window appears.

The Open Invoice Report window is a typical report setup window. It allows you to select specifications to produce the report in the format you need.

Include all vendors

If you wanted to create a complete report, select the **Include all vendors** check box. For this lesson, restrict the report to one vendor.

- ⇒ Clear the **Include all vendors** box to select a range of vendors for the report.

Enter starting Vendor ID

- ⇒ Click the Show button at the **From** field. In the search window, type SK to home in on SKID. Since you want only Skidmore Bicycle Company's invoices on this report, double-click the SKID record.

Enter ending Vendor ID

- ⇒ Again, since you want only Skidmore Bicycle Company's invoices on this report, you want SKID to appear at the **To** field. Press ENTER to accept SKID at this field.

Choose primary sort

- ⇒ Many Accounts Payable reports can be sorted in more than one way. Select the **Vendor name** option to sort the report by the vendor name.

Invoices on hold

These options let you decide whether to include invoices on hold, exclude them, or select only invoices on hold for the report.

- ⇒ To include invoices on hold; press ENTER to accept it.

Open 'as of' date

You can include all invoices that are currently open, or select a particular date when an invoice must have been open in order to be on the report. You want all currently open invoices, which is the default.



Accept report setup

⇒ Click the Preview button.

When all information for the report has been gathered, the first page of the report appears. In a long report, you can use the up-arrow, down-arrow, PAGE UP, PAGE DOWN, HOME, or END keys to scroll through the report, or use the scroll bar on the right side of the window.

Oct 25, 2016

BikeWorks International

Accounts Payable Open Invoice Re

Vendor IDs SKID to SKID

Invoice No.	Invoice Date	Reference	Due Date	Original Amount
SKID SK1020	Skidmore Bicycle Company 06/21/16	P.O. #1095	07/21/16	1230.00
Vendor Total				1230.00

More on reports

For more information on working with reports, including selecting fonts, formatting, and saving setup, see [Appendix A: How to Produce a Report on page 331](#).

If the **Auto-close report setup options** check box is selected in the User Preferences window (accessed on the Utilities menu on the System menu bar), the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

⇒ Close the report and return to the Launcher.

Lesson 5: Setting Up a Recurring Invoice

Note

Before starting this lesson, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To learn how to set up a recurring invoice

Time: 10 minutes to complete this lesson

You can set up recurring invoices for vendors whom you pay the same amount each month. These recurring invoices post to the Accounts Payable and General Ledger modules when you close Accounts Payable at the end of each month. The invoice is then available for selection the next time you select invoices to pay.

Follow these steps:

Select the Maintain Recurring Invoices option

- ⇒ On the Accounts Payable Invoices menu, click Recurring Invoices, and then click Maintain. The Maintain Recurring Invoices window appears.

Enter vendor ID

- ⇒ Click the Show button at the **Vendor ID** field to select a vendor from a search window.
- ⇒ Double-click LEMONDE, the vendor ID for the bicyclist to whom you pay a monthly retainer for advertising.



The Maintain Recurring Invoices window expands, and a message appears prompting you that there are no recurring invoices on file. Click OK. The Maintain Recurring Invoices window appears and you are placed in the "new" mode.



This is how the Maintain Recurring Invoices window appears after you complete this lesson.

Enter recurring Invoice

Rather than an invoice number, you may want to enter a descriptive code, such as PROMO or ADV. When the recurring invoice is posted each month, a three-character month abbreviation is added to the end of the invoice number. For example, if PROMO was posted in June, it is assigned the invoice number PROMOJUN.

⇒ Enter **PROMO**.

Enter Reference

⇒ You can type a reference or short description for this invoice. Type **Advertising**.

Enter posting day of the month or Last day

You can post this invoice on any specific day of the month or on the last day.

- ⇒ Enter **10** to post this invoice on the tenth day of the month. Press ENTER twice to skip the **Last day** check box and proceed to the **Days until due** field.

Enter number of days until due

- ⇒ The invoice is due on the twentieth of each month (10 days after the posting date). Enter **10** at the **Days until due** field.

Enter amount of the invoice

- ⇒ Enter **200.00**.

Enter expiration date (if any)

- ⇒ If the invoice expires at some point, you can enter the expiration date in MM/DD/YY format. Since our invoice does not expire, press ENTER and then select the **None** check box.

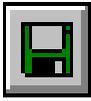
Select recurring invoice status

- ⇒ Since the invoice is to be active immediately, verify that the **Active** option is selected and press ENTER.

The invoice is posted when you perform a month-end close. If you need to deactivate an invoice for a period of time, you can do so by selecting the **Inactive** option.

Enter amount to be applied to this account

- ⇒ This vendor has a general ledger account set up in the Maintain Vendors window, so it automatically appears as the default account. Since 7510.00, Advertising, is the correct account and you want to post the full invoice amount to it, press ENTER twice to accept this distribution and again to accept the amount.



Save
CTRL+S

Accept the information

- ⇒ Review your entries. If they are correct, click the Save button. You can now enter a recurring invoice for another vendor. Enter another recurring invoice using the information below. Start by clicking the Select Vendor button and then the Show button at the **Vendor ID** field.

Vendor ID:	DUHOFF (Duhoff & Sons)
Invoice Number:	81726354
Reference:	Chain Repair
Posting day of month:	15
Number of days until due:	10
Amount:	\$50.00
Expiration date:	None
Status:	Active
G/L Distribution account:	1300.00
Amount to apply:	\$50.00

Note

The recurring invoices will post to the following month, not the month you are closing.

When you are finished, close the window and return to the Launcher.

Remember, the recurring invoices you entered will not post to the Accounts Payable and General Ledger modules until you close the current month.

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Lesson 6: Recording a Credit Memo

Note

Before starting this lesson, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To learn how to record credit memos and debit memos

Time: 5 minutes to complete this lesson

You purchased bicycle shorts from Remy Clothing Company and recorded the receipt of invoice number K-393 on 6/7/16. Now, you discovered that two of the shorts you purchased are defective and you returned them. Remy has issued you a credit memo for \$25.00 (an adjustment to decrease the money you owe the vendor). You received the credit memo on June 20. Record this credit memo in the Accounts Payable module.

Follow these steps:

Select the Credit Memo option

- ⇒ On the Accounts Payable Invoices menu, click Credit Memos. The Credit Memos window appears.

Enter vendor ID

- ⇒ Enter **REMY**, the ID for Remy Clothing Company, and press TAB.

Apply credit memo to an invoice

You can apply credit memos to open invoices or to open credits. If you select open credits, you must later apply the open credits to invoices. You want to apply this credit memo to an invoice.

- ⇒ The **Invoices** option is selected by default. Press TAB to accept it.



Enter invoice number

- ⇒ You may not recall the correct invoice number to use, so click the Show button to select one from a search window.
- ⇒ Double-click invoice K-393.

Any available Reference, Date, Amount, and Balance information displays.

Account #	Description	Amount
3020.000	Inventory Purchase Receiving	25.00
Unapplied amount		0.00

This is how the Credit Memo window appears after you complete this lesson.

Enter Credit Reference

- ⇒ Enter **Return**.

Enter transaction Date

- ⇒ Enter **8/20/16**.

Enter transaction Amount

- ⇒ Enter **25**.

Enter account and amount to be applied

- ⇒ Press ENTER to accept the default account 3020.00 and again for the amount of 25.00.

Post the transaction

- ⇒ Verify that you entered everything correctly, and click Post.

The credit memo is posted to the Accounts Payable module and the General Ledger module.

- ⇒ Close the Credit Memo window.

Recording a debit memo (an adjustment that increases the money you owe a vendor) is done in the same way as recording a credit memo. Try recording a debit memo now.

- ⇒ On the Accounts Payable Invoices menu, click Debit Memos and enter the following information:

Vendor ID:	PT&T
Invoice Number:	A-3932
Debit reference:	Undercharged
Date:	6/17/16
Amount:	\$22.00

- ⇒ Press ENTER twice after you enter the amount to accept the default account and amount for the memo and click Post.
- ⇒ When you are finished, close the Debit Memo window and return to the Launcher.



Lesson 7: Selecting Invoices for Payment

Purpose: To learn one of the ways to select an invoice for payment

Time: 5 minutes to complete this lesson

Now that you added an invoice to the Accounts Payable module, you need to pay it. There are two ways you can select invoices for payment in Accounts Payable. The first option on the Checks menu is Automatic Invoice Selection. Use Automatic Invoice Selection to automatically select invoices for payment based on the due date, discount date, or scheduled days to pay you enter. However, in this lesson, you will select Skidmore's invoice, #SK1020, for payment using Manual Invoice Selection.

Follow these steps:

Select the Manual Invoice Selection option

- ⇒ On the Accounts Payable Checks menu, click Invoice Selection, and then, click Manual. The Manual Invoice Selection window appears.

Manual Invoice Selection

Include all vendors Show invoices by Due date Discount date Scheduled date

From SKID to SKID All 10/25/2016

Include vendors on hold Include invoices on hold

List Invoices Clear Invoice List Cash Balances?...

* - Vendors with open credits Find invoice

Vendor	Invoice #	Due date	Discount	Balance	Amount to pay	Discount	Credit applied	Auto
SKID	SK1020	07/21/2016	0.00	1230.00	1230.00			<input checked="" type="checkbox"/>

Pay All Pay None Total Selection Results

Apply Credits Add Invoice...

1	Invoices for SKID	1230.00	0.00	0.00
1	Total invoices for all vendors	1230.00	0.00	0.00

Save Undo How Do I... SAMPLE Shortcuts Tasks Info ...

This is how the Manual Invoice Selection window appears after you complete this lesson.

Enter vendor ID

- ⇒ Enter **SKID**.

Skidmore's full name appears in the upper area of the window.

Choose invoice selection method

You can select some invoices, all invoices for this vendor, or if they are already selected, undo all invoices selected for payment.

To select all open invoices for this vendor, click **Select all invoices**. To undo or deselect the selected invoices, click **Clear invoice selections**. Clicking **Cash balances** displays a window that shows your cash accounts balances.

- ⇒ Since you want to select only one invoice for payment, leave the cursor at the **Invoice #** field.

Enter invoice number

- ⇒ Click the **Show** button to select an invoice from the search window. If you followed the lessons in this chapter, the window contains one invoice, SK1020.

- ⇒ Double-click invoice SK1020, or highlight it and click **Accept**.

Information on the invoice automatically appears in the window because it is assumed that you plan to pay the full amount of the invoice. You can change the amount to pay and discounts taken.

Enter amount to pay

- ⇒ Since you want to pay the full amount of the invoice, press **ENTER** to accept the default amount to pay, less any available discount. You can also pay a partial amount, if you want, by overwriting the amount you want to pay.
- ⇒ Press **ENTER** again to accept the amount of the discount.

Accept information as shown

Verify that you entered everything correctly. To correct the amount to pay or the discount, select the line, click **Edit**, make the changes, and click **Accept**.

- ⇒ Click the **Save** button and close the window.



Save
CTRL+S



Print Payment Selection Report

You are prompted to print the Payment Selection Report. This report lists all the invoices you have selected for payment since you last printed checks.

- ⇒ Click Yes. A report setup window displays.
- ⇒ Verify that the report includes all vendors and is sorted by Vendor ID. Click the Preview button.

The Payment Selection Report appears, showing information about the invoices selected for payment.

Oct 25, 2016

BikeWorks International Payment Selection Report

Invoice No.	Inv Date	Due Date	Balance	Amount to Pay	Discount Taken	Credits Applied	Net Cash
SKID SK1020	Skidmore Bicycle Company 06/21/16 07/21/16		1230.00	1230.00	0.00	0.00	1230.00
Vendor Total			1230.00	1230.00	0.00	0.00	1230.00
Report Total			1230.00	1230.00	0.00	0.00	1230.00

- ⇒ Close the report window and, if necessary, close the report setup window to return to the Launcher.

You have now selected one invoice for payment by the Accounts Payable module. The next time you print checks, a check for this invoice will be produced. The next lesson explains how to print checks.

Lesson 8: Printing Checks

Purpose: To learn how to produce checks

Time: 5 minutes to complete this lesson

Note

You can also use Enter Payments to record checks that you already wrote by hand or cash payments you made.

Now that you selected an invoice for payment, it is time to produce a check on your printer.

In this lesson, you will print a check for Skidmore's invoice, #SK1020.

Follow these steps:

Select the Print Checks option

⇒ On the Accounts Payable Checks menu, click Print Checks.

OK to continue with the check printing option?

A window appears, prompting you to load your checks in the printer. You can turn off this message later in System Preferences.

⇒ For this exercise, since you will use plain paper, click Yes. The Print Checks window appears.

Select printer

Your default printer is automatically selected as the print device. These printer settings are saved for the next time you print checks.

⇒ If the selected printer is not the one you want to use, select the correct one at the **Printer** field.

Select check form

You must select a form template to determine how to format the check's contents for printing.

⇒ Click Select form to select a form template from the search window.

⇒ The software comes with several predefined check forms. Later, if you want, you can create your own custom forms using Maintain A/P Forms. For this lesson, double-click the first check form listed. (Since you are printing this for practice, you will print on plain paper. If you plan to use a dot matrix printer to print real checks, select a form with Tractor in its name.)

Note

When using this option to print real checks, make sure the checks you load in the printer match the account you select.

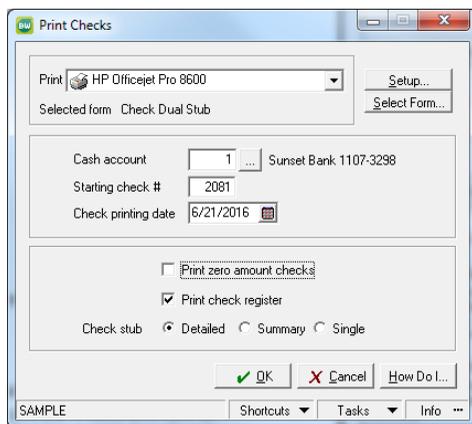
Note

Checks cannot be printed to a file or previewed.

Select cash account

The accounts listed at this field are set up in the Maintain Cash Accounts window in the Cash Management module.

⇒ Select the appropriate cash account.



This is how the Print Checks window appears after you complete this lesson.

Starting check #

⇒ If you were using real checks, you would match the number here to the number on the first check in the printer. Press ENTER to accept the starting check number shown.

Check printing date

The date shown is taken from the posting date and appears on all the checks you produce on this run.

⇒ If it is not already shown, enter **06/21/16**.

Print zero amount checks

If you select this check box, checks with an amount of zero will be printed for vendors who have had only discounts or credits applied.

⇒ Clear this check box.

Print check register

If you select this box, a check register is produced after all the checks have been printed.

⇒ Select this check box.



Define check stub information

Note

If you did not select a custom check form earlier, a message appears when you click OK, prompting you to select a form by clicking Select form. After selecting a form, send the check to print.

This item determines how much information prints on each check stub.

<i>Detailed</i>	Shows all invoices paid with the check. The detail will print on as many stubs as needed, voiding any unused checks (when more than one check and check stub is used).
<i>Summary</i>	Shows only the total amounts paid.
<i>Single</i>	Prints a detailed check stub if all invoices paid can be listed on a single stub. Otherwise, prints a summary check stub. This allows you to keep stubs to a maximum of one per check, while providing as much detailed information as possible.

⇒ Since you are printing only one check for this vendor, there is room for detail. Select the **Detailed** option.

⇒ Click OK.

Do you want to print an alignment test check #nnnn?

A window appears prompting you to print an alignment test (where *nnnn* is the next available check number). Normally, you print an alignment test to make sure your checks will print correctly. For this lesson, however, an alignment test is not necessary.

⇒ Click No.

The checks print without further prompting.

Check Printing Summary

A message displays stating how many checks were printed and the range of check numbers used. You can reprint any check. Make sure your check printed correctly. If you had a paper jam or some other problem, you can reprint all, a range, or a specific check by entering the check numbers to reprint before leaving the window. However, checks cannot be reprinted after leaving the Print Checks window.

⇒ Do not reprint the check this time. Click OK to close the summary window without reprinting.

Reload regular paper

- ⇒ This is just a reminder, in case you were using preprinted checks. Click OK. Use System Preferences to turn off this reminder if you want.

Produce the Check Register

The Check Register report setup window appears. You can preview this report or send it to a printer. You can also produce it in detailed or summary format. The register, in summary format, includes the check or EFT number, vendor, date, and amount of each check or EFT. The detailed format also includes the invoices paid by each check or EFT.

- ⇒ Make sure that the report specifications indicate that a Detailed check register will be produced and click the Preview button. The Check Register appears.
- ⇒ When you are finished viewing it, close the window. If the report setup window is still open, close it to return to the Launcher.

Oct 25, 2016

BikeWorks International Check Register

Check Number	Date	Vendor/ Invoice #	Invoice Amount	Amount Paid	Credits	Discounts	Net Amount
2081	06/21/16	SKID SK1020	Skidmore Bicycle Company 1230.00	1230.00	0.00	0.00	1230.00
		Check Total		1230.00	0.00	0.00	1230.00
		Report Total		1230.00	0.00	0.00	1230.00

Lesson 9: Defining a File Export Template

Purpose: To learn how to transfer data to another software program
To set up an export template to be used for the transfer

Time: 5 minutes to complete this lesson

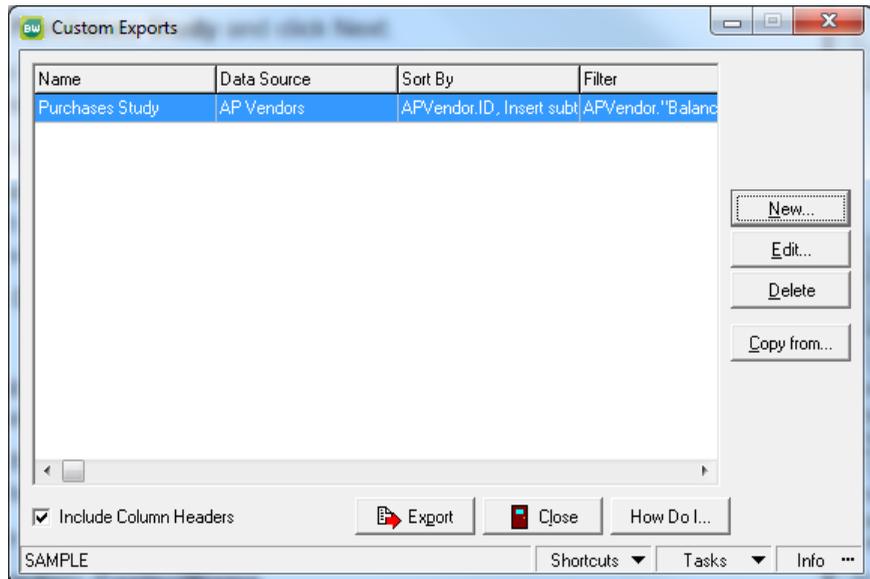
Note

If you do not need to use the export features, skip Lessons 9 and 10.

You can create files accessible by other programs, including a spreadsheet, a word processor, and various text formats. In this lesson, you will create a template of purchase information to be used in a spreadsheet program. In the template, you define a specific format of data export. You can then export the data based on the template whenever you need it. Follow these steps:

Select Custom Exports

- ⇒ On the Accounts Payable Transfer menu, click Custom Exports. The Custom Exports window appears.



This is how the Custom Exports window appears after you complete this lesson.



Start a new template

Normally, this window lists all the Accounts Payable export templates currently on record. Since you have not yet defined any templates, the list box is empty. Click **New** to create a new template, click **Edit** to change an existing template, click **Delete** to permanently remove a template from the list, or click **Copy from** to create a new template by copying an existing one.



- ⇒ Since you do not have any templates, you need to create one. Click **New** to open the Create New Template wizard.

Note

The Custom Exports window in the Cash Management module uses the same data source and fields shown in Accounts Payable.

Enter template name

- ⇒ Enter **Purchases Study** and click **Next**.

Define this template to export information on month- and year-to-date purchases.

Select data source

You can select from a variety of Accounts Payable information to export with this template, including information on bank charges, checks, invoices, and vendors.

- ⇒ At the **Data Source** field, select **AP Vendors** and click **Next**.

Select fields

The available fields are based on the data source you selected in the previous window.

- ⇒ From the **Available** list, click **<apvendor> ID** to highlight it. Then, click the **Add** button to move **<apvendor> ID** to the **Selected** list.
- ⇒ Do the same for the following fields in the order shown here.

<apvendor> FinanceContact

<apvendor> FinancePhoneNo

<apvendor> MTDPurchases

<apvendor> YTDPurchases

<apvendor> Balance

- ⇒ Click **Next**.

Set sort by

- ⇒ Select **<apvendor> ID** from the **Sort By** list, and click the **Ascending** button. Click **Next**.



Set filters

Filters allow you to limit the information you export. You can specify a field and a range of values. Only those items which meet your criteria will be exported. This template will be used to identify vendors who have a balance greater than \$1000.00. For this lesson, define one condition to filter out all data related to vendors with balances less than \$1000. For more information on using filters, see the Help system.

- ⇒ From the first list under **Field Name**, select **<apvendor> Balance**.
- ⇒ Under **Operation**, select **>** (the greater than sign).
- ⇒ Under **Values**, enter **1000**.

Accept information as shown

- ⇒ Click Done to save the template.

The new template now appears in the Custom Exports window. You can define another template. When you are done, close the window to return to the Launcher.

In the next lesson, you will learn how to use a template to export data to a file.



Lesson 10: Sending Data to Another Program

Purpose: To transfer data to a spreadsheet, a word processor, or various text formats

Time: 5 minutes to complete this lesson

Now that you have an export template defined (see Lesson 9), you are ready to send your financial information to a spreadsheet or another software program. Follow these steps:

Select Custom Exports

- ⇒ If you closed the Custom Exports window at the end of the last lesson, on the Accounts Payable Transfer menu, click Custom Exports.

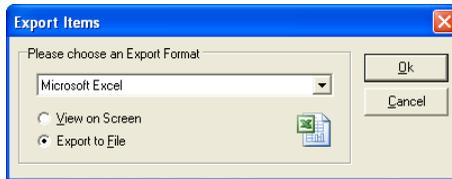
Start the export

If more than one template is shown in the list box, select a template in the list.

Note

If the View on Screen option is not available, the selected program (for example, Microsoft Excel) is not installed on your computer so you cannot view the file. However, Sage BusinessWorks can still create the export file without the selected program.

- ⇒ Select **Purchases Study**, and then click the Export button at the bottom of the window. The Export Items window appears.



The Export Items window allows you to export your data in a variety of formats. You can send it directly to a file or view it on your computer.

Select the data format

You can export the data to a variety of formats, including HTML, Microsoft Word and Excel, plain text (.TXT), rich text (.RTF), comma-delimited text (.CSV), tab-delimited text, Data Interchange Format (.DIF), SYLK, and clipboard. You can also export information for use in another company.

- ⇒ Select the correct format for the program to which you are exporting the data. If you are unsure of the kind of files your program can read, refer to that program's manual. For this lesson, select Microsoft Excel and click Ok.



- ⇒ Select the **Export to File** option, and then click Ok.

If you selected the **View on Screen** option, Excel would launch and your data would display in it. This is a convenient feature if you prefer to review your data before saving it. For this lesson, you will continue saving the data to a file.

Enter export file path

You are prompted to name the file and select a directory location for it. Send the information to the same directory containing the data files for the Sample company.

- ⇒ Select the directory location of the Sample data files. If you accepted all the default settings while installing Sage BusinessWorks, the directory location is *C:\Program Files\Common Files\Sage BusinessWorks\Sample*.
- ⇒ Enter **PurchJun** as the file name. Do not use the same name each time you export data or you may overwrite valuable information.

Accept information as shown

- ⇒ Click the Save button.

The data is exported to the file name and directory you specified (*C:\Program Files\Common Files\Sage BusinessWorks\Sample\PurchJun.xxx*) and returns you to the Custom Exports window. The extension (.xxx) varies, depending on the type of file created. In this lesson, the extension is .XLS.

After exporting the data

Start up your spreadsheet program and review the file created.

- ⇒ To see the file, close the Custom Exports window and use Windows Explorer to locate the file. Double-click the file PurchJun.xls to view it in Excel.

When you are finished examining the contents of your export file, close it and return to the Launcher.

Where to Go from Here

You should now be familiar with the Accounts Payable module. Take the time to experiment with the sample data. You may want to try every option on the Accounts Payable menu before setting up your company. Detailed instructions on each option are in the Help system.

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Chapter 5: Practicing with Accounts Receivable

It will take you approximately one hour to complete all the lessons in this chapter. This section includes:

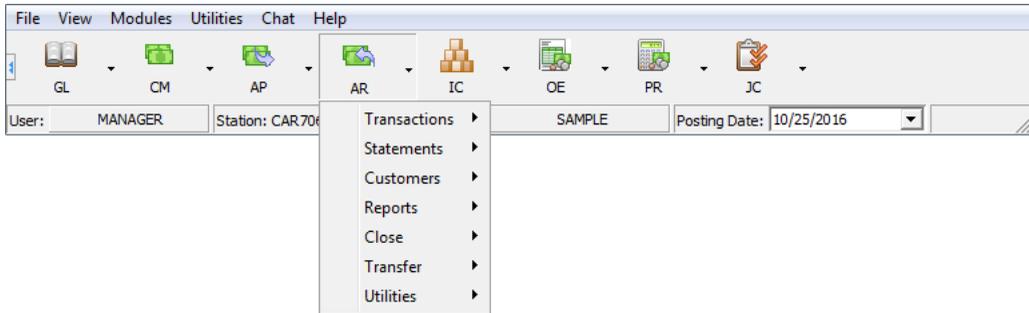
- *Accounts Receivable Menus (page 92)*
- *Lesson 1: Examining A/R Status (page 93)*
- *Lesson 2: Adding a Customer (page 95)*
- *Lesson 3: Recording an Invoice (page 103)*
- *Lesson 4: Recording a Credit Memo (page 112)*
- *Lesson 5: Recording a Customer Payment (page 117)*
- *Lesson 6: Examining a Detail Report (page 120)*
- *Lesson 7: Calculating Finance Charges (page 124)*
- *Lesson 8: Printing Statements (page 126)*
- *Lesson 9: Defining a File Export Template (page 130)*
- *Lesson 10: Sending Data to Another Program (page 133)*
- *Where to Go from Here (page 135)*



Accounts Receivable Menus

Before you can learn Accounts Receivable, you need to be familiar with the Accounts Receivable menus.

⇒ To display the Accounts Receivable menus, click the AR module button.



The Accounts Receivable menus include:

<i>Transactions</i>	Records invoices and adjustments, applies deposits, posts payments from customers, and modifies invoice terms.
<i>Statements</i>	Calculates finance charges and prints customer statements.
<i>Customers</i>	Maintains customer information, prints customer lists, and makes customer credit and invoice inquiries.
<i>Reports</i>	Produces a variety of reports on your receivables.
<i>Close</i>	Closes the Accounts Receivable module at the end of each month and prints recurring invoices.
<i>Transfer</i>	Exchanges information with other programs.
<i>Utilities</i>	Includes several utilities for setting up sales tax jurisdictions, sales accounts, sales representatives, creating data files, and rebuilding data files.

Lesson 1: Examining A/R Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see *Lesson 3: Changing Dates on page 46.*

Purpose: To become familiar with moving around the menus
To examine the status of Accounts Receivable

Time: 5 minutes to complete this lesson

Follow these steps:

Select the Display A/R Status option

⇒ On the Accounts Receivable Utilities menu, click Display A/R Status. The Display A/R Status window appears.



Accounts Receivable

Current month	June 2016
Last month of fiscal year	December
In SETUP mode	No
Months to keep history	12
Statements printed	No
Number of customers	8
Maximum invoices per customer	12000
Current customer max	15
Next invoice #	573
Default cash account	1. Sunset Bank 1107-3298

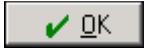
Posting accounts	Account #	Description
Accounts receivable	1210.000	Trade Receivables
Miscellaneous income	8100.000	Miscellaneous Income
Discounts	6200.000	Sales Discounts
Freight charges	7100.010	Freight, Sales
Finance charges	8000.000	Finance Charge Income
Sales adjustments	6150.000	Sales Returns
Bad debt	7515.000	Bad Debt
Deposits	3030.000	Customer Deposits

At the bottom right of the window, there are buttons for 'OK' and 'How Do I...'. At the bottom left, there is a 'SAMPLE' label and a menu with 'Shortcuts', 'Tasks', and 'Info'.

The Display A/R Status window shows the current open month, the last month of the fiscal year, whether the Accounts Receivable module is in SETUP mode, the number of months you are keeping accounts receivable transaction history, whether statements have been printed for the current month, the number of customers you have for this company, the maximum number of invoices you can enter for each customer (based on available memory in your computer), the maximum number of invoices used by any one customer, the next available invoice number, and the default cash account.

The window also shows the general ledger accounts to which Accounts Receivable transactions post. (These were specified in the Maintain Posting Accounts window accessed on the Accounts Receivable Utilities menu.) The general ledger account number and description are listed for each of the posting accounts.

⇒ To exit the Display A/R Status window, click OK.



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Lesson 2: Adding a Customer

Note

You can also add customers "on the fly" in windows, such as Invoices, Quick Invoices, Debit and Credit Memos, and Post Receipts. You can edit customer information in these windows and in the following: Apply Open Credits, Apply Deposits, Void Checks, Modify Invoice Terms, and Customer Inquiry.

Purpose: To add a customer to Accounts Receivable

Time: 10 minutes to complete this lesson

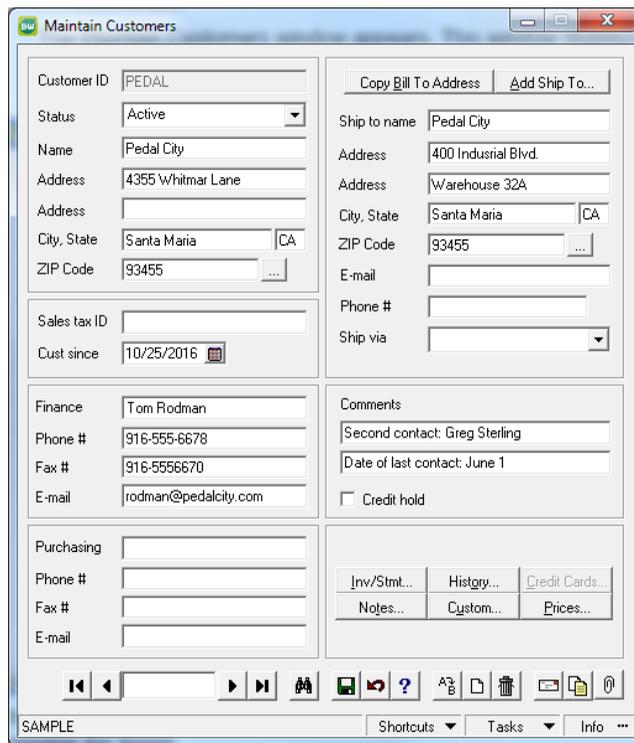
One of the first steps to setting up your Accounts Receivable module is entering customer information. In this lesson, you will add a customer called Pedal City Bicycle Store to the customer list.

Follow these steps:

Select the Maintain Customers option

- ⇒ On the Accounts Receivable Customers menu, click Maintain Customers.

The Maintain Customers window appears. This window displays fields for entering information about the customer. Click the Help button if you need more information about a field.



This is how the window appears after you complete this lesson.

Enter customer ID

- ⇒ Click the Lookup button.
- ⇒ A search window appears, and the Quick Search tab lists customers already set up in the sample data.
- ⇒ If the list is extensive, you can click the Power Search tab to enter search criteria that narrows the list.



Lookup
CTRL+K

Choose a customer

As you can see, several customers have been set up.

- ⇒ Experiment with navigating the list. Click various customers, move up and down using the arrow buttons, and double-click a customer to place the customer's information in the Maintain Customers window.

Enter a new customer ID

You want to enter a new customer, Pedal City Bicycle Store.

- ⇒ Click Cancel to exit the search window, if you are in it.
- ⇒ In the Maintain Customers window, click the New button to create a new customer record.
- ⇒ Assign Pedal City a customer ID derived from its name. Type **PEDAL** and press ENTER.



New
CTRL+N

Enter customer name

- ⇒ Enter **Pedal City**.

Enter customer address (2nd line is optional)

- ⇒ Enter your address. If the entire address does not fit on line 1, complete it on line 2. Otherwise, press ENTER to leave line 2 blank.

Enter city and state

You can enter the city name and the two-letter abbreviation for your state (for example, San Francisco, CA), but leave this field blank to see how this information is automatically inserted when you enter the ZIP Code.

- ⇒ Press ENTER twice.



Enter ZIP or postal code

- ⇒ Enter your ZIP Code (use up to ten characters) and press ENTER.

Because the **City** and **State** fields were left blank, they are filled in automatically, based on the ZIP Code you entered. If the **Auto insert city and state** check box is selected in the System Preferences window, any information currently at the **City** and **State** fields are overwritten based on the ZIP Code you enter. If the check box is not selected, information at the **City** and **State** fields are automatically entered *only* if they are left blank when the ZIP Code is entered.

Customer's sales tax ID (reseller number)

If this customer is a reseller of your product (that is, this customer is exempt from paying sales taxes on purchases from you), enter the sales tax ID or reseller number here.

- ⇒ Leave this field blank.

Making an entry here does not automatically disable whatever default sales taxes you have defined for customers in Maintain Sales Tax Information. When you get to the sales tax area in the Invoice/Statement window, clear the sales tax field that corresponds to the applicable state tax.

Enter customer since date

- ⇒ Enter the date on which this customer first started doing business with you. This field defaults to the current posting date. For this lesson, leave it as 06/21/16.

Select the type of contact to display

Two separate contacts can be maintained, Finance and Purchasing.

- ⇒ Select **Finance**.

Enter name of contact person

- ⇒ Enter your own name as the primary contact person for Pedal City.

Enter telephone number

- ⇒ Enter your area code and phone number. For example, if your phone number is (916) 555-6678, enter 9165556678. The proper punctuation is automatically inserted.

Enter Fax number

- ⇒ Enter a fax number here.

Enter an e-mail address

- ⇒ Enter an e-mail address for the customer.

Enter ship-to name

The billing name displays as the default ship-to name. If this customer's ship-to name is different from the billing name, enter the ship-to name here. For this lesson, however, accept the default.

- ⇒ Press ENTER.
- ⇒ Enter 1st line of address
- ⇒ All of Pedal City's purchases are shipped to their warehouse instead of their retail store. Enter **400 Industrial Blvd.**

Enter 2nd line of address

- ⇒ Enter **Warehouse 32-A.**

Enter city, state, and ZIP Code

- ⇒ The city, state, and ZIP Code are the same, so press ENTER at these fields.

Enter comments or notes for this customer

Two lines are provided for you to enter notes or comments about this customer.

- ⇒ On the first line, enter **Second contact: Greg Sterling.** On the second line, enter **Date of last contact: June 1.**

Place customer on credit hold?

If you want to be warned that the customer is on credit hold before invoicing them, select the **Credit hold** check box.

- ⇒ You do not want to put this customer on credit hold, so clear the check box.

Enter Statement/Invoice options

Inv/Stmt...

- ⇒ Click Inv/Stmt. A new window displays in which you can enter default information about invoices and customer statements, such as payment terms, sales rep, preferences, etc.

Enter terms code number

Terms are set up in Maintain Payment Terms on the Accounts Receivable Utilities menu.

- ⇒ Select **4. 3.00%-5/Net 30**. These terms now become the default terms that appear when entering invoices for this customer.

Enter sales rep number

Sales reps are set up in Maintain Sales Reps on the Accounts Receivable Utilities menu.

- ⇒ Select sales rep **#4, Joy Lawrence** for this customer. Joy Lawrence appears as the default sales rep whenever you enter an invoice for this customer.

Enter sales account number

Sales accounts are set up in the Maintain Sales Accounts option on the Accounts Receivable Utilities menu.

- ⇒ Select sales account **#1, Schwinn Bikes**, for this customer.

Enter customer note number

Customer notes are set up in Maintain Customer Notes on the Accounts Receivable Utilities menu.

- ⇒ Select note **#2** for Pedal City. This note appears automatically as the default note on all invoices for this customer.

Enter customer category

Customer categories are set up in the Maintain A/R Parameters option on the Accounts Receivable Utilities menu. Categories can be used to group customers by billing cycle or geographic region. You can print statements and many reports for selected categories of customers and include only selected categories of customers in reports.

- ⇒ Leave this customer without a category. Select **None** from the drop-down list.

Customer subject to finance charges?

- ⇒ Select the **Subject to finance charges** check box to signify that the customer is subject to such charges.

Print dunning notes on statements?

- ⇒ You want dunning messages to appear on statements with past due balances. Select this check box if it is not already selected.

Print statements for this customer?

- ⇒ Since you want a statement to be printed for this customer each month, verify that the check box is selected.

Use balance forward statements?

A balance forward statement summarizes all open balances from prior statements as one amount.

- ⇒ Pedal City needs to receive an open item statement, which lists all invoices separately. Verify that the check box is cleared.

Enter 1st sales tax

- ⇒ Click the Show button at the **1st sales tax** field to display a search window of the sales tax IDs that have been set up in Maintain Sales Taxes. Double-click CA (Calif. Sales Tax).

Enter 2nd sales tax ID

- ⇒ The second and third sales taxes generally accommodate county or city tax rates. Since neither of these apply to Pedal City, press ENTER twice to skip these fields.

Select standard price level

Price levels are set in the Maintain Standard Items option. Each item you create has three price levels, which you can in turn specify when you set up customers.

- ⇒ Price level A should be selected. If it is not, select it.

Enter standard discount rate

- ⇒ Enter **10**. Pedal City receives a standard discount of 10% on all invoices, on top of any other discounts that might apply on individual items.

Enter credit limit

- ⇒ Press ENTER to accept a zero amount. A credit limit has not yet been established for Pedal City.

Use individual rate

This feature allows you to assign the customer individual finance charge information for use when calculating finance charges.

- ⇒ Since you do not want to define individual finance charge information for Pedal City, clear this check box.

Accept the information

- ⇒ Click OK to accept the information you entered in the Invoice/Statement Options window. You are returned to the Maintain Customers window.

Enter monthly sales

To enter monthly sales history for this customer, click History and enter historical information from the past year.

- ⇒ Since Pedal City is a new customer, there is no history. It is not necessary to open the window.

Credit Card

To enter credit card information for this customer, click Credit Card and enter the information.

- ⇒ Since Pedal City is a new customer, there is no credit card information. It is not necessary to open the window.

Accept the customer information

- ⇒ Click the Save button in the Maintain Customers window to record this customer's information.



Save
CTRL+S



Notes

After saving the customer record, click Notes to enter lengthy notes about the customer in a Notepad window.

- ⇒ Click Notes in the Maintain Customers window. A new window appears.

When you enter notes on the customer, you can easily insert the current date, time, and user ID by clicking the appropriate button.

- ⇒ Since Pedal City is a new customer, there are no notes at this time. Click Cancel to return to the Maintain Customers window.

Custom

If custom customer fields have been defined in Maintain A/R Parameters, you can click Custom in the Maintain Customers window to enter information at the custom fields.

- ⇒ Click Custom.

The Maintain Customer/Custom Fields window appears in which you can enter information at custom customer fields. The fields in this window are disabled because you have not defined custom fields in Maintain A/R Parameters.

- ⇒ Click Cancel to return to the Maintain Customers window.

Prices

If a customer receives special pricing on parts, you can click Prices in the Maintain Customers window to enter the pricing information.

- ⇒ Since Pedal City is a new customer, there is no special pricing at this time.

Close the option window

The Pedal City Bicycle Store is added to your list of customers.

- ⇒ Click the Save button again to verify that you saved all the information.
- ⇒ Close the Maintain Customers window and return to the Launcher.



Lesson 3: Recording an Invoice

Note

You can enter a new customer "on the fly" by entering a new customer ID. A window displays in which you can enter customer information. If existing customer information has changed since you first entered it, click Edit to make changes on the fly.

Purpose: To record a sale (invoice) to a customer

Time: 10 minutes to complete this lesson.

You can record and print invoices for sales to your customers. You can customize invoice entry by using Maintain Invoice Preferences on the Accounts Receivable Utilities menu. This lesson assumes that you have not changed the default invoice preferences; if you have, not all the fields mentioned here will be accessible.

Pedal City has purchased a 26" boy's bicycle, item #1001, from you at a price of \$250. You need to record the sale. Follow these steps:

Select the Invoices option

⇒ On the Accounts Receivable Transactions menu, click Invoices.

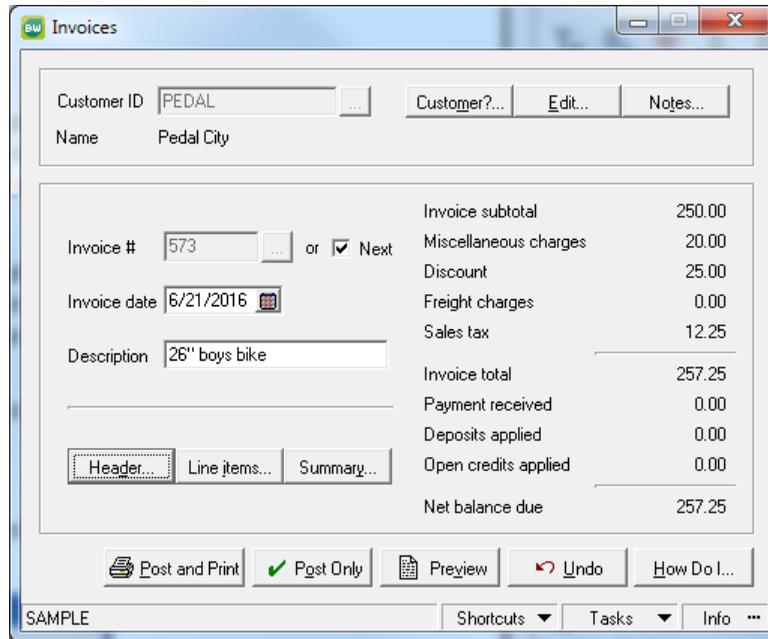


Enter customer ID

Select Pedal City from a search window.

- ⇒ Click the Show button at the **Customer ID** field. When the search window appears, locate Pedal City and double-click it.

Pedal City's customer ID and name appear.



This is how the Invoices window appears after you complete this lesson.

Enter invoice number

Sage BusinessWorks keeps track of the invoice numbering for you. If the Next check box is selected, the **INVOICE #** field displays the next available number. By selecting the **Next** check box, you ensure that you will not accidentally reuse an existing invoice number.

- ⇒ Make sure that the **Next** check box is selected and press ENTER.

Enter invoice date

- ⇒ The posting date appears as the default value. Press ENTER to accept it.

Enter description

Describe the invoice. While the description does not appear on the printed invoice, it does appear on various reports and customer statements and is useful for tracking specific invoices.

⇒ Enter **26" boy's bike**.

The main window also displays information about the invoice totals for your reference as you create your invoice. You can change the other amounts when you enter summary information for the invoice. But we'll get to that later.

Once the invoice is entered, you can use this window to verify your information.

Enter header information

⇒ Click the Header button. You will enter the header information for the invoice in this window.

The screenshot shows the 'Invoices / Header - PEDAL' window. The 'Order date' is 6/21/2016. The 'Customer PO #' is 1210. The 'Terms' are 4. 3.00%-5 / Net 30. The 'Sales rep' is 4. Joy Lawrence. The 'Note' is 2. Payments received after. The 'Ship via' is UPS (Blue). The 'Bill to' address is Pedal City, 4355 Whitmar Lane, Santa Maria, CA, 93455. The 'Ship to' address is Pedal City, 400 Industrial Blvd., Warehouse 32A, Santa Maria, CA, 93455. The 'Taxable' checkbox is checked. The 'F.O.B.' radio buttons are set to 'Origin'. The window has 'OK', 'Cancel', and 'How Do I...' buttons at the bottom. The status bar shows 'SAMPLE', 'Shortcuts', 'Tasks', and 'Info'.

This is how the Invoices/Header window appears after you complete this lesson.

Enter customer order date

- ⇒ The posting date appears as the default value. Press ENTER to accept it.

Enter our order number

You can enter an internal tracking number.

- ⇒ BikeWorks does not assign order numbers. Press ENTER to leave this field blank.

Enter customer purchase order number

- ⇒ Pedal City has issued P.O. #1210 for this order. Enter **1210**.

Enter terms code number

- ⇒ The payment terms you assigned to Pedal City, 4. 3.00%-5/Net 30, displays as the default value. Press ENTER to accept it.

Enter sales rep number

- ⇒ Sales rep you assigned to Pedal City displays as the default. Press ENTER to accept it.

Enter customer note

- ⇒ The customer note you assigned to Pedal City displays as the default. Press ENTER to accept it.

Enter shipping instructions

- ⇒ The bike is being shipped by UPS. At the **Ship via** field, select **UPS (Blue)**.

Taxable?

- ⇒ Since you indicated in the Maintain Customers window that Pedal City is subject to sales tax (you selected **CA**), the **Taxable** check box is selected. Press ENTER to accept it.

Select F.O.B. point

- ⇒ Pedal City is paying for the freight. Select **Origin**.



Bill to and Ship to addresses

The Bill to and Ship to addresses shown are taken from the information you entered in Maintain Customers. It is assumed that you always want to use the addresses entered in Maintain Customers. If you need to use a different address, enter the address that is correct.

- ⇒ Leave the Bill to and Ship to addresses as they are. You have now completed the header portion of the invoice. Click OK to return to the Invoices window.

Enter the invoice line item

You can enter the line item detail for this invoice, which comprise the actual goods or services sold to the customer. The following window contains the line item detail to include in the invoice.

- ⇒ Click Line items.

The screenshot shows the 'Enter the invoice line item' dialog box. The 'Type' is set to 'Item'. The 'Item #' field is empty. The 'Description' field is empty. The 'Ordered' field is 1.000, 'Shipped' is 1.000, 'Unit price' is 0.000, 'Discount' is 0.00, 'Acct' is 1, and 'Tax' is checked. The 'Accept' and 'Clear' buttons are visible. Below the form is a table with the following data:

Order	Ship	Item	Description	Amount
1	1	1001	26 inch bicycle, boy's	250.00

The 'Invoice subtotal' is 250.00. The window has 'OK', 'Cancel', and 'How Do I...' buttons. A 'SAMPLE' label is at the bottom left, and 'Shortcuts', 'Tasks', and 'Info' menus are at the bottom right.

Note

The Ordered field is accessible only if you select the Order quantity check box in the Maintain Invoice Preferences window. If the Ordered field is not available, change the Order quantity setting in Maintain Invoice Preferences.

Select item type

- ⇒ Since Item is selected by default, press ENTER to accept it.

Enter item number

- ⇒ Click the Show button at the **Item #** field to see a search window of existing standard items.
- ⇒ Select **1001**, the part number of the bicycle. The description is filled in automatically. To move to the next field, press TAB.

Enter quantity ordered

- ⇒ Pedal City is ordering one bicycle. Since 1 is already displayed at the **Ordered** field, press ENTER to accept it.

Enter quantity being shipped

- ⇒ The default value for the **Shipped** field matches the number at the **Ordered** field. Press ENTER to accept it.

Enter unit price

- ⇒ Since \$250.00 is provided as the default value, press ENTER to accept it. This price is set up in Maintain Standard Items.

Enter unit discount amount or percentage

There are two types of discounts: a line item discount and an overall invoice discount. The discount you enter here is a line item discount and applies to this line only. The overall discount is entered in the invoice summary window.

- ⇒ Give Pedal City a small discount on this bicycle, on top of the discount they will receive on the entire invoice. Enter **5%**.

Enter sales account number

- ⇒ The sales account number assigned to this standard item appears as the default value. Press ENTER to accept it.

Taxable?

Because you indicated in Maintain Customers that Pedal City's purchases are generally subject to a sales tax, and you indicated in the invoice header that this invoice is taxable, this item is marked as taxable. If a specific item should not be taxed, you would clear the check box.

- ⇒ For this lesson, verify that the check box is selected.

Note

Line item discounts do not post to the general ledger discounts account, and they do not appear on the invoice. They reduce the price of the line item.



Accept the line item

- ⇒ Make sure you entered everything correctly, then press ENTER or click Accept.

You can enter an unlimited number of lines of invoice detail on each invoice. For this lesson, however, there is one line item. Click OK.

Enter summary information

You completed the entry of the line item detail and now must enter the summary information.

- ⇒ Click Summary. The Invoices/Summary window appears.



Invoice subtotal	250.00	Customer?	
Miscellaneous charges	20.00	Payments received	0.00
Discount	25.00	Payment method	Cash
Freight charges	0.00	Credit card	Card Info...
Sales tax 1	CA 12.25	Check #	0
Sales tax 2	0.00	Cash account	n/a
Sales tax 3	0.00	Deposits applied	0.00 Deposits...
Invoice total	257.25	Open credits applied	0.00 Open Credits...
		Net balance due	257.25

Enter invoice miscellaneous charges or percentage

- ⇒ There are no miscellaneous charges for this invoice. Press ENTER to accept the default value of 0.00.

Enter invoice discount or percentage

- ⇒ A discount amount is automatically entered based on the discount you assigned to this customer in Maintain Customers. Press ENTER to accept the amount shown and proceed to the next field.

Enter invoice freight charges or percentage

- ⇒ Pedal City is paying the \$20 freight charge. Enter 20.

Enter sales tax ID

Because you indicated that Pedal City is subject to California sales tax, the sales tax ID you assigned to it displays and the amount is automatically calculated. If you want, you can enter another sales tax ID or change the amount displayed. However, for this lesson, do not include any other tax.

- ⇒ Press ENTER to accept the amount displayed. Then, press ENTER repeatedly until you reach the **Payments received** field.

Enter payments received

- ⇒ Because there has been no prepayment for this order, you do not need to enter an amount or payment method. Press ENTER to accept the default value of 0.00.

If you recorded a deposit or open credit for Pedal City, you would now be able to enter amounts from those to apply to this invoice. However, you have not recorded a deposit or open credit for Pedal City, so you cannot access those buttons.

- ⇒ Make sure all the summary information is correct. Click OK to close the Summary window and return to the Invoices window.

Post and print the invoice

- ⇒ In the Invoices window, click Post and Print.

Print Invoice window

A window appears from which you can print the invoice.

You can click Align Form to print an alignment test before printing the invoice. The alignment test prints out sample information at key fields so you can line up your preprinted forms properly. Do not print an alignment test for this lesson.

You can also select the printer on which the invoice will be produced. Your choices are limited to the printers you set up in the Windows Control Panel. For more information, consult your Windows documentation.

You can click E-mail to send the form to the finance contact defined in Maintain Customers.

You must select a form template to use for printing the invoice.

- ⇒ Click Select form to select a form from a list. The first form in the list is highlighted. Click Accept. The form template you selected appears in the Print Invoice window.
- ⇒ Click Print.

Reprint invoice

- ⇒ Review the printed invoice to make sure it printed correctly. If it is correct, close the Reprint Invoice window by clicking OK.

If the invoice did not print correctly, for example, if it was misaligned, use the Reprint Invoice window to align the form correctly, and then click Reprint.

Close the option

You have now completed entering the invoice for Pedal City. If you want, you can enter another customer ID and record another invoice.

- ⇒ When you finish, close the window and return to the Launcher.



Lesson 4: Recording a Credit Memo

Purpose: To record an adjustment to a customer's account

Time: 5 minutes to complete this lesson

One of your customers, Pedal City, has returned a defective bicycle seat. You need to issue Pedal City a credit memo for \$7.00. Follow these steps:

Open the Credit Memos option

- ⇒ On the Accounts Receivable Transactions menu, click Credit Memos. If necessary, click OK when prompted to load forms.

The screenshot shows the 'Credit Memos' window with the following details:

- Customer ID:** PEDAL
- Name:** Pedal City
- Invoice #:** 573
- Cash account:** n/a
- Table:**

Original balance	257.25
Balance	257.25
Amount	0.00
New balance	257.25
- Reference #:** 7
- Date:** 6/21/2016
- Buttons:** Post, Undo, How Do I..., Distribution..., Tax Reporting...
- Label:** SAMPLE

This is how the Credit Memos window appears after you complete this lesson.

Enter customer ID

- ⇒ Click the Show button at the **Customer ID** field.
- ⇒ A search window displays a list of customers. Double-click Pedal to select it.

Enter transaction reference number

Each credit memo is assigned a reference number that serves as the audit trail for the memo.

- ⇒ The **Next** check box is selected by default. This ensures that you use the latest unique number for the reference. Press ENTER to accept it.

Enter transaction date

- ⇒ Press ENTER to accept the default posting date.

Enter transaction reference

Each credit memo should have a short description of the transaction at the **Reference** field, also serving as part of the memo's audit trail.

- ⇒ Enter **Defective**.

Select how to apply the memo

- ⇒ Select the **Apply to** field to view the following options for applying a credit memo:
 - *Invoice*: A credit memo applied to an open invoice decreases the balance of the invoice you select.
 - *Open credits*: This increases the customer's open credit balance, and creates an open credit transaction. You can later apply the open credit to invoices, finance charges, and so on, using the Apply Open Credits task.
 - *Deposits*: This increases the customer's total deposit balance, and creates a deposit transaction. You can later apply the deposit to an invoice or enter it as a cash refund using the Apply Deposits task. However, if a customer sends a check that needs to be applied to deposits, use Post Receipts. A deposit recorded through Credit Memos will not be reflected in the bank reconciliation.
 - *Finance charges*: This reduces the customer's finance charge balance (only available if the customer has unpaid finance charges, which is not currently true of Pedal).



- *Cash refund*: This has no effect on the customer's balance (useful if the customer invoice is no longer on file). If you apply a credit memo as a cash refund and you selected Multiple Cash Accounts in Maintain A/R Parameters, you can select the cash account from which the refund is drawn. This option functions similarly to Cash Refund, but will automatically open the Instant Checks option to allow you to issue a check for the refund.
 - *Refund check*: This has no effect on the customer's balance (useful if the customer invoice is no longer on file).
- ⇒ You want to apply the memo to an invoice. Select Invoice.

Enter invoice number

- ⇒ Click the Show button at the **Invoice #** field.
- ⇒ In the search window, double-click invoice #1036.

Enter amount to apply

- ⇒ Press ENTER to bypass the **Void invoice** field. Enter **7** at the **Amount** field. When you press ENTER, the new balance is calculated and displayed.

Enter description or special note to appear on the memo

You can print a description or note on the memo to indicate the purpose of the memo.

- ⇒ Enter **Bicycle seat returned**.



Check the distribution

The memo is automatically distributed to Sales Adjustments.

⇒ Click Distribution.

Distribution...

Sales account	Amount	Accept
0	0.00	Clear
4	0.00	Edit Delete
Total	0.00	

Miscellaneous charges	0.00
Discount	0.00
Freight charges	0.00
Sales tax 1. CA	0.00
Sales tax 2.	0.00
Sales tax 3.	0.00
Finance charges	0.00
Sales adjustments	7.00
Bad debt	0.00
Undistributed amount	0.00

Change credit amount

Calculate Tax

OK Cancel How Do I...

SAMPLE Shortcuts Tasks Info

The Credit Memos/Distribution window appears. The **Sales adjustment** field displays \$7.00.

⇒ Click OK to return to the main Credit Memos window.

If you selected sales tax jurisdictions and entered sales tax amounts in the Distribution window, you can click Tax Reporting to see how the software calculates taxable and non-taxable amounts for reporting purposes, and edit the distribution if necessary.

Post and print the adjustment

⇒ Click Post.

A dialog box appears informing you that the original invoice included a discount and asks if you want to adjust the discount based on the amount you are now crediting.

⇒ Click No to leave the original discount unchanged.

A window appears prompting you to print the credit memo.

You can click Align Form to print an alignment test before printing the memo. The alignment test prints out sample information at key fields so you can line up preprinted forms properly. Do not print an alignment test for this lesson.

You can also select the printer on which the credit memo will be produced.

You must select a form template to use for printing the credit memo.

⇒ Click Select Form. Select the first form in the list and click Accept. The form template you selected appears in the Print Credit Memo window.

⇒ Click Print.

Reprint credit memo?

⇒ Review the printed credit memo. If it is correct, click OK to close the Reprint Credit Memo window.

If the memo did not print correctly, for example, if it was misaligned, use the Reprint Credit Memo window to align the form correctly, and then click Reprint.

Close the window

⇒ If you want, enter another credit memo. When you are ready, close the window and return to the Launcher.

Lesson 5: Recording a Customer Payment

Purpose: To record a payment from a customer

Time: 5 minutes to complete this lesson

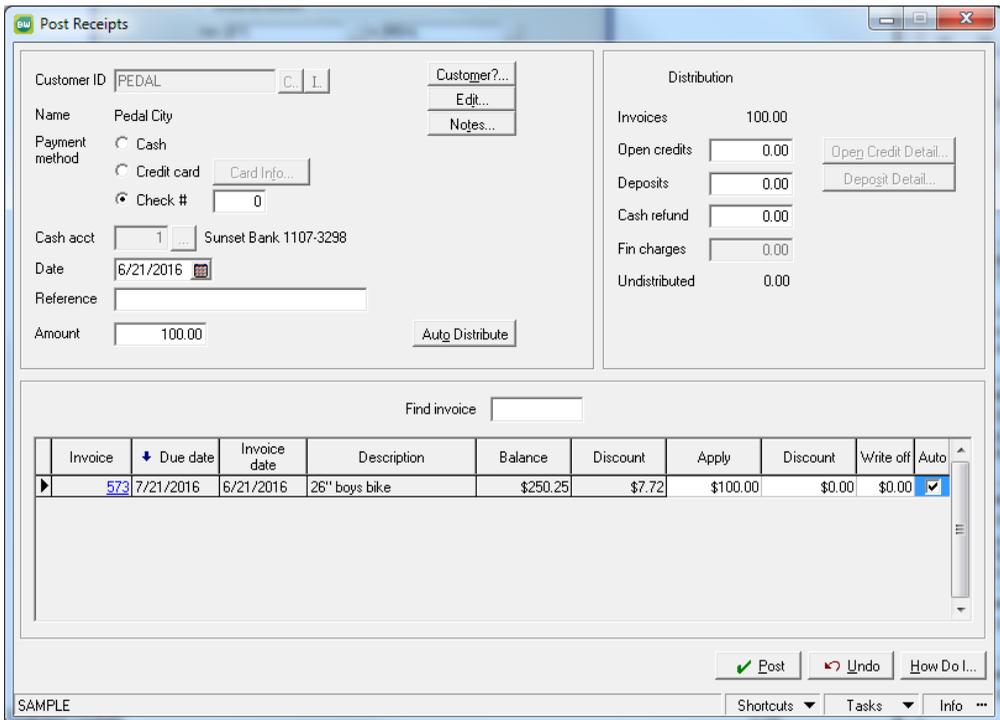
You received a payment from Bikes Et Cetera (ETC), one of your customers. Here is some information about the payment:

Payment date June 21, 2016
Check number 2355
Payment amount \$100.00

In this lesson, you will enter this payment into the Accounts Receivable module. Follow these steps:

Open the Post Receipts option

- ⇒ On the Accounts Receivable Transactions menu, click Post Receipts.



This is how the Post Receipts window appears after you complete this lesson.

Note

The two Show buttons at the Customer ID field, C and I display search windows. C allows you to search through a list of customer IDs, and I allows you locate a customer ID based on an invoice number.

Enter Customer ID

- ⇒ Click C at the **Customer ID** field to display a search window listing customer IDs.
- ⇒ In the search window, double-click ETC.

Enter check number, cash, or credit card

- ⇒ Verify that the **Check #** option is selected and enter **2355** in the field next to it.

Enter date of payment

- ⇒ Enter **06/21/16** as the date.

Enter payment reference

You can use the **Reference** field to record additional information about the check. It is especially useful for recording check numbers that are longer than the **Check Number** field.

- ⇒ There is no additional information to include, so press ENTER to leave this field blank.

Enter amount of payments

- ⇒ Enter **100.00** as the amount of the receipt.

Automatically distribute payment (optional)

If you want, you can automatically distribute the payment by clicking Auto Distribute. The payment is applied to any existing finance charges, and then, to invoices (oldest invoices first). Any remaining balance is applied to open credits. For this lesson, you will apply the payment manually.

- ⇒ Do NOT click Auto Distribute.

Distribute payment to an invoice

You want to distribute the payment amount to an invoice and will not be distributing any of it as an open credit, deposit, or cash refund.

- ⇒ To move down to the detail line area of the window, press ENTER repeatedly until the cursor reaches the **Invoice #** field.




Enter Invoice number

- ⇒ Use the **Find invoice** field to locate a specific invoice to which this receipt is applied.

All open invoices will appear for this customer. Select invoice #1022.

Enter discount amount

- ⇒ Since there is no discount available for this invoice, press ENTER.

Enter amount of invoice to write off

- ⇒ You are not writing off this invoice, so you don't need to enter an amount.

Post the payment

- ⇒ Click Post. The transaction is recorded in the Accounts Receivable module and posts to the Accounts Receivable Journal in General Ledger.

Enter another transaction or return to the Launcher.



Lesson 6: Examining a Detail Report

Purpose: To learn how to produce reports
To see the results of your transactions

Time: 5 minutes to complete this lesson

Now that you added a customer and recorded various transactions, in this lesson you will run an Accounts Receivable Detail Report to see the effect of these actions. Follow these steps:

Open the Detail Report option

- ⇒ On the Accounts Receivable Reports menu, click Detail Report. The Detail Report window appears.

This is how the Detail Report window appears after you complete this lesson.

Include customers

Restrict the scope of the report to Bikes Et Cetera through Pedal City.

- ⇒ Clear the **Include all customers** check box. This allows you to select a range of customers for this report.

Enter starting customer ID

- ⇒ Click the Show button at the **From** field. Double-click ETC in the search window.

Enter ending customer ID

- ⇒ Click the Show button at the **to** field.
In the Search window, type **P**. The list now includes only PEDAL. Double-click PEDAL.

Include customer category

- ⇒ Since there are no categories established, press ENTER to leave this item as it is.

Include sales reps

You can include customers in this report that are assigned to a specific sales rep or a range of sales reps.

- ⇒ For this lesson, do not specify the sales reps. Press ENTER to skip this area.

Choose primary sort

- ⇒ You can sort this report by customer ID, customer name, or customer sales rep number. If Customer ID has not been selected, select it.

Choose detail sort

- ⇒ You can sort this report by invoice or date. Verify that Invoice is selected, and press ENTER.

Include what entries

- ⇒ Click the drop-down list button to see the time frames you can include in the report. The selections include all current transactions, all transactions still on file, all transactions for a specific date range, or all transactions for a specific month and year. Select **All current transactions**.



Accept report setup

⇒ Click the Preview button to view the report.

When all information for the report has been gathered, a portion of the first page of the report appears.

Oct 25, 2016

BikeWorks International
Accounts Receivable Detail Report
 Customer IDs ETC to PEDAL
 All Current Transactions

Transaction	Txn Date	Description / Dist	Amount	Original Balance	Current Balance
ETC	Bikes Et Cetera				
550	01/16/16			509.85	509.85
7	05/05/16	Restocking		742.75	642.75
Pay -#1	06/04/16	/ 7	100.00		
560	05/31/16			250.00	Voided
CR -#5	06/30/16	/ 560	250.00		
1023	06/03/16			253.45	239.10
CR -#4	06/15/16	/ 1023	14.35		
1022	06/26/16			1462.88	1462.88
558	06/30/16			3954.50	3954.50
563	06/30/16			265.00	0.00
CR -#6	06/30/16	/ 563	265.00		
565	06/30/16			272.50	272.50
566	06/30/16			388.80	388.80
567	06/30/16			2.18	2.18
568	06/30/16			2.18	2.18
569	06/30/16			2.18	2.18
570	06/30/16			2.18	2.18
571	06/30/16			2.18	2.18
572	06/30/16			2.18	2.18
Pay -CrCard	06/29/16	SO #2286	Voided		
Customer Total				8112.81	7483.46
Plus Finance Charges					9.64
Net Balance Due					7493.10

Publish the report



Publish
CTRL+B

For a finished look, you can open the report in a word processing window and enhance the format before you print the report. Microsoft Word or any other word processor or desktop publisher that can read files in RTF format is appropriate.

⇒ Click the Publish button. If you want, change the name and location of the report. Click OK. A window of the default word processor opens and displays the report.

More on reports

For more information on working with reports, including selecting fonts and formatting, and saving the report setup, see [Appendix A: How to Produce a Report on page 331](#).

Close the option

If the **Auto-close report setup options** check box is selected in the User Preferences window, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

⇒ Close the report setup window and return to Launcher.

Lesson 7: Calculating Finance Charges

Purpose: To learn how to calculate finance charges that appear on monthly statements

Time: 5 minutes to complete this lesson

You are now ready to calculate finance charges and print statements for your customers. Calculate finance charges every month, before you produce statements.

Follow these steps:

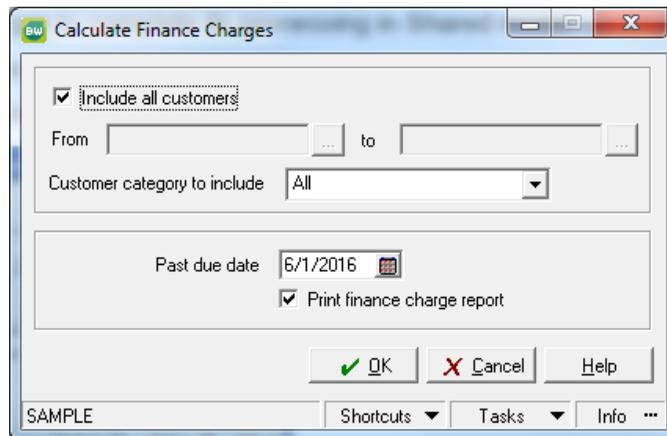
Select the Calculate Finance Charges option

- ⇒ On the Accounts Receivable Statements menu, click Calculate Finance Charges.

A message appears telling you that this option requires more processing time than other options. You can improve this option's performance by clicking the Exclusive button. This will prevent other users from accessing this company's information while you are using this option and helps the option to complete its processing more quickly. You can click the Shared button to allow other users to access the company while you use this option; however, the option can take longer to complete its processing in Shared mode.

- ⇒ Click Exclusive.

The Calculate Finance Charges window appears.



This is how the Calculate Finance Charges window appears after you complete this lesson.



Select customers to include

- ⇒ The **Include all customers** check box is selected, indicating that finance charges for all customers will be calculated at once. Press ENTER to accept this default selection.

Select customer category

- ⇒ Because you do not want to restrict this operation to any category for this lesson, verify that All is selected.

Enter past due date

- ⇒ Enter **06/21/16** if it is not already shown as the date. Remember that this date takes into account the customer's grace period.

Print finance charge report?

- ⇒ Indicate that you want to produce a Finance Charge Calculation Report by selecting the check box.

Calculate charges as shown

- ⇒ Click OK.

Print the report

After the calculations are made, a report window appears that allows you to print or preview the report.

- ⇒ Click the Preview button to view the Finance Charge Calculation Report.

Close the option

- ⇒ After examining the report, close it and return to the Launcher. You are now ready to print statements.



Lesson 8: Printing Statements

Purpose: To learn how to produce a statement for a customer

Time: 5 minutes to complete this lesson

Normally, you will produce statements once a month, preferably at the end of the month and before closing the month. You can print statements for all the customers you set up to receive statements or for only certain customers. Follow these steps:

Select the [Print Statements](#) option

- ⇒ On the Accounts Receivable Statements menu, click Print Statements.



Load statement forms

Unless you specified otherwise in System Preferences, a window appears reminding you to load preprinted statement forms or plain paper in your printer. For this lesson, you will preview the statement.

⇒ Click OK if the message is displayed.

The screenshot shows the 'Print Statements' dialog box with the following settings:

- Printer: HP officejet 6200 series (Copy 2)
- Selected Form: Statement Plain Paper Whit
- Include all customers
- From: [] to []
- Customer category to include: All
- Customers to include: All
- Customer balances to include: All, Past due
- Minimum balance: None, Non-zero, Amount: 0.00
- Statement date: 6/30/2016
- Reprint prior statements
- Type of note to include: None
- Buttons: Save Current Settings, Preview, Print, E-mail, Cancel, How Do I...

This is how the Print Statements window appears when you are ready to print statements.

Include all customers?

The Print Statements window appears. For this lesson, print a statement for only Bikes Et Cetera (ETC).

⇒ Clear the **Include all customers** check box. This allows you to enter a range of customers.

Enter starting customer ID

- ⇒ Click the Show button at the **From** field and select ETC from the search window.

Enter ending customer ID

- ⇒ ETC is already selected for you at the **to** field, so press ENTER to proceed to the next field.

Select customer category

- ⇒ Since no customer categories are defined, select **All**.

Select customers to include

- ⇒ Make sure **All** is selected.

Select customer balances to include

- ⇒ Print statements for all customers, regardless of a customer's balance due. Verify that **All** is selected.

Select minimum balance

- ⇒ Make sure the **Amount** option is selected, and enter **\$1.00** at the **Amount** field.

Enter statement date

- ⇒ Enter **06/21/16** if it is not already displayed as the Statement date.

Reprint prior statements?

If a customer wanted a copy of his last statement or if a printer error occurred, you would select this check box.

- ⇒ For this lesson, clear the check box.

Select type of note to include

You have several choices of the type of note to print on the statement. Use a note created in the Maintain Customer Notes window.

- ⇒ Select **Customer Note 3**. It states "We appreciate your continued patronage."



Select form template

You must select a form template to format your statements, even if you plan to preview it.

- ⇒ Click Select Form. Press ENTER twice to highlight the first form template and accept it. The form template you selected appears in the Print Statements window.

Preview the statement

- ⇒ Click the Preview button. Verify the report contents, and click the Print button.

After you examine the statement, close the window and return to the Launcher.

Lesson 9: Defining a File Export Template

Purpose: To learn how to export data to another software program
To set up an export template to be used for the transfer

Time: 5 minutes to complete this lesson

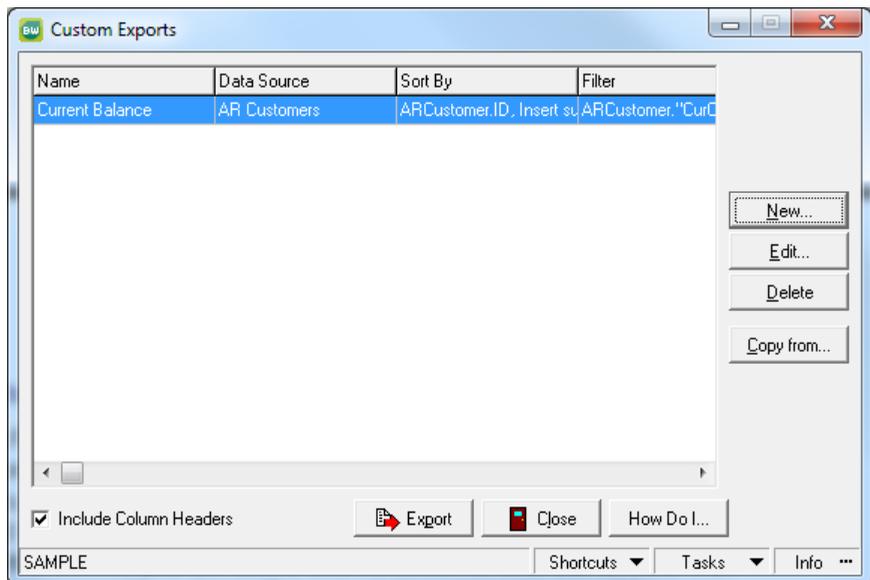
You can create files that are accessible by other programs, including a spreadsheet, a word processor, and various text formats. In this lesson, you will create a template of customer information to use in a spreadsheet application. With templates, you need to define the format of the exported information only once. You can then export the data any time you want by selecting the template and creating the file. Follow these steps:

Note

If you do not need to use the export features, skip Lessons 9 and 10.

Select Custom Exports

⇒ On the Accounts Receivable Transfer menu, click Custom Exports. The Custom Exports window appears.



This is how the Custom Exports window appears after you complete this lesson.

Start a new template

Normally, this window lists all the Accounts Receivable export templates. Because you have not defined any templates, the list box is empty. You can click New to create a new template, click Edit to change an existing template, click Delete to permanently remove a template from the list, or click Copy from to create a new template based on an existing one.



- ⇒ Click New to open the Create New Template wizard.

Enter template name

- ⇒ Enter **Current Balances** as the template name, and click Next.

The template is called Current Balances because it will contain information on current balances for your customers.

Select data source

You can select from a variety of Accounts Receivable information to export, including information on customers, invoices, debit and credit memos, and payments.

- ⇒ Select **AR Customers**, and click Next.

Select fields

The available fields are based on the data source you selected in the previous window.

- ⇒ From the **Available** list, select **<arcustomer> ID** and then click the Add button to move <arcustomer> ID to the **Selected** list.
- ⇒ Do the same for the following fields in the order shown here.

<arcustomer> Name

<arcustomer> FinanceContact

<arcustomer> FinancePhoneNo

<arcustomer> CurOpenBalance

<arcustomer> LastPaymentDate

- ⇒ Click Next.

Set sort by

- ⇒ Select **<arcustomer> ID** from the **Sort By - Primary** list, and click Ascending. Click Next.



Select filters

The Filters button allows you to limit the information you are exporting. You can select a field and specify a range of values. Only items which meet your criteria are exported. This template will be used to list customers who have an open balance of more than \$100. For this lesson, you will define one condition to filter out all data that does not meet the criteria. For more information on using filters see the Help system.

- ⇒ On the first line:
Under **Field Name**, select **<arcustomer> CurOpenBalance**.
Under **Operation**, select **>** (the greater than sign).
Under **Values**, enter **100**.

Accept information as shown

- ⇒ Click Done to save the template. The new template appears in the Custom Exports window. You can define another template.

Close the option

- ⇒ When you are done, close the Custom Exports window and return to the Launcher.

In the next lesson, you will learn how to use a template to export data to a file.



Lesson 10: Sending Data to Another Program

Purpose: To transfer data to a spreadsheet, word processor, and various text formats

Time: 5 minutes to complete this lesson

Now that you defined an export template, you are ready to send your financial information to a spreadsheet or another software program. Follow these steps:

Select Custom Exports

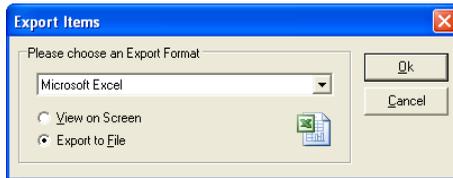
- ⇒ On the Accounts Receivable Transfer menu, click Custom Exports.

Note

If the View on Screen option is not available, the selected program (for example, Microsoft Excel) is not installed on your computer; however, you can still create the export file without the selected program.

Start the export

- ⇒ Select **Current Balances**, and click the Export button at the bottom of the window.



The Export Items window allows you to send your data in a variety of formats. You can send it directly to a file or view it on your computer.

Select the data format

You can export the data to a variety of formats, including HTML, Microsoft Word and Excel, RTF, TXT, CSV, tab-delimited, DIF, SYLK, and clipboard. You can also export information for use in another company.

- ⇒ Select the correct format of the program to which you want to export the data. If you are unsure of the kind of files your program can read, refer to that program's documentation. For this lesson, select Microsoft Excel.
- ⇒ Select the **Export to File** option, and click Ok.



Enter export file path

You are prompted to name the file and select a directory location for it. Save the information to the same directory containing the data files for the Sample company.

- ⇒ Select the directory location of the Sample data files. For example, if the software is installed in your *C:\Program Files* directory, the Sample directory is *C:\Program Files\Common Files\Sage BusinessWorks\Sample*.
- ⇒ Enter Current as the File name to indicate the file contains current balance information for the month of June. Be careful not to use the same name each time you export data or you will overwrite valuable information.

Accept information as shown

- ⇒ Click the Save button.

The data is exported to the file name and directory you specified (for example, *C:\Program Files\Common Files\Sage BusinessWorks\Sample\Current.xxx*) and you are returned to the Custom Exports window. The extension (.xxx) varies, depending on the type of file you selected to create. In this lesson, the extension is .xls.

After exporting the data

Start your spreadsheet program and review the file you created.

- ⇒ To view the file, close the Custom Exports window and use Windows Explorer to open the directory where you saved the file. Double-click the file *Current.xls* to view it in Excel.

When you are finished reviewing the contents of your export file, close it and return to the Launcher.



Where to Go from Here

Now that you are familiar with the Accounts Receivable module, you can experiment with more of the menus and options. Practicing with the different options while using the sample data will improve your knowledge of the software. Detailed instructions on each option are available in the Help system.

CONTENTS



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Chapter 6: Practicing with General Ledger

It will take you approximately two hours to complete these lessons. This section includes:

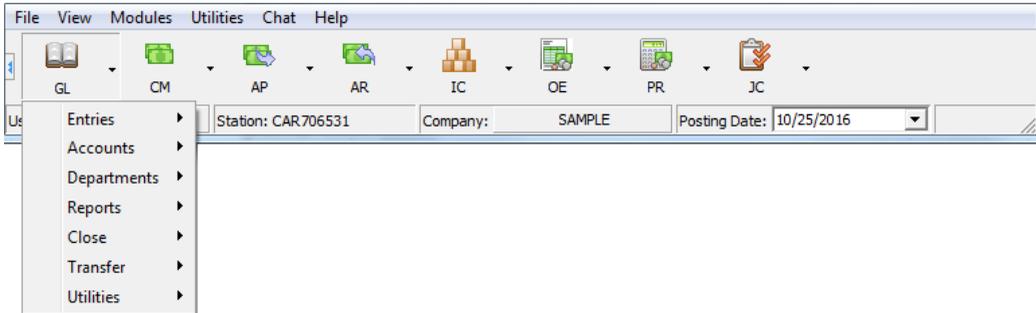
- *General Ledger Menus (page 137)*
- *Lesson 1: Examining General Ledger Status (page 138)*
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- *Where to Go from Here (page 172)*



General Ledger Menus

Before you can learn the General Ledger module, you need to become familiar with the General Ledger menus.

⇒ To display the General Ledger menus, click the GL module button.



The General Ledger menus include:

<i>Entries</i>	Posts journal entries, maintains and prints recurring entries, and prints a working Trial Balance.
<i>Accounts</i>	Sets up and maintains your chart of accounts, enters your initial account information, and maintains budgets.
<i>Departments</i>	Maintains departments, which you can use for departmentalized accounting.
<i>Reports</i>	Produces a variety of reports, including your financial statements.
<i>Close</i>	Closes the General Ledger at the end of each month.
<i>Transfer</i>	Sends information to and receives it from other programs.
<i>Utilities</i>	Includes options for maintaining special journals, customizing reports, creating data files, and rebuilding data files.

Lesson 1: Examining General Ledger Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To become familiar with navigating the menus
To examine the status of the General Ledger
To learn how to get Help

Time: 5 minutes to complete this lesson

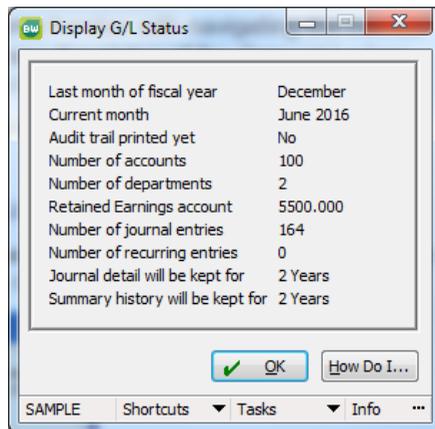
Follow these steps:

Select the Display G/L Status option

- ⇒ On the General Ledger Utilities menu, click Display G/L Status. The Display G/L Status window appears.



General Ledger



The Display G/L Status window shows the last month of the fiscal year, the current open month, and indicates whether the audit trail (detailed Journal Report) has been printed this month. The number of accounts and departments, the Retained Earnings account, and journal information.



Try the Help feature



or



When space is limited, the How Do I... button appears as a large question mark.

You can get Help at any time. The Help system explains the available options and the accounting principles involved, and it helps you decide what to do next.

⇒ Click How Do I and select About Display G/L Status.

The Help topic for Display G/L Status appears. Spend some time exploring the items in this window.

When you close the Help window, the Display G/L Status window returns to the forefront of your screen. Close the Display G/L Status window.

⇒ Click OK in the status window.

Lesson 2: Adding a Department

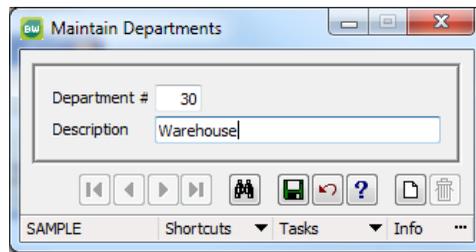
Purpose: To add a department to the List of Departments

Time: 5 minutes to complete this lesson

Follow these steps:

Open the Maintain Departments option

- ⇒ On the General Ledger Departments menu, click Maintain Departments. The Maintain Departments window appears. This window displays fields for you to enter information about the department. If you need more information about any of the fields, click the Help button.



Enter department number

- ⇒ Click the Lookup button.
- ⇒ A search window appears, and the Quick Search tab lists departments already set up in the sample data.
- ⇒ If the list is extensive, you can click the Power Search tab to enter search criteria that narrows the list.

Choose a department

As you can see, two departments have been set up. Because you want to enter a new department, exit the search window.

- ⇒ Click Cancel to exit the search window.
- ⇒ Click the New button in the Maintain Departments window to create a new department.

Enter department number

- ⇒ Enter **30**.



Lookup
CTRL+K



New
CTRL+N



Enter department description

Department #30 is the BikeWorks warehouse.

⇒ At the **Description** field, enter **Warehouse**.



Save
CTRL+S

Save the new department

⇒ Verify that you entered the department number and description correctly. Click the Save button.

Enter another department number or exit

⇒ If you want, add more departments. When you are ready, close the window and return to the Launcher.



Lesson 3: Adding an Account

Purpose: To add an account to the Chart of Accounts
To attach a department number to the account number

Time: 5 minutes to complete this lesson

After setting up a department, add an account to the chart of accounts. This is one of the first steps to set up your General Ledger module for your company. When you create your data files, you can create your chart of accounts from scratch, copy your chart of accounts from another company already set up, or use one of the sample chart of accounts provided. Regardless of which method you use, you will need to add or change a few accounts.

For this lesson, you will add account 7370, Postage Expense, and assign it to the Sales Department (010).

Follow these steps:

Open the [Maintain Chart of Accounts](#) option

⇒ On the General Ledger Accounts menu, click Maintain Chart of Accounts. The Maintain Chart of Accounts window appears.

This is how the Maintain Chart of Accounts window appears after you complete this lesson.





New
CTRL+N

Enter account number

- ⇒ Click the New button and enter **7370.010**.

The first four digits, 7370, are the account number. The remaining digits are the department number. The account number is always separated from the department number by a period.

Note

The Account class field is read only. A departmental account is always a posting account.

Enter description and account type

- ⇒ Press TAB to move the cursor to the **Description** field, type **Postage Expense**, and press ENTER.

The cursor advances to the **Account type** field. Expenses is selected by default.



Save
CTRL+S

Save the account

- ⇒ Review the information you entered to verify that it is correct.
- ⇒ When all the information is correct, click the Save button.

Close the option

Account 7370.010, Postage Expense, is added to your chart of accounts.

- ⇒ If you want, add another account. When you are ready, close the window and return to the Launcher.



Lesson 4: Entering Budget Amounts

Purpose: To learn how to budget revenue and expense accounts

Time: 10 minutes to complete this lesson

You can budget all your revenue and expense accounts for a full year. You can then produce budgeted income statements to see how well you are following your budget.

Follow these steps:

Open the Maintain Account Budgets option

⇒ On the General Ledger Accounts menu, click Maintain Account Budgets. The Maintain Account Budgets window appears.

Month	Budget Amount	Actual Amount	Month	Budget Amount	Actual Amount
January	\$29.00	7.69	July	\$29.00	7.69
February	\$58.00	15.38	August	\$29.00	7.69
March	\$29.00	7.69	September	\$29.00	7.69
April	\$29.00	7.69	October	\$29.00	7.69
May	\$29.00	7.69	November	\$29.00	7.69
June	\$29.00	7.69	December	\$29.00	7.72
Yearly totals				\$377.00	100.00

This is how the Maintain Accounts Budgets window appears after you complete this lesson.

Enter account number

The account information at the top of the Chart of Accounts window identifies the account you are budgeting, showing the account's number and description. Below that, you see budgeted amounts for each month in the current fiscal year, the corresponding percentage, and, at the bottom, the yearly total. If the account number you entered has no budget, zeros appear in these fields.

- ⇒ Click the Lookup button to open a search window listing account numbers. Type 7.



Lookup
CTRL+K

G/L Account	Description	Type
7000.000	Cost of Goods Sold	Cost of Goods Sold
7010.000	Cost of Goods Sold, Bicycles	Cost of Goods Sold
7015.000	COGS, Bicycles, Domestic	Cost of Goods Sold
7020.000	COGS, Bicycles, Foreign	Cost of Goods Sold
7040.000	Cost of Goods Sold, Bicycles	Cost of Goods Sold
7050.000	Cost of Goods Sold, Service	Cost of Goods Sold
7055.000	COGS, Service, Inside	Cost of Goods Sold
7060.000	COGS, Service, Outside	Cost of Goods Sold
7080.000	Cost of Goods Sold, Service	Cost of Goods Sold
7097.000	Inventory Adjustments	Cost of Goods Sold
7098.000	Purchases Discounts	Cost of Goods Sold
7100.000	Freight	Cost of Goods Sold
7100.010	Freight, Sales	Cost of Goods Sold
7100.020	Freight, Service	Cost of Goods Sold
7200.000	Employee Expenses	Expenses
7210.000	Payroll Expense	Expenses
7210.010	Payroll, Sales	Expenses
7210.020	Payroll, Service	Expenses
7215.010	Payroll Tax Expense, Sales	Expenses
7215.020	Payroll Tax Expense, Service	Expenses
7220.010	Workers' Compensation, Sales	Expenses
7220.020	Workers' Compensation, Service	Expenses

Because you typed 7, the list displays the accounts that start with 7. This is useful when you know your expenses are in the 7000 range but are unsure of the exact account number.

- ⇒ If the list is extensive, click the Power Search tab to enter search criteria that narrows the list.

Select the account number

- ⇒ Double-click 7370.010.

Account 7370.010 is automatically inserted at the **Account #** field. The **Budgets** fields are all 0.00, since this account has not been budgeted.

You can budget by amounts or by percentages. If you select Amounts, you can enter a monetary amount for the yearly total and it will be divided by 12 and monthly amounts are inserted for you. You can then adjust the individual monthly amounts as necessary. You can also enter an amount for each month and the software will keep a running total of the amount for the year.

If you select Percentages, you can enter monthly percentages. When you enter a yearly total, the monthly amounts are calculated for you.

You can also select the fiscal year to budget: Prior, Current, or Next.

- ⇒ Select the **Budget by Amounts** option and the **Fiscal Year Current** option.

Enter monthly budget amount for January

- ⇒ At the **January** amount field, enter **29.00**.

When you press ENTER, the cursor automatically proceeds to the next field.

Enter monthly budget amount for February

- ⇒ Enter **58** at the **February** field.

Enter monthly budget amount for March

- ⇒ Enter **29** at the **March** field.
- ⇒ Continue to enter **29** for each month until you have entered **29** for December.

Note that the Yearly totals equal 377.00 and that monthly percentages are automatically inserted.



Save
CTRL+S

Save the account budget

- ⇒ If you entered everything correctly, click the Save button. If you want to change all amounts to 0 and start over, click the Undo button, make your corrections, and then, save the entries.

Close the option

You have completed budgeting account number 7370.010.

- ⇒ If you want, enter budgets for other revenue or expense accounts. When you are ready, close the window and return to the Launcher.

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Lesson 5: Posting to the General Journal

Purpose: To learn how to record journal entries

Time: 10 minutes to complete this lesson

After you set up the software, you will use the General Ledger module to record transactions in one of the five standard journals. This lesson shows you how to enter a transaction in the General Journal.

It is June 15 and you want to record the purchase of a roll of stamps from petty cash for \$32. (This will give you a chance to use your new Postage Expense account.) You will debit your Postage Expense account (number 7370.010) and credit your Petty Cash account. Follow these steps:

Open the Post to Journals option

⇒ On the General Ledger Entries menu, click Post to Journals.

Account #	Description	Debit	Credit
7340.000	Office Supplies	32.00	
* 1010.000	Petty Cash		32.00
Unposted balance		0.00	32.00

This is how the Post to Journals window appears after you complete this lesson.

Select journal

You can select from these journals:

- General Journal
- Cash Disbursements
- Cash Receipts
- Purchases
- Sales
- Special Journals

⇒ Select **General Journal** and press ENTER to move to the next field.

Select entry type: Standard, Recurring, Correcting, Reversing, Void, or Edit Description

⇒ This is a standard journal entry. Select **Standard** and press ENTER.

Enter transaction date

The default posting date is the date for this transaction.

⇒ Enter **6/21/16** if the correct date is not already displayed.

Enter Reference

A voucher is the paper from which you are recording the entry. Most general journal entries are written on a sheet of journal paper, while other types of entries are obtained from checks, invoices, and other forms. Vouchers should be numbered for easy reference. You may want to keep vouchers for a certain period of time (at least one month and possibly several years) in case you need to check an entry.

⇒ This entry is recorded on Voucher 3450. If you pressed ENTER at the previous field, your cursor should be at the right spot; if not, place the cursor at the **Reference #** field and enter **JE-3450**. Press TAB.

If you enter any type of number at the end of this field, it is automatically incremented for you as you add entries in the future.



Enter journal transaction description

- ⇒ At the **Description** field, enter **Office Supplies** to show the purchase was for postage.

The header information is now complete. You must enter the transaction detail.

Enter account number to debit

- ⇒ At the **Account #** field, click the Show button to view a list of accounts in a search window.

You can type a number that you want to locate. For example, you want to locate account 7340.000.

- ⇒ Type **7** at the **Look for** field and the search window displays the account numbers that begin with 7. Select **7340.000**, and click Accept.

Enter amount to be applied

- ⇒ Since you want to debit account 7370.010 for \$32, enter **32** and click Accept. Notice that the **Unposted balance** field displays 32.00.

Enter account number to credit

Accepting the first line of detail moves your cursor back to the **Account #** field. You can select the next account number from the search window, or if you already know the account number, you can type it. If you already opened the window to view the account list, click Cancel and then type in the account number.

- ⇒ At the **Account #** field, enter **1010.000**.

The account's description is automatically inserted in the second line of the transaction detail.

Accept the amount to be applied

32.00 displays as the amount to credit account 1010.

- ⇒ Click Accept.

The unposted balance is now 0.00. If you need to change an entry line, select it and click Edit. You can change the account number, debit amount, or credit amount. Select an entry line and try it. If you want to clear the line of information and add new data, click Clear. Click Accept when you are finished.

Note

Only valid posting accounts appear in the search window. Consolidation and subtotal accounts cannot be used for posting and are not included in the list.



Post this journal transaction

- ⇒ Verify your entries. Review the **Unposted balance** at the bottom of the window. If it is 0.00, you entered a balanced transaction; click Post.

If the unposted balance is not zero, you made a mistake when entering one or both of the amounts. You must change your entry until there is no unposted balance. An out-of-balance entry will not be accepted.

After you accept your entry and it is posted, you can enter another transaction.

Print a Journal Entry Batch Report

When you close the window, you are prompted to print a Journal Entry Batch Report, which is a detailed listing of the entry you just made.

Close the Post to Journals window.

- ⇒ At the prompt, click Yes. A report setup window appears.

Select print parameters

You can preview the report or send it to a printer.

- ⇒ Click the Preview button.

More on reports

For more information on working with reports, including selecting fonts, formatting, and saving a setup, see [Appendix A: How to Produce a Report on page 331](#).

- ⇒ Exit the report and the option, and return to the Launcher.



Lesson 6: Posting to Journals

Purpose: To learn how to post to journals other than the General Journal

Time: 10 minutes to complete this lesson

If you are not using other modules, such as Accounts Payable and Accounts Receivable, you will probably use one of the other General Ledger journals for posting routine transactions. In this lesson, you will use the Cash Disbursements Journal to post the payment of \$1,395 for a piece of equipment, a bicycle tube patcher. You wrote check #1055 for this equipment. Follow these steps:

Select Post to Journals

⇒ On the General Ledger Entries menu, click Post to Journals.

Select Journal

⇒ Select Cash Disbursements Journal and press ENTER to select it.

Select entry type: Standard, Recurring, Correcting, or Reversing

⇒ Select **Standard** and press TAB.

Enter transaction date

⇒ The posting date displays as the default value. This transaction occurred on June 13. Type **6/13/16** and press ENTER.

Enter check number as Reference

After a check number is entered, it is automatically incremented. The correct check number is 1055.

⇒ Type **1055** and press TAB.

Enter journal transaction description

⇒ Enter Bicycle Tube Patcher. Press TAB to proceed to the **Account #** field.

You completed the header information and can now enter the transaction detail.

Enter account number

⇒ Press F2 to display the search window and select account number 2100.



Enter debit amount to be applied

- ⇒ Enter **1395.00**. Because this entry is increasing an asset account, it is a debit. Press ENTER.

The first half of this transaction, the debit, appears in the list and your cursor returns to the **Account #** field. You need to enter the credit portion of the transaction.

Enter credit amount to be applied

The offsetting account for this transaction is 1050.000, Cash in Checking.

- ⇒ Enter **1050.000** at the **Account #** field and press ENTER.

The account's description appears at the **Description** field, and an offsetting, or credit, amount equal to the debit amount automatically appears at the **Credit** field.

Post this journal transaction

- ⇒ If the entry is correct, click the Post button. You can now enter another transaction.
- ⇒ Close the option.

Print a Journal Entry Batch Report

You are prompted to print the Journal Batch Entry Report.

- ⇒ Click Yes.
- ⇒ Click the Preview button.
- ⇒ When you are done reviewing the report, close the report window and the report setup window.

Lesson 7: Setting Up a Recurring Journal Entry

Purpose: To learn how to set up a recurring journal entry

Time: 5 minutes to complete this lesson

In this lesson, you will set up a recurring journal entry for recording your mortgage payment. You make the same payment every month (credit Cash for \$1,500), but the debit amounts (posted to Note Payable and Interest Expense) vary. Follow these steps:

Select the Maintain Recurring Entries option

- ⇒ On the General Ledger Entries menu, click Recurring Entries, and then click Maintain.

Enter recurring journal entry ID

- ⇒ Click the New button and enter **MORTGAGE** at the **Recurring ID** field.

Enter journal transaction description

- ⇒ Enter **Mortgage Payment** at the **Description** field.

If you want, you can change the description when you later post the recurring entry. For example, you can add the check number or the month the mortgage payment is being made.

Enter debit account number

- ⇒ At the **Account #** field, enter **4000** for Note Payable, Mortgage and press ENTER.

Enter debit amount to be applied

- ⇒ Since this amount changes monthly, press ENTER to accept 0.00 as the debit amount. The cursor moves to the **Credit** field. You will enter the actual amount when you post the recurring entry.
- ⇒ Click Accept. The line of detail is added to the list and the cursor moves back to the **Account #** field.

Notice that the zero amount appears in the **Credit** column. Based on the account type (in this case, liabilities), the zero figure is placed in the expected balance column. Since liability accounts are normally credited, the zero amount defaults to the **Credit** column. This happens only when you enter a zero amount and will not prevent you from posting a debit entry to this account. This logic applies to the following account as well.



New
CTRL+N



Enter debit account number

⇒ At the **Account #** field, enter **8700** for Interest Expense.

Enter debit amount to be applied

⇒ Because this amount changes monthly, enter **0** and click Accept.

You will enter the actual amount when you post the recurring entry. Of course, recurring entries can be completely set up with accounts and amounts if that information is available.

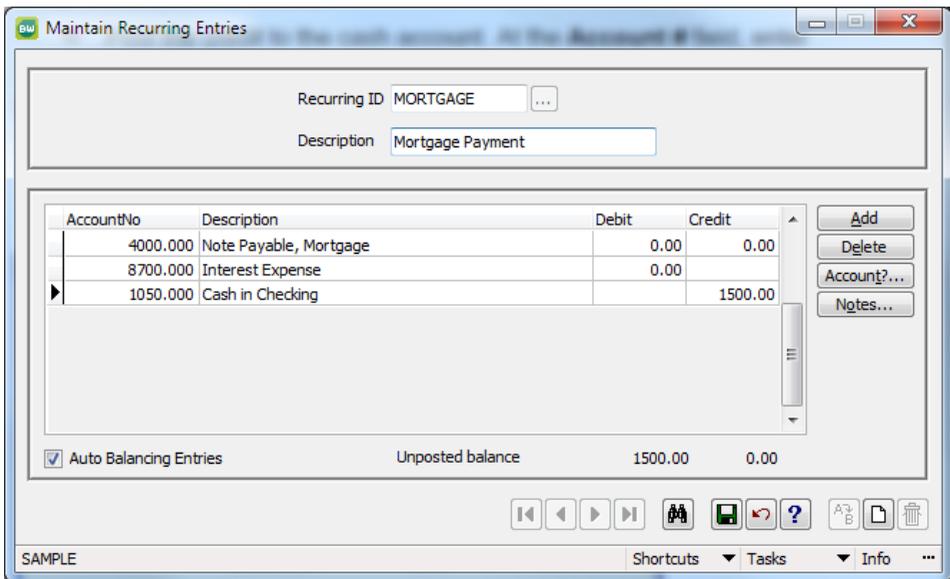
Enter credit account number

⇒ Post the credit to the cash account. At the **Account #** field, enter **1050**.

Enter amount to be applied

⇒ Enter **1500** at the **Credit** field and click Accept.

The Unposted balance is 1500.00. You need to balance this transaction when you post it.





Save
CTRL+S

Accept the entry

- ⇒ Click the Save button. You are prompted that the transaction is out of balance, but click OK. You will balance it later.

The recurring journal entry is complete. You are now able to balance and post it whenever you want to using the Post to Journals option. You can change this recurring entry as necessary.

Close option window

You can enter another recurring journal entry or close the window to return to the Launcher.

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Lesson 8: Posting a Recurring Entry

Purpose: To learn how to post a recurring entry to the General Ledger

Time: 5 minutes to complete this lesson

Now that you created an out-of-balance recurring journal entry, it is time to learn how to balance and post it.

You can use the Batch Post Recurring Entries option to post a group of recurring entries. For this lesson, however, you will use the Post to Journals option to post an individual recurring entry. Follow these steps:

Select the Post to Journals option

- ⇒ On the General Ledger Entries menu, click Post to Journals. The Post to Journals window appears.

Select journal

- ⇒ Verify that General Journal is selected.

Select type of entry: Standard, Recurring, Correcting, Reversing, Void, or Edit Description

- ⇒ Because you want to post a recurring journal entry, select **Recurring**.

Enter recurring journal entry ID

- ⇒ At the **Recurring ID** field, click the Show button and double-click MORTGAGE in the search window.

The recurring journal ID header and transaction detail appear in the Post to Journals window. The Unposted balance of \$1500.00 displays.

If necessary, you can change the transaction date, description, or the transaction lines.

Make a debit entry

The only changes you need to make in the detail are the debit amounts for accounts 4000 and 8700.

- ⇒ Click the transaction line for account number 4000.00. Click Edit to move that line up to the editable fields section of the window.



Enter amount to be applied

⇒ At the **Debit** field, enter **500**. Click Accept or press ENTER.

Account #	Description	Debit	Credit
4000.000	Note Payable, Mortgage	500.00	
8700.000	Interest Expense	1000.00	
1050.000	Cash in Checking		1500.00
Unposted balance		1000.00	0.00

⇒ Notice that the Unposted balance has decreased to \$1000.00.

Make a debit entry

⇒ Double-click account number 8700.00 at the transaction lines.

Enter amount to be applied

⇒ At the **Debit** field, enter **1000** and press ENTER.

There is now no unposted balance.

Post this journal transaction

⇒ When the recurring journal information is correct and in balance, click Post. Close the window.

Print a Journal Entry Batch Report

You are prompted to print a Journal Entry Batch Report. The creation of this report was covered in Lesson 5. For more information, see [Lesson 5: Posting to the General Journal on page 148](#) or the Help system.

Lesson 9: Printing a Budgeted Income Statement

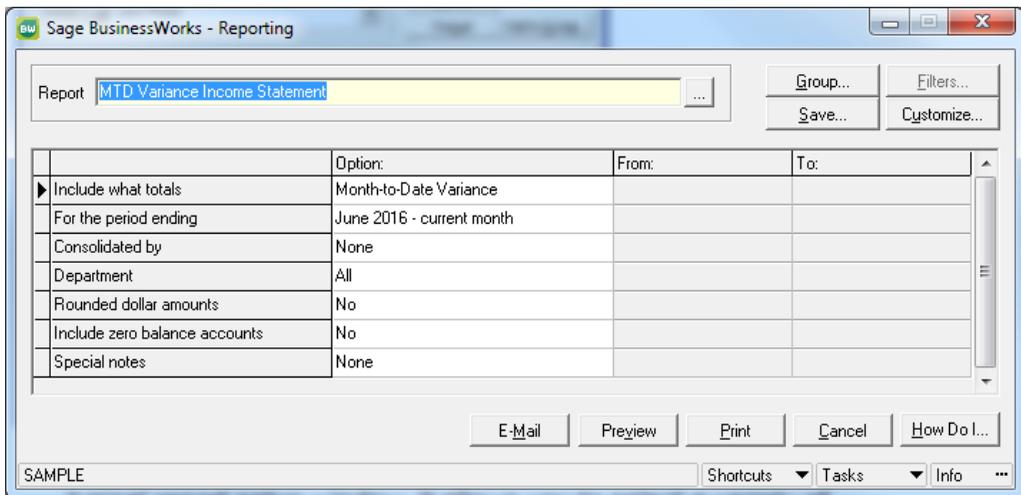
Purpose: To learn how to produce reports
To see the effect your entries have on BikeWorks

Time: 10 minutes to complete this lesson

After posting journal entries and budgeted accounts, you will see the results in this lesson. Follow these steps:

Select the **Income Statement, Budgeted** option

⇒ On the General Ledger Reports menu, click **Income Statements**, and then click **Budgeted**.



The Reporting window appears. This window is a typical report setup window. It allows you to select a variety of specifications to produce the report in the format you require.

Choose included totals

The **Include what totals** list provides four types of report totals that can be included in the report:

<i>Variance</i>	Compares actual results with budgeted amounts for the selected period.
<i>Performance</i>	Compares year-to-date results with the total yearly budget.
<i>Budgets Only</i>	Shows the budget amounts but no actual account balances.
<i>Annual Budgets Only</i>	Shows only the total yearly budget.

⇒ Produce the report with year-to-date variance totals. Select **Year-to-Date Variance**.

Choose period

⇒ At the **For the period ending** field, select the current month and press ENTER.

Select type of consolidation: None, Account, or Departmental

You can consolidate the report by account number or department number, or you can select None for no consolidation.

<i>None</i>	Uses no consolidation.
<i>Account</i>	Uses the consolidation accounts in your chart of accounts. Posting accounts within a consolidation range are totaled. The resulting total appears as a single line on the report.
<i>Departmental</i>	All departmental accounts using the same account number are combined and appear as a single line on the report.

⇒ Verify that None is selected and press ENTER.

Choose included departments

⇒ Include all departments on the report. Verify that the check box is selected and press ENTER.



Print rounded dollars (no pennies included)

- ⇒ Select the **Rounded dollar amounts** check box.

Include zero balance accounts

You can omit accounts with zero balances from the report or include them. Include them.

- ⇒ Select the **Include zero balance accounts** check box.

Set up a special note

You can include a note below the heading or at the bottom of the report. Include a special note.

- ⇒ Select the **Top** option to place the note at the top of the report, and click anywhere in the field below it.

Enter special note

- ⇒ For the note, type **Unaudited Statement**.

Accept report parameters

- ⇒ To view the report, click the Preview button.

<i>BikeWorks International</i>				
<i>Income Statement</i>				
<i>Month-to-Date Variance, June 2016 - current month</i>				
	<i>1 Month Ended June 30, 2016</i>	<i>1 Month Ended June 30, 2016 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Bicycle Sales	35,688.87	0.00	35,688.87	
Service Sales	1,038.95	0.00	1,038.95	
TOTAL Income	<u>36,727.82</u>	<u>0.00</u>	<u>36,727.82</u>	
Adjustments				
Sales Returns	(257.95)	0.00	(257.95)	
Sales Discounts	(616.77)	0.00	(616.77)	
TOTAL Adjustments	<u>(874.72)</u>	<u>0.00</u>	<u>(874.72)</u>	
NET REVENUE	<u>35,853.10</u>	<u>0.00</u>	<u>35,853.10</u>	
Cost of Goods Sold				
Cost of Goods Sold, Bicycles				
COGS, Bicycles, Domestic	9,891.80	0.00	(9,891.80)	
TOTAL Cost of Goods Sold, Bicycles	<u>9,891.80</u>	<u>0.00</u>	<u>(9,891.80)</u>	
Cost of Goods Sold, Service				
COGS, Service, Inside	50.00	0.00	(50.00)	
COGS, Service, Outside	400.00	0.00	(400.00)	
TOTAL Cost of Goods Sold, Service	<u>450.00</u>	<u>0.00</u>	<u>(450.00)</u>	
Inventory Adjustments	27.00	0.00	(27.00)	
Purchases Discounts	(66.47)	0.00	66.47	
Freight, Sales	(134.53)	0.00	134.53	
TOTAL Cost of Goods Sold	<u>10,167.80</u>	<u>0.00</u>	<u>(10,167.80)</u>	
GROSS PROFIT	<u>25,685.30</u>	<u>0.00</u>	<u>25,685.30</u>	



- ⇒ Scroll through the report until you see the expenses. Examine the postage expense. It should show \$32 as the actual expense (unless you posted more than one entry to the account) as opposed to the budgeted expense of \$29.

Copy the report

You are working on a document in a Windows-compatible word processor in another window, and you want to capture some or all of the report to your other document.

- ⇒ Click any line in the report. Notice that line becomes highlighted. Click and drag the cursor down a few lines. All the lines touched by the cursor are highlighted, too. Click the Copy to clipboard button on the toolbar.
- ⇒ To place the copied portion of the report into another document, switch to your word processor application and select Paste on the Edit menu.

More on reports

For more information on working with reports, including selecting fonts, formatting, and saving a report setup, see [Appendix A: How to Produce a Report on page 331](#).

Close the report window

- ⇒ Close the report window.

If the **Auto-close report setup options** check box is selected in the User Preferences window, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

- ⇒ Close the report setup window and return to Launcher.

Lesson 10: Creating and Printing a Report Group

Purpose: To learn how to create a group of reports

Time: 5 minutes to complete this lesson

The Report Groups window allows you to define and group frequently used reports that can be printed whenever needed. It saves you time by allowing you to print a batch of reports that you have previously selected and set up. For example, you can print your financial statements at the end of every month. To create a report group, follow these steps:

Select Report Groups

⇒ On the General Ledger Reports menu, click Report Groups.

Create a new report group

A message appears stating that no report groups are defined and that you will be placed in the "new" mode.

⇒ Click OK. If you were not placed in "new" mode, you can click the New button to create a new report group.



New
CTRL+N

Enter the group ID

⇒ Enter **IS-COMP** at the **Group ID** field.

Use a recognizable group ID. The IS-COMP ID stands for Income Statements, Comparative.

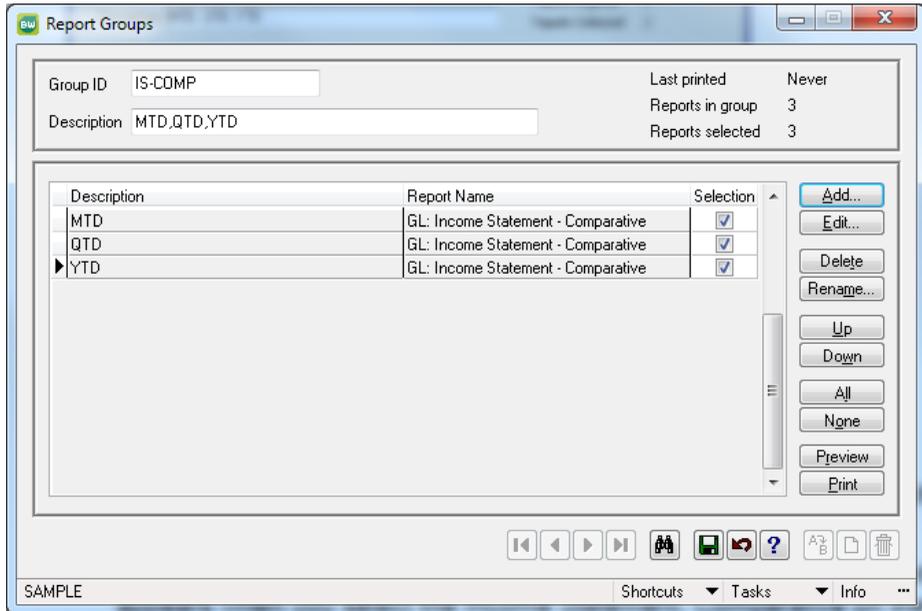
Enter the group description

⇒ Enter **MTD, QTD, YTD** to remind you that you are printing comparative Income Statements that use month-to-date, quarter-to-date, and year-to-date totals.



Add the reports

- ⇒ Click the Save button. Click Add. A window of available reports appears. Click **Income Statement - Comparative**.



Modify the report setup

- ⇒ Click the Setup button. A report setup window displays the default report specifications.

This setup window is almost identical to the report setup window that appears when you select the Income Statement, Comparative on the General Ledger Reports menu. The difference is that you do not select the printer in this window because you are only setting up the report group, not printing it.

Accept the report

In Report Groups, tailor the report to your specific needs. Accept the default settings for now.

- ⇒ Click OK.

The initial Report Groups/New Report window appears.

Enter the report description

- ⇒ Type **MTD** at the **Description** field. This description reminds you that this comparative Income Statement includes month-to-date totals.
- ⇒ Click OK to return to the Report Groups window.
- ⇒ Set up the QTD and YTD reports. In each case:
 - Click Add and select **Income Statement - Comparative**, and click the Setup button.
 - At the **Include what totals** field, select **Quarter-to-Date Only** for the QTD report or **Year-to-Date Only** for the YTD report.
 - Click OK to save the report setup and return to the Report Groups/New Report window.
 - At the **Description** field, enter **QTD** or **YTD** depending on the report you are setting up.
 - Click OK to return to the Report Groups window.

Your list of reports for the report group IC-COMP now contains three comparative Income Statement reports, each with a different setup.

You are not limited to adding the same report with different setups. You can add an entirely different report to the group, even from different modules (as long as they are set up on your computer). You can even add reports to a group or create a new group on the fly when you set up a report.



Save
CTRL+S

Save the report group setup

- ⇒ Click the Save button to save the group IS-COMP.

Print reports

You can now print all the reports in the group, or specify a group of reports to print. The check marks indicate which reports are selected to print. Clear the YTD report, and print only the MTD and QTD reports.

- ⇒ Clear the **YTD Comparative Income Statement** check box.
- ⇒ Click Print.

The two reports that are still selected, MTD and QTD, print in the order that they are listed in the Report Groups window. YTD, of course, does not print because you cleared the printing check box. The next time you launch the Report Groups option, all the reports in the group are selected, including YTD.

More on reports

For more information on working with reports, including selecting fonts and formatting, and memorizing setup, see [Appendix A: How to Produce a Report on page 331](#).

- ⇒ Close the Report Groups window and return to the Launcher.



Lesson 11: Defining a File Export Template

Purpose: To learn how to transfer data to another software application
To set up an export template to be used during the transfer

Time: Approximately five minutes to complete this lesson

Note

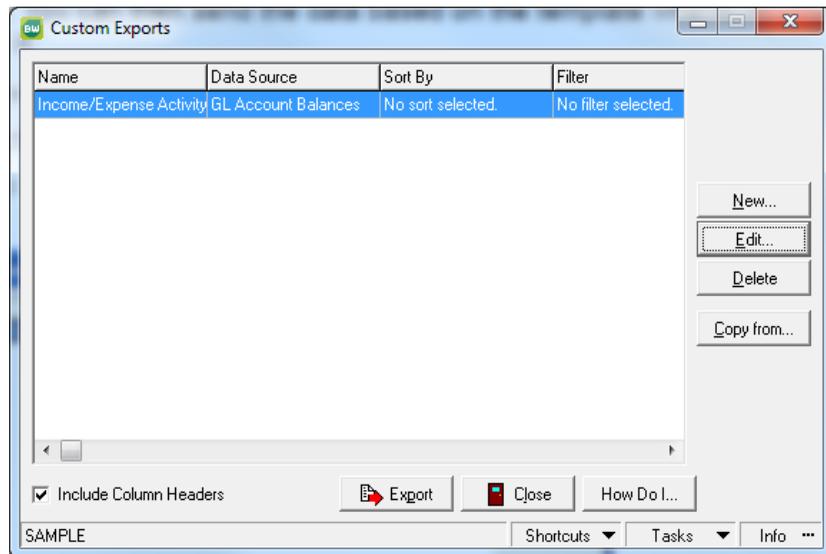
If you do not need to use the export feature in Sage BusinessWorks, you can skip Lessons 11 and 12.

You can create files accessible by other programs, including a spreadsheet, a word processor, and various text formats. In this lesson, you will create a template of account information to be used in a spreadsheet program for analyzing account activity over the last three months. With templates, you define a specific format of data export only once. You can then send the data based on the template whenever you need it.

Follow these steps:

Select Export Account Information

- ⇒ On the General Ledger Transfer menu, click Custom Exports. The Custom Exports window appears.



This is how the Custom Exports window appears after you complete this lesson.



Start a new template

This window lists all the General Ledger export templates that you currently have. Because you have not defined any templates, the list box is empty. You can click **New** to create a new template, click **Edit** to change an existing template, click **Delete** to permanently remove a template from the list, or click **Copy from** to create a new template based on an existing one.



⇒ Click **New** to open the Create New Template wizard.

Enter template name

⇒ Enter **Income/Expense Activity** and click **Next**.

Define this template to export balance information for the last three months for all income and expense accounts (the accounts included on the Income Statement).

Select data source

You can select to export general ledger account information or current journal information.

⇒ At the **Data Source** field, select **GL Account Balances** and click **Next**.

Select fields

The available fields are based on the data source you selected in the previous window.

⇒ From the **Available** list, select **<glaccount> GLAccountNumber** and, click **Add**.

⇒ Do the same for the following fields in the order shown here.

<glaccount> Description

<glaccount> History01

<glaccountbalances> BalanceDate

<glaccountbalances> Balance

⇒ Click **Next**.

Set sort by

⇒ Select **<glaccount> GLAccountNumber** from the **Sort By - Primary** list and click the **Ascending** button. Click **Next**.



Set filters

Filters allow you to limit the information you export. You can specify a field and specify a range of values. Only items which meet your criteria are exported. This template will be used to view account balances for the last three months for income and expense accounts only, which include account number 6000 and above. For this lesson, you will define one condition to filter out all data related to account numbers below 6000. For more information on using filters, see the Help system.

- ⇒ From the first list under **Field Name**, select **<glaccount> GLAccountNumber**.
- ⇒ Under **Operation**, select = (the equal sign)
- ⇒ Under **Values**, enter 6000.

Accept information as shown

- ⇒ Click Done to save the template.

The new template appears in the Custom Exports window.

Include Column Headers

Selecting this item puts column titles in the export file, which is useful when you are using the file in a spreadsheet.

- ⇒ Select the **Include Column Headers** check box.

You can now define another template or proceed to the next lesson. Since you will learn how to use a template to export data to a file in the next lesson, leave the Custom Exports window open.



Lesson 12: Sending Data to Another Program

Purpose: To transfer data to a spreadsheet application

Time: 5 minutes to complete this lesson

Now that you have defined an export template in the previous lesson, you are ready to send your financial information to a spreadsheet or another software program. Follow these steps:

Select Custom Exports

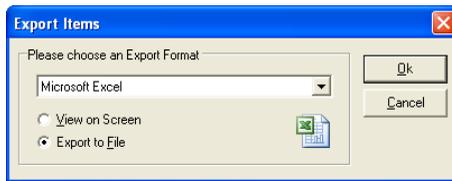
⇒ On the General Ledger Transfer menu, click Custom Exports.

Start the export

⇒ Select Income/Expense Activity. Select the **Include Column Headers** check box so your export file will include column titles. Click the Export button. The Export Items window appears.

Note

If the View on Screen option is not available, the selected program (for example, Microsoft Excel) is not installed on your computer; however, you can still create the export file without the selected program.



The Export Items window allows you to send your data in a variety of formats. You can send it directly to a file or view it on your computer.

Select the data format

You can export the data to a variety of formats, including HTML, Microsoft Word and Excel, plain text (.TXT), rich text (.RTF), comma-delimited text (.CSV), tab-delimited text, Data Interchange Format (.DIF), SYLK, and the clipboard. You can also export information for use in another company.

⇒ Select the correct format for the program to which you will import the data. If you are unsure of the kind of files your program can read, refer to that program's manual. For this lesson, select Microsoft Excel.

⇒ Click the **Export to File** option, and click Ok.



Enter export file path

You are prompted to name the file and select a directory location. Save the information to the same directory containing the data files for the Sample company.

- ⇒ Select the directory location of the Sample data files (for example, *C:\Program Files\Common Files\Sage BusinessWorks\Sample*).
- ⇒ Type **Activity** as the file name.

Do not to use the same name each time you export data, or you will overwrite valuable information.

Accept information as shown

- ⇒ Click the Save button.

The data is exported to the file name and directory you specified (if you followed the example, *C:\Program Files\Common Files\Sage BusinessWorks\Sample\Activity.xxx*) and you are returned to the Custom Exports window. The extension (.xxx) varies, depending on the type of file you selected to create. In this lesson, the extension is .XLS.

After exporting the data

Launch your spreadsheet program and review the file you created.

- ⇒ To view the file, close the Custom Exports window and use Windows Explorer to open the directory where you saved the file. Double-click the file *Activity.xls* to view it in Excel.
- ⇒ When you are finished examining the contents of your export file, close it and return to the Launcher.



Where to Go from Here

You should now be familiar with the General Ledger module. Take the time to experiment more with the sample data. Try every option in the General Ledger menus before setting up your company. Detailed instructions on each option are in the General Ledger Help system.

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Chapter 7: Practicing with Inventory Control

It will take you approximately one hour to complete the lessons in this chapter. This section includes:

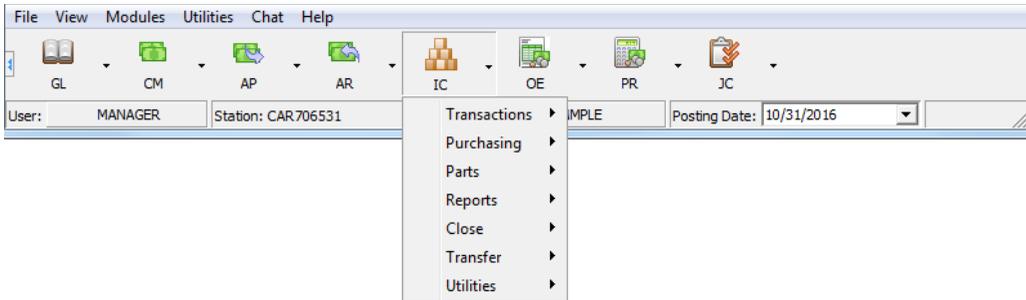
- *Inventory Control Menus (page 174)*
- *Lesson 1: Examining Inventory Status (page 175)*
- *Lesson 2: Adding a Part (page 176)*
- *Lesson 3: Creating a Purchase Order (page 186)*
- *Lesson 4: Recording a Receipt (page 191)*
- *Lesson 5: Examining a Transaction Register (page 194)*
- *Lesson 6: Assembling a Part from Components (page 197)*
- *Lesson 7: Defining a File Export Template (page 200)*
- *Lesson 8: Sending Data to Another Program (page 203)*
- *Where to Go from Here (page 204)*



Inventory Control Menus

Before you can learn the Inventory Control module, you need to become familiar with Inventory Control menus.

⇒ To display the Inventory Control menus, click the Inventory Control module button.



Inventory Control menus include:

<i>Transactions</i>	Recording receipts, issues, and adjustments; transferring parts; building subassemblies; and taking physical inventory.
<i>Purchasing</i>	Recording and tracking purchase orders.
<i>Parts</i>	Maintaining part information, printing parts lists, and inquiring on parts.
<i>Reports</i>	Producing a variety of reports on your inventory.
<i>Close</i>	Closing the Inventory Control module at the end of the month.
<i>Transfer</i>	Exchanging information with other programs.
<i>Utilities</i>	Setting up product categories, product lines, purchase order preferences, and more.

Lesson 1: Examining Inventory Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To become familiar with moving around the menus
To examine the status of Inventory

Time: 5 minutes to complete this lesson

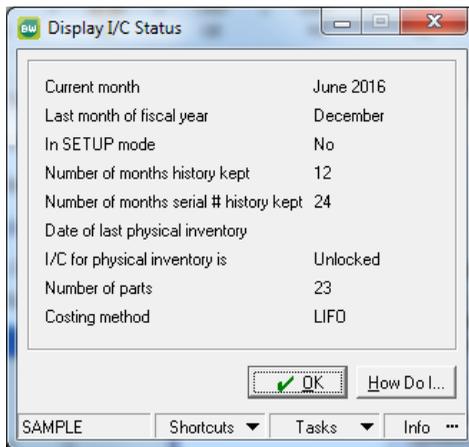
Follow these steps:

Select the **Display I/C Status option**

⇒ On the Inventory Control Utilities menu, click Display I/C Status.
The Display I/C Status window appears.



Inventory
Control



The Display I/C Status window identifies the current open month, the last month of the fiscal year, if the Inventory Control module is in Setup mode, the number of months you are retaining transaction history and serial number history, the date of your last physical inventory, whether the physical inventory is locked or unlocked, the number of parts in your inventory, and the costing method used.

⇒ Click OK to close the Display I/C Status window.



Lesson 2: Adding a Part

Purpose: To add a new part to the Inventory Control module

Time: Approximately fifteen minutes to complete this lesson

One of the first things you will do when setting up the Inventory Control module is enter part information. Add a mountain bike to the sample company's parts list.

Follow these steps:

Select the Maintain Parts option

⇒ On the Inventory Control Parts menu, click Maintain Parts.

The Maintain Parts window appears, displaying information about the first part on file.

The screenshot shows the 'Maintain Parts' window with the following data:

- Part #: MTBIKE
- Status: Active
- Description: Mountain Bike 21" frame
- Product line: STANDARD
- U/M: each
- Ship weight: 35.00
- Unit cost: 400.00
- Base price: 595.00
- Promo: None
- Warehouse: STORE 1
- Bin/Location: AISLE 1
- Comments: (empty)

Checkboxes on the right side of the window:

- Inventory item
- Taxable
- Discount
- Back orders OK
- Fractional qty
- Fractional cost/price
- UPS shippable
- Track serial numbers

Buttons at the bottom right:

- Quantities...
- Categories...
- Pricing...
- Vendor...
- Substitute...
- History...
- Component...
- Notes...
- Serial Num...
- Warehouses...
- Picture On

Navigation and utility icons are located at the bottom of the window, including arrows, a search icon, a refresh icon, a help icon, and a print icon.

This is how the Maintain Parts window appears after you complete this lesson.



Lookup
CTRL+K

Enter Part ID

- ⇒ Click the Lookup button.

The parts already set up in the sample data appear in a search window.

Choose a part

As you can see, several parts have been set up.

- ⇒ Experiment with navigating the list.

Enter a new part ID

We want to enter a new part, a mountain bike with a 21" frame.

- ⇒ Click Cancel to exit the search window.
- ⇒ Click the New button to create a new part record.



New
CTRL+N

Enter part number

- ⇒ The part number can be a number, a string of characters, or a word. Type **MTBIKE** and press ENTER.

Enter status

- ⇒ The status can be active or inactive. Because Active is already selected, press ENTER to proceed to the next field.

Enter description

- ⇒ Type **Mountain Bike, 21" frame** at the first description line. Press ENTER twice to leave the next two description fields blank. Press TAB to leave the long description field blank.

Enter product line ID

When you assign an inventory item to a product line, pricing and product category information, inventory/non-inventory item status, and posting instructions are automatically established for the part. Product lines are set up in Maintain Product Lines.

- ⇒ To select a product line, click the Show button to see the existing choices in a search window and double-click the one you want.
- ⇒ Since STANDARD is already selected, click Cancel to close the search window. Then, press ENTER to proceed to the next field.

Enter unit of measure

The unit of measure prints on quotes, sales orders, invoices, and purchase orders.

- ⇒ Press ENTER to accept **each**.

Enter shipping weight

- ⇒ The shipping weight of this bike is 35 pounds. Type **35**.

Is the part taxable?

- ⇒ The mountain bike is subject to sales tax. Verify that this check box is selected.

Allow discounts?

- ⇒ Verify that this check box is selected.

Allow backorders?

- ⇒ Select this check box to permit backorders of this part.

Allow fractional quantities?

If this check box is cleared, you are limited to issuing and receiving whole-number quantities of this part. One part, for example, is acceptable; one-half the part would not be.

- ⇒ Clear this check box and press ENTER.

Allow fractional cost or price?

- ⇒ Select this check box to allow costs and prices for this part to be entered with more than two decimal places.

UPS shippable?

- ⇒ Select this check box to ship this part through the United Parcel Service.

Track serial numbers?

If this check box is selected, serial numbers are tracked for this part.

- ⇒ You will not be tracking serial numbers for this part, so clear the check box.

Enter unit cost

When entering a new part, you can enter the expected unit cost, or estimate it.

- ⇒ The cost of the bike is expected to be about \$400. Type **400**.



Enter base price

The base price is the retail price, apart from any discounts or additional charges, for which you sell the part.

⇒ The bike sells for \$595. Type **595**.

Select sales promotion

Promotions are set up in Maintain Sales Promotions and help you group pricing and time periods for special sales events.

⇒ Press ENTER to accept None, the default setting.

Warehouse

If you had already set up warehouses, this is where you would select the warehouse where you intend to store the mountain bike. This field will be entered later.

⇒ This field is unavailable because there are no warehouses on file for this part. Proceed to the next field.

Enter location

The bin/location is the physical place where the part is stored. You can enter a location ID here, or if you set up locations in the Maintain Locations option (accessed on the Inventory Control Utilities menu), you can click the Show button to select a location ID from a list.

⇒ There are no locations on file yet for this part, so this field is unavailable. Proceed to the next field.

Enter comments

⇒ You can enter additional information about the part in these comment fields. For now, press ENTER twice to leave this area blank.

Warehouses

- ⇒ Click Warehouses to select a warehouse and location for the part.
- ⇒ Click the New button.
- ⇒ Click the Show button at the **Warehouse** field and select Store 1 from the search window.
- ⇒ Click the Show button at the **Bin/Location** field and select Aisle 1 from a search window.
- ⇒ Click the Accept button.



- ⇒ Click OK to return to the Maintain Parts window. Notice that the **Warehouse** and **Bin/Location** fields have been entered automatically.

Enter quantity information



- ⇒ Click Quantities. The Quantities window appears. This is where you enter the committed, backordered, and on order quantities for the part. The on hand quantity is updated as you enter your business transactions.

This is how the Quantities window appears after you complete this lesson.

Select the warehouse

Because quantities are maintained separately for each warehouse, select the warehouse for which you are entering quantity information.

- ⇒ At the **Warehouse** field, select **STORE1**.

Enter on order quantity

- ⇒ You will place an order in the next lesson (Lesson 3: Creating a Purchase Order). For now, press ENTER to accept 0.

Enter committed quantity

- ⇒ When you create a sales order for a part, that quantity becomes committed. We haven't committed any mountain bikes to customers, so press ENTER to accept 0.

Enter backordered quantity

- ⇒ There are no mountain bikes on backorder. Press ENTER to accept 0.

Enter minimum balance

- ⇒ To have at least one mountain bike in stock, type **1**.

Enter maximum balance

- ⇒ Having more than five mountain bikes on hand would not be cost effective, so type **5**.

Enter economic order quantity

The EOQ is the most economical quantity of the part for you to buy, based on factors such as the quantity breaks you may get from the vendor, overhead, etc.

- ⇒ For this lesson, leave the field as **0**.

Enter order point

- ⇒ Because you want to have at least one mountain bike in stock at all times, type **1** to indicate the point at which you want to reorder this part.

Accept the information

- ⇒ If all the fields are filled in properly, click OK. You are returned to the Maintain Parts window.

Enter product category information

- ⇒ Click Categories. The Categories window appears. Product categories help you group parts logically, which allows you to limit the range of parts included in reports so you can focus on certain characteristics. You can use the Maintain I/C Parameters option to create up to five categories. Currently, three categories are defined: Style, Size, and Color.

Enter product "Style"

- ⇒ Type **MT** at the Style field to identify this as a mountain bike.

Enter product "Size"

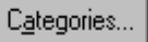
- ⇒ Type **21"** at the Size field.

Enter product "Color"

- ⇒ Because mountain bikes come in all colors, leave this field blank.

Accept the information

- ⇒ If all the fields are entered properly, click OK. You are returned to the Maintain Parts window.

A rectangular button with a thin black border and the text "Categories..." in a sans-serif font.

Pricing...

Enter pricing information

- ⇒ Click Pricing. The Pricing window appears. You can set inventory prices in one of five different ways: Absolute, Margin, Markup, Base, or Line. In addition, you can set three different pricing levels for each part. For information on setting up pricing for your parts, see the Help system. Do not make any changes to the existing information.

Accept the existing information

- ⇒ To exit the Pricing window without changing anything, click Cancel.

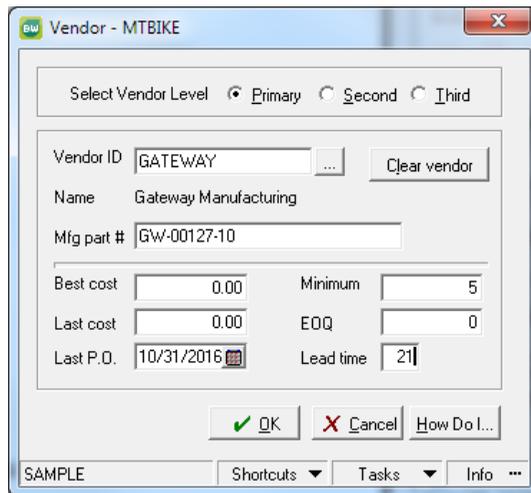
Enter vendor information

Vendor...

- ⇒ Click Vendor. The Vendor window appears. Use this window to enter specific information about the vendor from whom you purchased the part.

Note

The Vendor window is available only if you created Accounts Payable data files for your company.



This is how the Vendor window appears after you complete this lesson.

Select a vendor

- ⇒ Click the Show button and select **GATEWAY** as the vendor.

Enter manufacturer's part number

- ⇒ Type **GW-00127-10**.

Enter the best cost

This field is useful if the cost of the part fluctuates. It can help you determine how the cost you are receiving compares with the best cost you ever received from this vendor. If the current cost is even lower than the best cost listed, the best cost is automatically updated.

- ⇒ This information does not come into play until you start ordering parts from the vendor, which you have not yet done with this part. Therefore, press ENTER to leave this field at 0 for now.

Note

Best cost, Last cost, and Last P.O. are automatically updated when you post a receipt or purchase order receipt.

Enter the last cost

- ⇒ The last cost (the amount you paid the last time you purchased the part from this vendor) is used as the default price when you enter new purchase orders. Since this is a new part that you have not previously purchased, press ENTER to accept 0.

Enter date of last purchase order

- ⇒ This is the date of the most recent purchase order for this part from this vendor. Again, since this is a new part, there is no previous purchase order for it. Press ENTER to proceed to the next field.

Enter the minimum balance

- ⇒ This is the minimum order quantity required by the vendor. Type **5**.

Enter economic order quantity

- ⇒ You can enter the most economical order quantity for this part from this particular vendor (based on factors such as overhead, lead time, or discount quantity breaks offered by this vendor). For now, press ENTER to accept 0.

Enter lead time

- ⇒ It generally takes 21 calendar days from the time of order to the time of receipt. Type **21**.

Accept the information

- ⇒ If all the fields are entered properly, click OK. You are returned to the Maintain Parts window.



Enter substitute part information



- ⇒ Click the Substitute button. The Substitute window appears. If you have a comparable part in your inventory that you can use as a substitute when the ordered part is out of stock, specify it here.
- ⇒ Do not assign any substitute parts. Click OK. You are returned to the Maintain Parts window.

Enter History, Components, and Notes



In the History window, you can enter month-to-date, year-to-date, and prior year figures for receipts, issues, adjustments, sales, and cost of goods sold.



In the Component window, you can enter information about the component parts that go into building the mountain bike. (Component information entered here does not automatically build the part or post General Ledger entries.) In our example, the mountain bike comes fully assembled, so this window is not applicable.



In the Notepad window, you can enter detailed comments about the part. These notes can be viewed or edited whenever you are entering a transaction for the part. You can even search for a part based on comments in the Notepad.

- ⇒ To view any of these windows, click the appropriate button. Click Cancel to return to the Maintain Parts window.

Serial Nums

If you were tracking serial numbers for the mountain bikes, enter the serial numbers here. You will not track serial numbers for this lesson.

Accept the part information

- ⇒ If you have filled in the part information correctly, click the Save button. The part is added to your records.



Save
CTRL+S



Add a part picture

- ⇒ Click the Picture On button to look at the Image window. You can scan in a picture or add it from a file already on your computer. You will not add a picture of the mountain bike, but review the window.
- ⇒ Click the Picture Off button when you are done.

Close the option window

You have just added a mountain bike to your list of parts. Go ahead and add more parts if you want.

- ⇒ When you are ready, close the Maintain Parts window and return to the Launcher.

Lesson 3: Creating a Purchase Order

Note

This lesson assumes you have not changed your P.O. preferences. If you have, some fields in this lesson may not match your software.

Purpose: To learn how to create a purchase order

Time: 10 minutes to complete this lesson

With Sage BusinessWorks you can create and print purchase orders for purchases from your vendors. Purchase orders can be customized with the Maintain P.O. Preferences option or the Maintain I/C Forms option. Now that you have added a mountain bike to your Inventory Control, let's create a purchase order for that part.

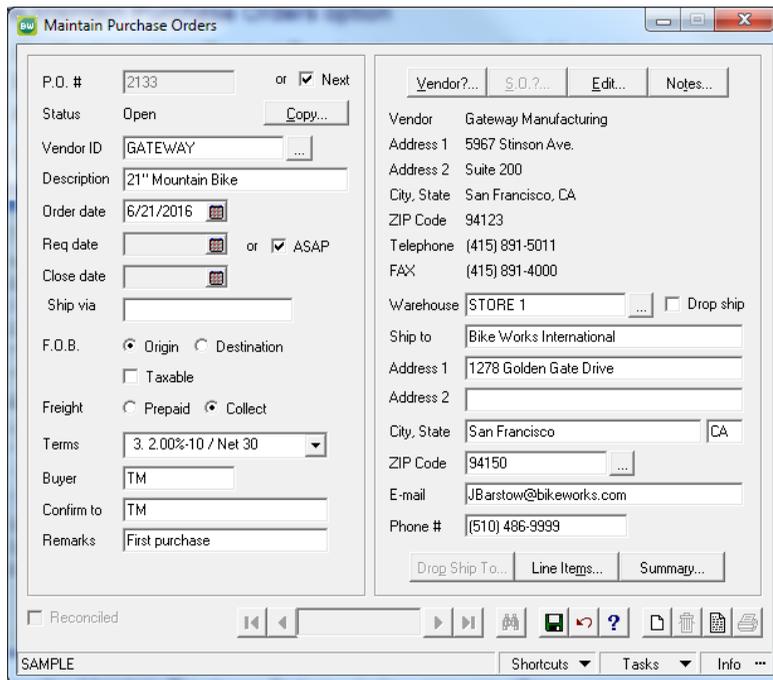
Follow these steps:

Open the Maintain Purchase Orders option

- ⇒ On the Inventory Control Purchasing menu, click Maintain Purchase Orders. The Maintain Purchase Orders window appears.
- ⇒ Click the New button to create a new purchase order.

Note

The Maintain Purchase Orders option is available only if you have created Accounts Payable data files for your company.



This is how the Maintain Purchase Orders window appears after you complete this lesson.

Enter vendor ID

- ⇒ Click the Show button at the **Vendor ID** field. In the search window that appears, double-click GATEWAY.

Describe the purchase order

- ⇒ Type **21" Mountain Bike** at the **Description** field.

Enter purchase order date

- ⇒ The order date defaults to the posting date. Press ENTER to accept it.

Enter required delivery date

- ⇒ If there is a date by which you must have delivery, enter it here. Leave the **ASAP** check box selected.

Enter shipping instructions

- ⇒ This purchase is being shipped through Burlington Express. Type **Burlington Express**.

Select freight on board instructions

- ⇒ You are the receiving party and will pay the freight charges, so press ENTER to accept Origin, the default setting.

Any items taxable?

- ⇒ If anything on this purchase order were taxable, you would select this check box. Because this purchase is not taxable, clear this check box.

Select freight charges payment

- ⇒ You will pay the freight charges when the bikes are delivered, so select the **Collect** option.

Enter terms code

- ⇒ The terms code assigned to Gateway (3. 2.00%- 10/net 30) displays as the default entry. Press ENTER to accept it.

Enter buyer

- ⇒ Enter your initials to identify yourself as the buyer.

Enter confirm to

- ⇒ Enter your initials to identify that you are the person to contact when confirming the order.

Note

Buyer, Confirm to, and Remarks are available only if you selected to include them in Maintain P.O. Preferences.



Enter remarks

- ⇒ Here is where you enter any reminders or notes to the vendor. Type **First purchase**.

Confirm addresses

The right side of the window displays the vendor's address and your ship-to address. Ship-to addresses used here are entered in Maintain Warehouses. You can also check vital information about the vendor's status, edit vendor information on the fly, or write or view detailed notes about the vendor by clicking the appropriate buttons.

- ⇒ For this lesson, assume that the addresses are correct.

Select the warehouse to which the part will be delivered

- ⇒ STORE1 displays as the default. Press ENTER to accept it.

Enter line item information

- ⇒ Click Line items. The Maintain Purchase Orders/Line Items window appears.

Open	Part #	Description	Amount
5	MTBIKE	Mountain Bike 21" frame	2125.00

Purchase order total 2125.00

Use the Maintain Purchase Orders/Line Items window to enter the actual goods ordered from this vendor. This is how the window appears after you complete this lesson.

Select item type

- ⇒ Select **Part**.

Enter part number

- ⇒ Click the Show button at the **Part #** field. In the search window, double-click MTBIKE.

Enter quantity to order

- ⇒ You want to order five mountain bikes. Type **5**.

Enter unit cost

- ⇒ Each bike costs \$425.00. Type **425**. When you press ENTER, the part is accepted as a line item and is listed in the detail area.

Accept the line item

- ⇒ Because you want only one part, you are done. Click OK to return to the Maintain Purchase Orders window.

Check the summary

- ⇒ To see a summary of the purchase order, click Summary.

The Summary window appears. It displays information such as the P.O. number, description, and order date. It also tallies up the line items and total amounts.

- ⇒ When you are finished viewing the summary information, click OK to return to the Maintain Purchase Orders window.

Accept the purchase order

- ⇒ If everything is entered correctly, click the Save button. This places the purchase order in your records and increases the on-order quantity for the part.

Print the purchase order

- ⇒ Click Print to display the Form Printing setup window.
- ⇒ If the selected printer is not the one you want to use, select a different one at the **Printer device** field.
- ⇒ You need to select a form template to format the purchase order's contents for printing. Click Select form to select a form template from a search window.



- ⇒ Several predefined forms are available. Later, you can create your own custom forms in Maintain I/C Forms. For this lesson, double-click the Purchase Order Plain Paper form.
- ⇒ You can click E-mail to send the form to the sales contact defined in Accounts Payable Maintain Vendors.
- ⇒ You can click the Align form button to print an alignment test. Because you are printing on plain paper, do not perform an alignment test. Click the Print button when the printing setup is satisfactory.

Close the option window

You have completed creating a purchase order for mountain bikes. If you view the Parts Inquiry, you will find that the on-order quantity of mountain bikes (MTBIKE) is 5. If you want, you can enter more purchase orders using different vendors and line items.

- ⇒ When you are done, click the Save button.
- ⇒ Close the window and return to the Launcher.

Lesson 4: Recording a Receipt

Purpose: To learn how to receive items into inventory

Time: 5 minutes to complete this lesson

After adding a mountain bike to your inventory and creating a purchase order for it, you can record issues, receipts, and adjustments for the part. Record the receipt of five mountain bikes.

Follow these steps:

Open Purchase Order Receipts



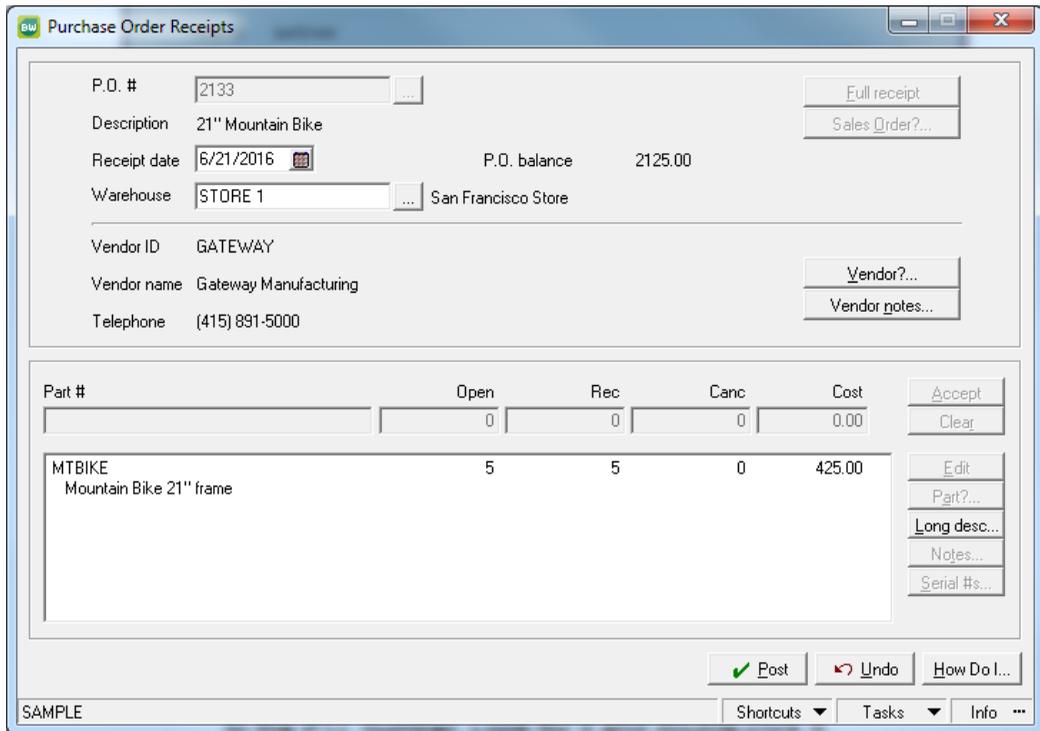
Note

The Purchase Order Receipts option is available only if you have created Accounts Payable data files for your company.

You can record receipts with either Receipts or Purchase Order Receipts. Use Purchase Order Receipts to receive parts recorded in Maintain Purchase Orders. This reduces the on-order quantity, increases the on-hand quantity, and closes the corresponding purchase order. Use Receipts for parts not connected to a purchase order. This increases the on-hand quantity only and reduces the on-order quantity. If you ordered parts with Maintain Purchase Orders, as you did in the last lesson, use Purchase Order Receipts.



- ⇒ On the Inventory Control Purchasing menu, click Purchase Order Receipts.



This is how the Purchase Order Receipts window appears after you complete this lesson.

Enter purchase order ID

- ⇒ Click the Show button at the **P.O. #** field to select the purchase order from a search window. The description you entered when you created the purchase order (21" Mountain Bike) displays next to the P.O. number. Look for it and double-click it.

The window displays information about the purchase order and shows the posting date as the default receipt date. The line items you ordered also display.

Receive all the parts

- ⇒ The entire quantity of mountain bikes arrived in good condition. Click Full receipt to receive them.

If only some of the parts had arrived, you would highlight each line item, and at the **Rec** field, enter the number of parts received.

Post the receipt

- ⇒ Click Post. If any of the parts that you are receiving are on back order in Order Entry, you will see a note prompting you to release them from back order. For this lesson, ignore the message. Click OK.

Add A/P invoice

Each time you post a receipt, you can immediately enter the corresponding invoice for Accounts Payable, if necessary.

- ⇒ For this lesson, you will not enter the invoice. Click No.

Post Information to the Job Cost Module

Each time you post a receipt, you can immediately post the corresponding information to the Job Cost Module.

- ⇒ For this lesson, you will not post this information. Click No.

Close the option window

You have now recorded the full receipt of the mountain bikes on your purchase order.

- ⇒ Close the window and return to the Launcher.

In the next lesson, you will examine the receipt of items on an Inventory report.



Lesson 5: Examining a Transaction Register

Purpose: To see the transaction you just made
To learn how to produce Inventory Control reports

Time: Approximately five minutes to complete this lesson

Now that you have recorded a transaction, you will want to see the effects of that transaction on an Inventory Control report. In this lesson, you will review the Transaction Register. Follow these steps:

Select the Transaction Registers/Receipts option

- ⇒ On the Inventory Control Reports menu, click Transaction Registers, and then click Receipts. The Receipts Transaction Register window appears.

This is how the Receipts Transaction Register window appears after you complete this lesson.

Include parts

To create an extensive report, select the **Include all parts** check box. For this lesson, restrict the scope of the report to MTBIKE.

- ⇒ Clear the **Include all parts** check box. This allows you to enter a range of parts.

Enter starting part ID

- ⇒ Type **MTBIKE** and press ENTER.

Enter ending part ID

- ⇒ MTBIKE automatically displays at the **to** field. Press ENTER.

Include product lines

- ⇒ Verify that the **Include all product lines** check box is selected.

Include transaction vendors

- ⇒ Verify that the **Include all transaction vendors** check box is selected.

Include part vendors

- ⇒ Verify that the **Include all part vendors** check box is selected.

Include warehouses

- ⇒ Verify that the **Include all warehouses** check box is selected.

Note

The Include all part vendors or Include all transaction vendors check boxes are available only when there are A/P data files for the company.

Select entries

You can select transactions from the current month, any month on record, all receipts, today's receipts, or transactions from a specific date range.

- ⇒ You want to examine the receipt from Lesson 3, so select **Today's receipts**.

Accept report setup

- ⇒ Click the Preview button.

When all information for the report has been gathered, the first page of the report appears.

Oct 31, 2016

BikeWorks International
Transaction Register: Receipts
 Parts MTBIKE to MTBIKE
 Today's receipts

Part Number	Reference	Date	Quantity	Unit Cost	Extended
MTBIKE	PO #: 2133	06/21/16	5	425.00	2,125.00
Report Total					2,125.00

More on reports

For more information on working with reports, including selecting fonts, formatting, and saving the setup, see [Appendix A: How to Produce a Report on page 331](#).

Close the report window

If the **Auto-close report setup options** check box is selected in the User Preferences window, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

- ⇒ For this lesson, close the report, and if necessary, close the report setup window and return to the Launcher.



Lesson 6: Assembling a Part from Components

Purpose: To learn how to assemble an inventory part from components

Time: 5 minutes to complete this lesson

Subassemblies are defined as parts in Inventory. Each subassembly is made up of other predefined parts, called components. For instance, you can record a bicycle as a subassembly and the wheels, frame, and pedals, as the components that comprise this subassembly.

A subassembly can be used to build a part from other parts, move parts from raw materials to finished goods, and add costs to parts (for example, freight or labor).

Note

If you do not have subassemblies or parts assembled from components, skip this lesson.

The on-hand quantity of a subassembly is normally increased by using Preview/Build. This process increases the on-hand quantity of the subassembly and decreases the on-hand quantity of the components that make up the subassembly part. When the subassembly is sold, the invoice shows only the line item for the subassembly; it does not list the component parts. Only one cost and price (the cost and price of the subassembly) is associated with the transactions.

In this lesson, you will build a custom bicycle with a 26" frame. Follow these steps.

Select the Subassemblies option

- ⇒ On the Inventory Control Transactions menu, click Subassemblies.

The two suboptions of the Subassemblies option are Preview/Build and Unbuild. Preview/Build allows you to go through the motions of building an inventory part without affecting your inventory supplies. After you are satisfied with the part, you can build it. Building an inventory part increases the quantity on hand for that assembled part and decreases the quantity on hand for each component comprising it. Unbuild reverses the process.

- ⇒ Click Preview/Build.



Enter part number

- ⇒ Click the Show button at the **Part #** field to open a search window. Double-click CUST-26 in the search window.

The window displays the components required to build the selected bike: a custom racing frame, racing handlebars, a racing saddle, and a 26" wheel assembly. This information was set up in the Component window in Maintain Parts when CUST-26 was first added to your inventory records.

The Part, Edit, and Notes buttons in the window allow you to view extensive part information, including specific transactions in the part history; edit part information; and write or edit notes about the part.

Part # CUST-26 Warehouse STORE 1
 Description Custom 26" bicycle Date 6/21/2016
 Quantity [] or Max Reference Build CUST-26
 Cost 783.96

Buttons: Part?..., Long desc..., Edit..., Notes..., Pick List..., Detail Report..., Serial #s...

Component	U/M	Available	Required	Short	Unit Cost
FRAME, SP Custom racing frame Custom 26 inch Titanium f...	each	6	1	0	385.00
HP-26 Racing handlebars	each	6	1	0	53.36
SR-26 Racing saddle	each	5	1	0	18.86
WHEEL,26 26" wheel assembly	each	15	2	0	91.49
LABOR	each	0.000	5.750	0.000	25.00

Buttons: Post, Undo, How Do I...
 Status: SAMPLE Shortcuts Tasks Info

This is how the Preview and Build Subassemblies window appears after you complete this lesson.

Select warehouse

- ⇒ The **Warehouse** field defaults to the warehouse originally assigned to this part. Press ENTER to accept it.

Enter transaction date

- ⇒ The date defaults to the posting date. Accept it as it is.

Enter quantity to build

- ⇒ Make sure the quantity to build is **1**.

Selecting the **Max** check box builds the maximum number of subassemblies possible without causing negative component quantities. Clear the **Max** check box for this lesson.

Print a Pick List

- ⇒ Click Pick List. The Print Pick List window appears.

Select printer device

- ⇒ The selected printer is shown. For more information on printing documents, see [Appendix A: How to Produce a Report on page 331](#).

Select sort criterion

- ⇒ The pick list can be sorted by part number, description, or location. Select **Part number**.

Select substitute parts

You can build the part completely out of substitute parts, with substitutes only for parts that are short, or using no substitutes at all.

- ⇒ You do not want to use any substitute parts. Select the **None** option.

Accept the list

- ⇒ Click the Preview button view the list or click Print to print a hardcopy. The Pick List is generated.

Close the Pick List window and return to the Preview and Build Subassemblies window.

Build the part

- ⇒ Click Post. The appropriate increases and decreases in inventory quantities are posted to reflect the building of the part.

Close the option window

- ⇒ Close the Preview and Build Subassemblies window and return to the Launcher.

Now that the part has been built, review the Component window available from the Maintain Parts window for CUST-26. Also, print the Subassembly List or the Component Use List.



Lesson 7: Defining a File Export Template

Purpose: To learn how to transfer data to another software program
To set up an export template to be used for the transfer

Note

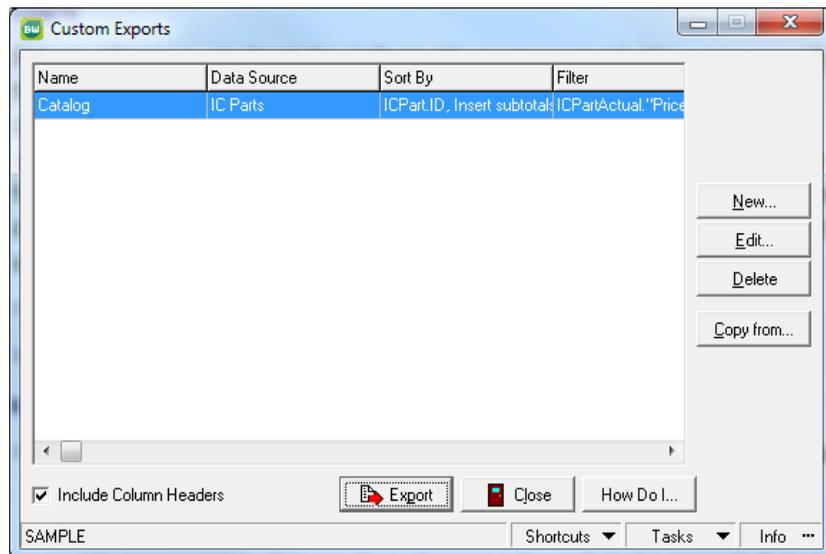
If you do not need to use the export feature, skip Lessons 7 and 8.

Time: 5 minutes to complete this lesson

You can create files accessible by other programs, including a spreadsheet, a word processor, and various text formats. In this lesson, you will create a template of inventory information for a mail order catalog. With templates, you define a specific data export format only once. You can then export the data based on the template whenever you need it. Follow these steps.

Select Custom Exports

- ⇒ On the Inventory Control Transfer menu, click Custom Exports. The Custom Exports window appears.



This is how the Custom Exports window appears after you complete this lesson.

Start a new template

You can click New to create a new template, click Edit to change an existing template, click Delete to permanently remove a template from the list, or click Copy from to create a new template by copying an existing one.



- ⇒ Click New to open the Create New Template wizard.

Enter template name

- ⇒ Type **Catalog** and click Next.

You will define this template to export basic part information.

Select data source

You can select from a variety of Inventory Control information to export with this template, including information on parts, purchase orders, issues, adjustments, and more.

- ⇒ Select **IC Parts**, and click Next.

Select fields

The available fields are based on the data source you selected in the previous window.

- ⇒ From the **Available** list, select **<icpart> ID** and click Add to move **ID** to the **Selected** list.

- ⇒ Do the same for the following fields in the order shown.

<icpart> Description1

<icpart> ProductCategoryDesc1

<icpartactual> Price1_ActAmt1

- ⇒ Click Next.

Set sort by

- ⇒ Select **<icpart> ID** from the **Sort By - Primary** list and click the Ascending button. Click Next.



Set filters

Filters allow you to limit the information you export. You can specify a field and specify a range of values. Only items which meet your criteria are exported. This template will be used to identify parts priced under \$5.00. For this lesson, you will define one condition to filter out all data related to parts priced at \$5.00 or higher. For more information on using filters, see the Help system. From the first list under **Field Name**, select **<icpartactual> Price1_ActAmt1**.

- ⇒ Under **Operation**, select **<** (the less than sign).
- ⇒ Under **Values**, enter **5**.

Accept information as shown

- ⇒ Click **Done** to save the template. The new template now appears in the Custom Exports window. You can now define another template.

In the next lesson, you will learn how to use a template to export data to a file.



Lesson 8: Sending Data to Another Program

Purpose: To transfer data from Sage BusinessWorks to a spreadsheet, a word processor, and various text formats

Time: Approximately five minutes to complete this lesson

After defining an export template, you are ready to send your parts information to a spreadsheet or another software program. This lesson is designed for a spreadsheet program, but if you do not have one, you can create the information for another program. Follow these steps:

Select Custom Exports

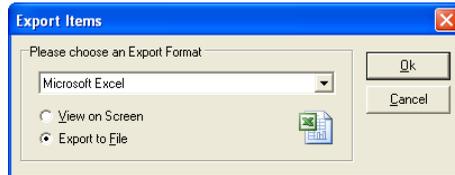
⇒ On the Inventory Control Transfer menu, click Custom Exports.

Start the export

⇒ Select **Catalog**, and click the Export button. The Export Items window appears.

Note

If the View on Screen option is not available, the selected program (for example, Microsoft Excel) is not installed on your computer. You can still create the export file without the selected program.



The Export Items window allows you to send your data in a variety of formats. You can send it directly to a file or view it on your computer.

Select the data format

You can export the data to a variety of formats, including HTML, Microsoft Word and Excel, plain text (.TXT), rich text (.RTF), comma-delimited text (.CSV), tab-delimited text, Data Interchange Format (.DIF), SYLK, and clipboard. You can also export information for use in another company.

- ⇒ Select the correct format for the program to which you are importing the data. If you are unsure of the kind of files your program can read, refer to that program's manual. For this lesson, select Microsoft Excel.
- ⇒ Click the **Export to File** option, and click Ok.



Enter export file path

You are prompted to name the file and select a directory location for it. Send the information to the same directory containing the data files for the Sample company.

- ⇒ Select the directory location of the Sample data files (for example, *C:\Program Files\Common Files\Sage BusinessWorks\Sample*).
- ⇒ Enter **Catalog1** as the file name. Be careful to not use the same name each time you export data or you may overwrite valuable information.

Accept information as shown

- ⇒ Click the Save button.

The data is exported to the file name and directory you specified (*C:\Program Files\Common Files\Sage BusinessWorks\Sample\Catalog1.xxx*) and you are returned to the Custom Exports window. The extension (.xxx) varies, depending on the type of file you created. If you followed this lesson, the extension is .XLS.

After exporting the data

Launch your spreadsheet program and review the file created.

- ⇒ To view the file, close the Custom Exports window and use Windows Explorer to open the directory where you saved the file. Double-click the file *Catalog1.xls* to view it in Excel.
- ⇒ When you are finished examining the contents of your export file, close it and return to the Launcher.

Where to Go from Here

Now that you are familiar with the Inventory Control module, you can experiment with more of the menus and options. Trying the options while using the sample data improves your knowledge of the software's features. Detailed instructions on each option are in the Help system.



Chapter 8: Practicing with Job Cost

It will take you approximately one hour to complete the lessons in this chapter. This section includes:

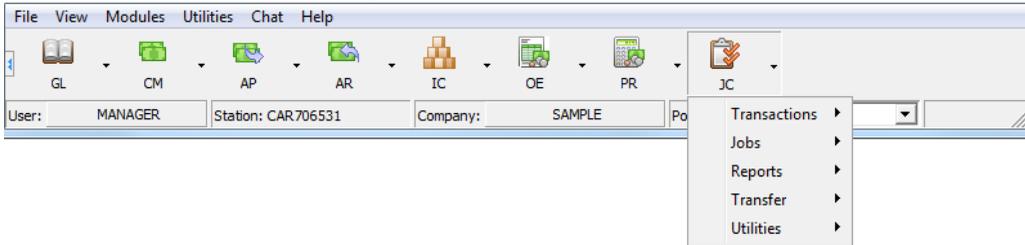
- *Job Cost Menus (page 206)*
- *Lesson 1: Examining Job Cost Status (page 207)*
- *Lesson 2: Setting Up a Job (page 209)*
- *Lesson 3: Printing a Bid (page 218)*
- *Lesson 4: Putting a Job In Progress (page 222)*
- *Lesson 5: Posting Charges to a Job (page 224)*
- *Lesson 6: Completing a Job (page 226)*
- *Lesson 7: Billing a Customer for a Job (page 227)*
- *Lesson 8: Closing a Job (page 229)*
- *Lesson 9: Examining a Cost Variance Report (page 230)*
- *Where to Go from Here (page 232)*



Job Cost Menus

Before you can learn the Job Cost module, you need to be familiar with the Job Cost menus.

⇒ To display the Job Cost menus, click the JC module button.



The Job Cost menus include:

<i>Transactions</i>	Used for posting charges, billings, billing adjustments (debit memos and credit memos), and payments and payment adjustments (that is, voiding checks, if necessary). As a convenience, a Pre-Billing Worksheet is provided to help you determine whom and what to bill.
<i>Jobs</i>	Used for entering job information, including phases within a job and specific job code detail. This option also lets you change the status of a job as the job progresses.
<i>Reports</i>	Used to produce a variety of reports on your jobs.
<i>Transfer</i>	Used to exchange information with other programs, such as a database or spreadsheet, importing job codes from a text file, and merging existing job codes from other modules. Importing and merging job codes shortens the time it takes to set up your Job Cost module.
<i>Utilities</i>	Includes several utilities used for setting up parameters, establishing a list of managers, and maintaining job codes. Also includes utilities for creating and rebuilding Job Cost data files.

Lesson 1: Examining Job Cost Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To become familiar with moving around the menus
To learn how to get help
To examine the status of the Job Cost module

Time: 5 minutes to complete this lesson.

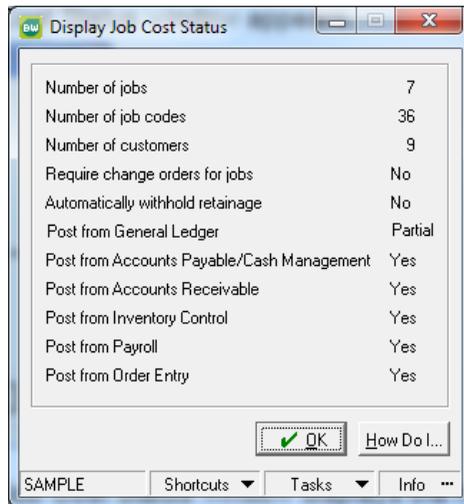
Follow these steps.

Select the Display Job Cost Status option

- ⇒ On the Job Cost Utilities menu, click Display Job Cost Status. The Display Job Cost Status window appears.



Job Cost



The Display Job Cost Status window displays the number of jobs and job codes, the number of customers in your Accounts Receivable files, and the other modules that post job-related transactions to the Job Cost module.

Try the Help feature



or



When space is limited, the How Do I... button appears as a large question mark.

You can get Help at any time. The Help feature explains the available options and accounting principles involved, and it helps you decide what to do next.

⇒ Click How Do I and click About Display Job Cost Status.

The Help topic for the Display Job Cost Status window appears. Read the topic, and spend some time exploring the items in this window. Click the hyperlinked text for more information. The Help system is easy to use when you understand how to navigate through it.

When you close the Help, the Display Job Cost Status window returns to the forefront of your screen.

⇒ Close the Help window. Close the Display Job Cost Status window.



Lesson 2: Setting Up a Job

Purpose: To learn how to set up a job, its phases, and job code detail

Time: 15 minutes to complete this lesson

The basic tracking units of the Job Cost module are jobs, their related phases (steps to completion), and details (job code charges) of each phase. Each job can be set up and modified to meet your customers' specifications, your own changing costs, etc.

Bids are the first step to job completion. Customers often request one or more bids (or *estimates*) before giving their approval to begin a job. When you first set up a job, the job is automatically considered to be a bid. Set up a job for customer Bikes Et Cetera. This job will involve replacing the rear derailleur on a bike.

Follow these steps:

Select the Maintain Jobs option

- ⇒ On the Job Cost Jobs menu, click Maintain Jobs. The Maintain Jobs window appears, displaying fields where you will enter information about the job.

This is how the Maintain Jobs window appears when you complete this lesson.



Lookup
CTRL+K

Enter Job ID

- ⇒ Click the Lookup button.
- ⇒ A search window appears, and the Quick Search tab lists the jobs already set up in the sample data.
- ⇒ If the list is extensive, click the Power Search tab to enter search criteria that narrows the list.

As you can see, several jobs have been set up.

- ⇒ Experiment with navigating the list. Select any job and place its information in the Maintain Jobs window.



New
CTRL+N

Enter a new job ID

- ⇒ If you are in the lookup window, click Cancel.
- ⇒ In the Maintain Jobs window, click the New button to create a new job.
- ⇒ Enter **ETC 6/21** at the **Job ID** field.

The ID for our new job will follow the naming scheme used in the sample data. It is a combination of customer ID and the date the job is set up.

Enter description

- ⇒ Enter **Derailleur Replacement**.

Enter customer ID

The Job Cost module can access your customer's file in the Accounts Receivable module, or you can create a new customer file. You will use an existing one.

- ⇒ The customer ID for Bikes Et Cetera is ETC. Enter **ETC**.

Enter contact name

The name of the person to contact at ETC is in the customer's file and appears as the default. You can enter a different one if you want, but for this lesson accept this one.

- ⇒ Press ENTER.

Enter telephone number

- ⇒ Press ENTER to accept the default.

Enter fax number

- ⇒ Press ENTER to accept the default fax number.

Enter contract number

At BikeWorks, work orders are used instead of contracts. You can use whatever similar document your company uses for that purpose.

⇒ Enter **1001**.

Enter job location

⇒ Enter **On site**.

Enter manager

⇒ Click the drop-down arrow to see a list of the managers set up for BikeWorks.

⇒ At BikeWorks, Jeffrey Bernstein is responsible for bicycle repairs. Select his name from the list and press ENTER.

Enter comments

⇒ Type **Call** if specified brand is unavailable. Press ENTER to skip the second **Comments** field.

Look at the status

The job's status is automatically displayed for you in the upper right area of the window. The status of a newly created job is always Bid. Bid-status jobs are estimates that are still being prepared or approved. In progress, Suspended, Completed, and Closed are other statuses.

Select pricing method

One of four pricing methods belongs at the **Priced by** field:

- None (if no price will be assigned to this job)
 - Fixed price
 - Cost plus profit percentage
 - Cost plus fixed amount
- ⇒ It is BikeWorks' repair policy to charge a flat rate of \$25.00 plus the cost of parts and labor. Select **Cost plus fixed amount**.

Enter fixed amount

⇒ Enter **25**. The Price field displays this amount and the estimated cost of the job.



Enter the retainage to withhold

Retainage is the portion of the job's total price that the customer withholds until the job is completed.

- ⇒ BikeWorks allows repairs to be paid for on completion. Press ENTER to skip this field.

Enter the date the bid is due

- ⇒ The default date is correct. Skip this field.

Enter the estimated starting date

- ⇒ This job starts later today, so accept the default date.

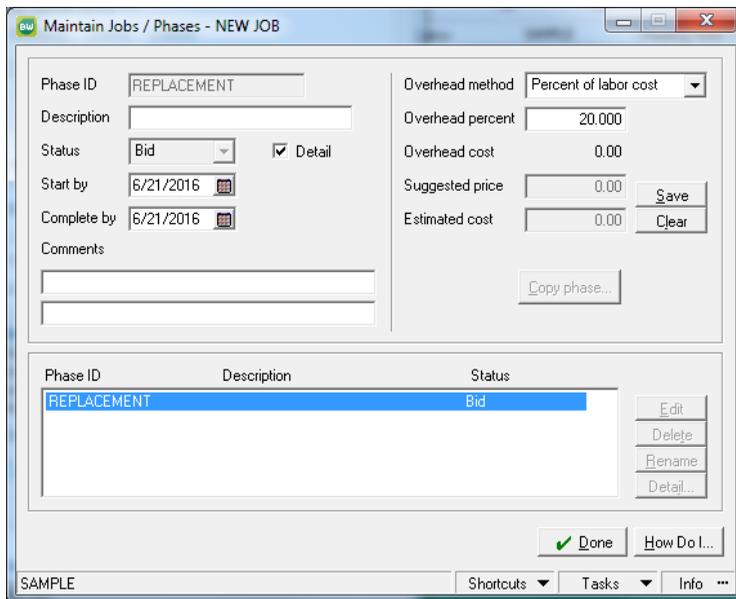
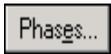
Enter estimated completion date

- ⇒ BikeWorks usually has a 3-day turnaround time for bicycle repairs. Change the default to **06/24/16**.

Create job phases

We must create at least one phase for the job.

- ⇒ Click Phases. The Maintain Jobs/Phases window appears.



This is how the Maintain Jobs/Phases window appears after completing this lesson.

Enter phase ID

- ⇒ At the **Phase ID** field, enter **REPLACEMENT**.

Enter description

- ⇒ Type **Rear Derailleur & Cable**.

The Status is automatically filled in for you. The status of a newly created phase is always Bid if the job is in the bid stage. Later, you will change the status of the phase to In progress.

Include job code detail on this phase

Job codes identify the different types of cost for a phase, including labor, materials, subcontracting, overhead, etc.

- ⇒ You will use job codes to track costs for this job. Leave the **Detail** check box selected.

Enter start date

- ⇒ The default date is the same as the job start date. Press ENTER to accept the date.

Enter estimated completion date

- ⇒ The default date is the same as the job completion date. Accept this date, too.

Enter comments

- ⇒ Type Call if specified brand is unavailable. Press ENTER again to skip the second **Comments** line.

Enter overhead method

BikeWorks' overhead for this phase, which includes company-paid payroll taxes and workers' comp, is 20 percent of labor costs.

- ⇒ Select **Percent of labor cost**.

Enter overhead percentage and accept the phase

- ⇒ Type **20** and press ENTER (or click the Save button).

Because you selected the Percent of labor cost overhead method, the **Suggested price** and **Estimated cost** fields are unavailable. The phase information you entered now appears on the phase item list.

Note

If you own the Payroll module, you can select the Actual Payroll Overhead method to let automatically update the overhead with actual data from your payroll.

Select the phase for adding detail

- ⇒ In the phase item list, select the line of text you entered and click Detail. The Maintain Jobs/Detail window appears.

Detail...

Priority	Job Code	Description	Quantity
1	DERAILLEUR	Rear Derailleur	1
2	REPAIR LABOR	Labor for repairs	2.000

This is how the Maintain Jobs/Detail window appears after completing this lesson.

Enter job code ID

Job codes identify the different types of cost for a phase. They can include labor, materials, subcontracting, equipment, overhead, or miscellaneous items.

- ⇒ Click the Show button at the **Job Code ID** field and review the job codes that have been set up in the sample data.

The codes you see in the search window were defined in Maintain Job Codes. You can also create them "on the fly" in the present window. The list does not include job codes for the derailleur or for repair labor. Add them.

- ⇒ Click Cancel in the search window and enter **DERAILLEUR** as the job code ID.

Add this job code ID

- ⇒ Click Yes when prompted to add this ID. The New Job Code window appears.

Enter description

- ⇒ Enter **Rear Derailleur**.

Enter job code type

- ⇒ Select **Material** and press ENTER.

Enter consolidating job code ID

If you wanted this job code to be grouped under another job code on consolidated job code reports, and you selected Consolidating as the job code type, you would enter the required code here.

- ⇒ For this lesson, you will not consolidate, so press ENTER to leave the field blank.

Enter unit of measure

- ⇒ Enter **EACH**.

Allow fractional quantities for this job code?

- ⇒ Leave this check box cleared.

Allow fractional costs/prices for this job code?

- ⇒ You can track costs and prices to more than two decimal places, but it is not necessary for this job code. Leave this check box clear. The number of decimal places for costs and prices is set in the Maintain Job Cost Parameters option.

Enter standard cost per unit of measure

- ⇒ The usual cost of a derailleur is \$30.00. Enter **30**.

Enter suggested price per unit of measure

- ⇒ You normally have a 40 percent markup on parts. Enter **42** (being 30 plus 40%).

Accept the job code information

- ⇒ If you entered everything correctly, click the Save button. You are returned to the Maintain Jobs/Detail window.



Enter priority level

The priority determines the order in which job codes appear on reports. You can use the priority level in a variety of ways. You can use them to:

- Indicate the sequence in which the job codes will be used
 - View your most important costs or prices first
 - Group different kinds of costs together (labor, materials, etc.)
- ⇒ Leave the default priority level as it is.

Enter quantity

- ⇒ Every derailleur replacement job has one derailleur. Accept 1.

Enter unit cost

- ⇒ Accept the default cost of 30.

Enter unit price

- ⇒ Accept the default price of 42.

Save the job code information

- ⇒ Click the Save button.



Add another job code "on the fly"

- ⇒ Using the same procedure, create another job code on the fly with the following information. As you complete each window of information, click OK to save your entries.

Job code ID	REPAIR LABOR
Description	Labor for repairs
Type	Labor
Consolidating job code ID	Leave blank
Fractional cost/price?	Yes
Standard cost per unit of measure	10
Suggested price per unit of measure	20
Priority level	2
Quantity	2
Unit cost for detail item	10
Unit price for detail item	20

Accept detail items, phase, and job

- ⇒ Click Done to accept the detail items. You are returned to the Maintain Jobs/Phases window. Click Done. In the Maintain Jobs window, click the Save button.

You have now set up a job. If you want, set up another job for a different customer and with different line items.

- ⇒ When you are done, close the window and return to the Launcher.



Lesson 3: Printing a Bid

Purpose: To print bids for customers
To examine job information
To learn how to produce Job Cost reports

Time: 5 minutes to complete this lesson

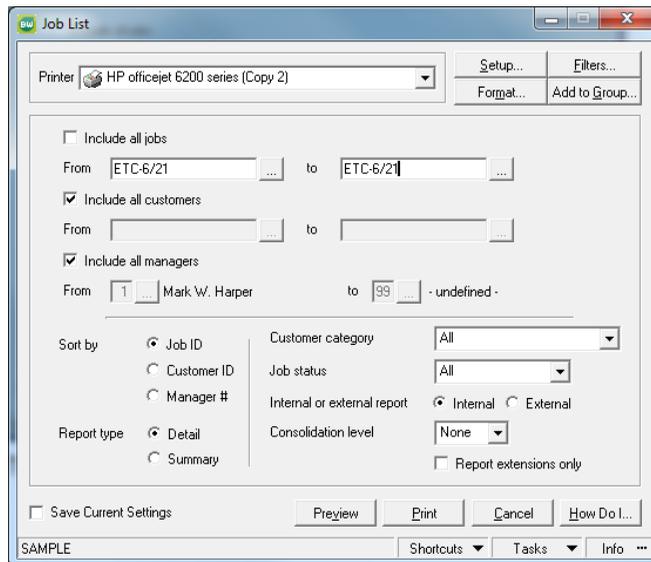
After setting up a job, print a Job List. The Job List shows all the information for each of your jobs, including customer information, phases, and job code detail.

The Job List can be printed for internal or external reporting. For internal reporting, the list will always include estimated costs as well as estimated prices. The external report will not include costs if your pricing method does not rely on costs (for example, a fixed price); this is especially useful for presenting a formal bid (estimate) to your customers because it only includes estimated prices. Both versions of this report include adjustments to the original estimates resulting from changes in the job.

To print a Job List used for external reporting, follow these steps.

Select the Job List option

⇒ On the Job Cost Jobs menu, click Job List. The Job List setup window appears.



This is how the Job List window appears after completing this lesson.



Include all jobs?

Select the **Include all jobs** check box if you want to create a complete list. For this lesson, restrict the scope of the list to one job.

- ⇒ Clear the **Include all jobs** check box. This allows you to enter a range of jobs for this list.

Enter job range

- ⇒ Click the Show button at the **From** field. Double-click ETC-6/21 in the Lookup window. This job also appears at the **to** field. Press ENTER to accept it.

Include all customers?

- ⇒ Leave this check box selected.

Include all managers?

- ⇒ Leave this check box selected.

Sort by Job ID

You can sort the list by job ID, customer ID, or Manager number.

- ⇒ Job ID is selected by default. Press ENTER to continue.

Select report type

The Job List comes in a detailed or summary format. The detailed report includes individual job codes for each phase; the summary report does not.

- ⇒ Detail is already selected. Press ENTER to continue.

Select customer category

Customer categories are created in the Accounts Receivable module.

- ⇒ All is the default selection. Press ENTER to continue.

Select job status

Because you are going to include only one job in your list, you can select either All or Bid.

- ⇒ Accept All, the default.

Internal or external report

Because the pricing method for this job is "cost plus fixed amount", it makes no difference which type of report you select—both versions will show costs.

⇒ Accept Internal, the default.

Select consolidation level

For this report, do not consolidate job codes.

⇒ Accept None, the default.

Report extensions only?

⇒ You do not want to see only extended prices. Leave the check box clear.

Accept report setup

⇒ Click the Preview button.

When all information for the report has been gathered, a portion of the first page of the report appears.

Oct 31, 2016		BikeWorks International			
BikeWorks International Bicycle Products Div. 1278 Golden Gate Drive San Francisco, CA 95125			Job ID: ETC 6/21 Customer ID: ETC		
JOB					
Bill to:			Contact: Martin Spencer		
Bikes Et Cetera 357 Dundee Ave. Elgin, IL 60120			Phone #: (312) 683-2688 Fax #: (312) 684-2666 Contract #:		
Start	Description		Location		
06/21/06					
Complete	Price	Retainage	Manager		
06/21/16	Cost plus 15.00	0.000%	None		
Phase ID	Description	Start	Complete	Est. Price	Est. Cost
REPLACEMENT		06/21/06	06/21/16	79.00	64.00



More on reports

For more information on working with reports, including selecting fonts and formatting, and memorizing setup, see [Appendix A: How to Produce a Report on page 331](#).

Close the report and return to the Launcher.

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Lesson 4: Putting a Job In Progress

Purpose: To learn how to change the status of jobs from "bid" to "in progress"

Time: 5 minutes to complete this lesson

The status of a newly created job is always "bid." Bid-status jobs are actually estimates that are still being prepared or approved by the customer. Before you can post a transaction (charges, billings, payments, or adjustments) against a job, you must change the status of the job to "in progress."

To put a job in progress, follow these steps.

Select the Maintain Jobs option

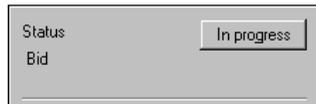
- ⇒ On the Job Cost Jobs menu, click Maintain Jobs. The Maintain Jobs window appears.

Enter Job ID

- ⇒ Click the Lookup button at the bottom of the window and select ETC 6/21, the job you set up in the previous lesson.

Change the job's status

In the Status area, check the job's current status. It should still be "Bid."



A screenshot of a software window showing a status dropdown menu. The dropdown is open, showing 'In progress' selected. The current status is 'Bid'.

- ⇒ Click In progress. The status will change accordingly (as will the title of this button). Click the Save button.

Select the phase to update

After changing the job's status, you need to change the phase's status.

- ⇒ Click Phases. The Maintain Jobs/Phases window appears.
- ⇒ In the phase detail area, double-click REPLACEMENT, the only phase set up for this job.

Change the phase's status

⇒ At the **Status** field, select **In progress**.

The screenshot shows a software window with the following fields and values:

- Phase ID: REPLACEMENT
- Description: Rear Derailleur & Cable
- Status: In progress (dropdown menu)
- Start by: 6/21/2010 (calendar icon)
- Complete by: 6/24/2010 (calendar icon)
- Comments: Call if specified brand is unavailable

There is also a checkbox labeled "Detail" which is checked.

Accept the phase information

⇒ Click Save in the middle-right side of the window to update the phase detail below. Click Done to return to the Maintain Jobs window.

Accept the job information

⇒ Click the Save button.

Your job is now in progress.

Lesson 5: Posting Charges to a Job

Purpose: To learn how to post charges (assign costs) to a job

Time: 10 minutes to complete this lesson

After putting a job "in progress," you can enter the actual charges and adjustments for each phase of the job. For this lesson, it is assumed that you are not using other modules in conjunction with the Job Cost module (even though the Accounts Receivable module is required). Normally, charges are entered in other modules rather than in the Job Cost module. Those charges are automatically posted to the appropriate job. If you are using the Job Cost module as a stand-alone module, you would use the Charges option described below to post charges to a job.

To post a charge, follow these steps.

Select the Charges option

⇒ On the Job Cost Transactions menu, click Charges.

The screenshot shows the 'Charges' window with the following details:

- Job ID: ETC 6/21
- Customer: ETC Bikes Et Cetera
- Phase: REPLACEMENT
- Status: In Progress
- Date: 6/21/2016
- Reference: (empty)
- Total cost: 0.00

Job code ID	Description	Qty	Unit cost	Total cost
DERAILLEUR	Real Derailleur	1	33.00	33.00
REPAIR LABOR	Labor for repairs	2.000	10.00	20.00
Total cost				53.00

Buttons at the bottom: Post, Undo, How Do I... (How Do I... is partially visible)

This is how the Charges window appears after you complete this lesson.

Enter Job ID

- ⇒ Click the Show button at the **Job ID** field and double-click ETC 6/21, the job you set up previously.

Select phase ID

- ⇒ In the Phases area, locate REPLACEMENT and double-click it.

Check the phase's status

- ⇒ Click Phase to display the Charges/Phase Information window. The window gives summary information about the phase, such as estimated and actual cost, estimated and actual overhead, and total estimated and total actual cost. If charges had been posted to this phase, you could click Charges to view the detail. Click OK.

Enter the charge date

- ⇒ The default date is the posting date. Press ENTER to accept it.

Enter a reference for the charge

- ⇒ Enter **Work order 1001**.

Enter job code ID

- ⇒ Click the Show button to see a Lookup window listing the job codes defined for this job. Double-click DERAILLEUR.

Enter quantity to charge

- ⇒ Accept the default quantity of 1.

Enter actual cost per unit of measure

- ⇒ The default cost of \$30.00 that you entered in a previous lesson displays; however, the vendor has raised the cost of this item to \$33.00. Enter **33**.

When you press ENTER, the charge is accepted and the job code line is moved to the detail area.

- ⇒ Follow the same steps with the REPAIR LABOR job code, accepting all the defaults.

Post the charge to the phase

- ⇒ Click Post.
- ⇒ Close the window and return to the Launcher.



Lesson 6: Completing a Job

Purpose: To learn how to change the status of jobs from "In progress" to "Completed"

Time: 5 minutes to complete this lesson

After you have finished the job, the status of the job must be changed to "Completed." You can still post billings and payments to a completed job, but you can no longer post charges against it.

Follow these steps.

Select the Maintain Jobs option

- ⇒ On the Job Cost Jobs menu, click Maintain Jobs. The Maintain Jobs window appears.

Enter job ID

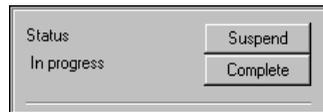
- ⇒ Click the Lookup button at the bottom of the window and select ETC 6/21, the job you set up in the previous lesson.

Change the job's status

- In the "Status" area, check the job's current status. It should still be In progress.

Note

The status of any phases in the job will be changed automatically to "Completed" when you change the status of the job to "Completed."



Status	Suspend
In progress	Complete

- ⇒ Click Complete. The status changes accordingly.

Accept the job information

- ⇒ Click the Save button.
- ⇒ Your job is now complete. Close the window.

Proceed to the next lesson, where you will enter billings for a job.



Lesson 7: Billing a Customer for a Job

Purpose: To learn how to post billings for a job

Time: 10 minutes to complete this lesson

The Billings option on the Transaction menu is used to bill customers for work completed for jobs. This option can also be used to post customer payments, which you will do in this lesson. The customer can be billed for up to the maximum price for the job. The Pre-Billing Worksheet helps you to determine billing amounts and to assist with the entering of billing information. While this is a useful feature, you will bypass this step in the lesson.

For this exercise, you will also assume that you are not posting from other modules to the Job Cost module. Normally, billings are entered in individual modules rather than in the Job Cost module. For example, if you have the General Ledger module, you would use the Post to Journals option, using the Sales Journal for billings. If you are using the Job Cost module as a stand-alone module, then you will use the Billings option described below to post billings to a job.

Follow these steps.

Select the Billings option

- ⇒ On the Job Cost Transactions menu, click Billings. The Billings window appears.

The screenshot shows the 'Billings' window with the following data:

Job ID	ETC 6/21	Job?...	Job notes...
Customer	ETC	Customer?...	Customer notes...
	Bikes Et Cetera		
Date	6/21/2016		
Reference	Work Order 1001		
Invoice #	5001		
Billing amount	82.00		
Retainage withheld	0.00		
Payment amount	82.00		
Payment method	<input type="radio"/> Cash <input type="radio"/> Credit Card <input checked="" type="radio"/> Check # 2413		

Buttons at the bottom:

Bottom bar: SAMPLE Shortcuts Tasks Info ...



Enter Job ID

- ⇒ Click the Show button at the Job ID field and from the Lookup window double-click ETC 6/21, the job you set up in a previous lesson.

Enter date of the transaction

The posting date you entered when you started up appears as the default value.

- ⇒ Work was completed on June 23, so enter **06/23/16**.

Enter a reference for the transaction

- ⇒ Enter **Work Order 1001**.

Enter invoice

- ⇒ Enter **5001**.

Enter billing amount

Notice that \$82.00 appears at the **Billing amount** field. This is the price calculated using the pricing method you selected (cost plus fixed amount).

- ⇒ Press ENTER to accept this amount.

Retainage withheld

- ⇒ Leave this field set at 0.

Enter payment amount

- ⇒ The customer is paying the entire amount. Enter **82**.

Enter payment method

- ⇒ Select the **Check** option. At the **Check #** field, enter **2413**.

Accept the job information

- ⇒ Click Post. Close the window.

Lesson 8: Closing a Job

Purpose: To learn how to change the status of jobs from "Completed" to "Closed"

Time: 5 minutes to complete this lesson

After you have posted all the transactions (charges, billings, payments, and adjustments) against a job, the status of the job must be changed to "Closed."

To close a job, follow these steps:

Select the Maintain Jobs option

- ⇒ On the Job Cost Jobs menu, click Maintain Jobs. The Maintain Jobs window appears.

Enter Job ID

- ⇒ Click the Lookup button at the bottom of the window and select ETC 6/21, the job you set up in the previous lesson.

Change the job's status

In the "Status" area, check the job's current status. It should still be Completed.

Status	In progress
Completed	Close

- ⇒ Click Close. The status changes accordingly.
- ⇒ Your job is now closed. Close the window.



Lesson 9: Examining a Cost Variance Report

Purpose: To see actual costs versus estimated costs for the job you set up in Lesson 2
To learn how to produce Job Cost reports

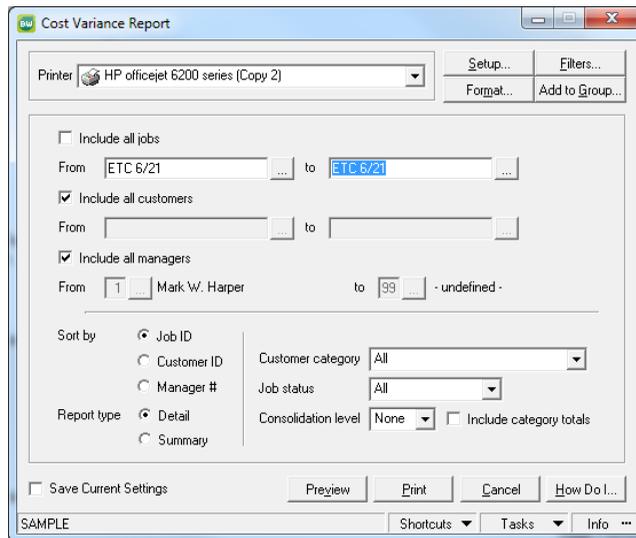
Time: 5 minutes to complete this lesson

After completing a job, you may want to see the effects of it on one of the Job Cost module reports. In this lesson, you will examine the Cost Variance Report.

Follow these steps.

Select the Cost Variance Report option

⇒ On the Job Cost Reports menu, click Cost Variance Report. The Cost Variance Report setup window appears.



This is how the window appears after completing this lesson.

Include all jobs?

For this exercise, restrict the scope of the report to one job.

⇒ Clear the **Include all jobs** check box. This allows you to enter a range of jobs for this report.

Enter job range

⇒ Click the Show button at the **From** field. Double-click ETC 6/21 in

the search window. This job also appears at the **to** field. Press ENTER to accept it.

Accept report setup

The rest of the report parameters are correct as they stand.

⇒ Click the Preview button.

The report appears. If you have not entered other transactions for this job, the report on your screen looks like the one below.

Oct 31, 2016

BikeWorks International

Cost Variance Report

Jobs ETC 6/21 to ETC 6/21

		Estimated	Actual	Variance	
				Amount	%
Job: ETC 6/21 /					
Customer: ETC / Bikes Et Cetera					
Manager: None					
Phase: REPLACEMENT /					
Job Code ID	Description				
DERAILLEUR	Real Derailleur	30.00	33.00	3.00	10.0
REPAIR LABOR	Labor for repairs	20.00	20.00	0.00	0.0
PHASE OVERHEAD		4.00	4.00	0.00	0.0
Phase totals		54.00	57.00	3.00	5.6
Job total					
Price		79.00	82.00	-3.00	3.8
Cost		54.00	57.00	-3.00	5.6
Profit		25.00	25.00	0.00	0.0
Report total					
Price		79.00	82.00	-3.00	3.8
Cost		54.00	57.00	-3.00	5.6
Profit		25.00	25.00	0.00	0.0

Notice that the Rear Derailleur was 10% more than estimated. Labor and overhead were both estimated correctly. The variance on the cost of the job was 5.6%.

More on reports

For more information on working with reports, including selecting fonts, formatting, and saving the current setup, see [Appendix A: How to Produce a Report on page 331](#).

⇒ Close the report. Close the report setup window and return to the Launcher.

If you want, try producing other Job Cost reports listed on the Reports menu. For example, the Profit/Loss Report shows you how profitable your job was, and the Job Transactions Report shows you the charges, billings, and payments you posted against the job.

⇒ When you are finished, close any open windows to return to the Launcher.

Where to Go from Here

You should now be familiar with how the Job Cost module works. Take the time now to experiment with the sample data. You may want to try each option on the Job Cost menus before setting up your company. Detailed instructions on each option are in the Help system.



Chapter 9: Practicing with Order Entry

It will take approximately one hour to complete the lessons in this chapter. This section includes:

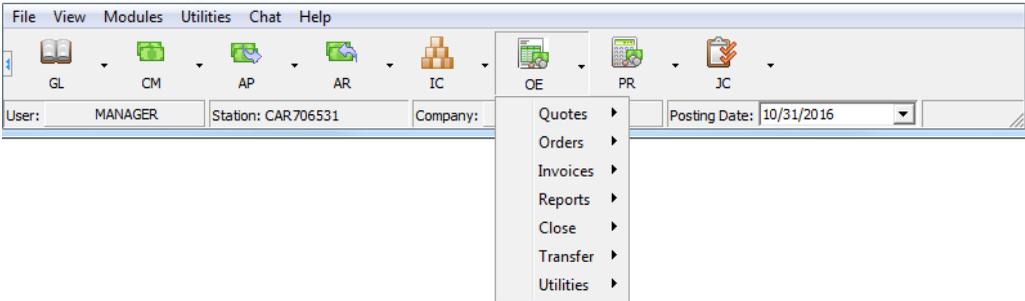
- *Order Entry Menus (page 234)*
- *Lesson 1: Examining Order Entry Status (page 235)*
- *Lesson 2: Creating a Quote (page 236)*
- *Lesson 3: Converting a Quote to a Sales Order (page 244)*
- *Lesson 4: Selecting an Order to Invoice (page 249)*
- *Lesson 5: Printing and Posting an Invoice (page 252)*
- *Lesson 6: Examining a Gross Profit Report (page 256)*
- *Lesson 7: Defining a File Export Template (page 259)*
- *Lesson 8: Sending Data to Another Program (page 262)*
- *Where to Go from Here (page 263)*



Order Entry Menus

Before you can learn the Order Entry module, you need to become familiar with the Order Entry menus.

⇒ To display the Order Entry menus, click the OE module button.



The Order Entry menus include:

<i>Quotes</i>	Enters, prints, and inquires about quotes.
<i>Orders</i>	Enters, prints, and inquires about sales orders; prints pick tickets; releases orders on hold.
<i>Invoices</i>	Invoices; selects orders for invoicing; prints packing lists and invoices; reprints, voids, or inquires about invoices; and processes returns.
<i>Reports</i>	Produces a variety of reports on your order entry data.
<i>Close</i>	Closes the Order Entry module at the end of the month.
<i>Transfer</i>	Exports information to other programs.
<i>Utilities</i>	Sets up parameters; defines sales order and quote preferences; maintains kit orders and shipping and credit card information; initializes and rebuilds data files.

Lesson 1: Examining Order Entry Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To become familiar with moving around the menus
To examine the status of the Order Entry module

Time: 2 minutes to complete this lesson

Follow these steps:

Select the Display Order Entry Status option

⇒ On the Order Entry Utilities menu, click Display Order Entry Status. The Display Order Entry Status window appears.



Order Entry

Order Entry		Accounts Receivable	
Current month	June 2016	Current month	June 2016
Months to keep history	24	Fiscal year ends	December
Months to keep expired	24	Months to keep history	24
Next quote number	3	In SETUP mode	No
Next sales order number	2279	Number of customers	9
Next invoice number	560		
Quote expiration period	30 days		
Orders placed on hold	Never		
Order amount for hold	n/a		
Post credit card payments at	Order		
Default sales account from	Customer		
Add parts 'on the fly'	No		
Keep converted quotes	Yes		
Keep completed orders	Yes		

Inventory Control	
Current month	June 2016
Months to keep history	24
In SETUP mode	No
Number of parts	24
Physical inventory	Unlocked

OK How Do I...

SAMPLE Shortcuts Tasks Info

The Display Order Entry Status window shows the current open month, the number of months you keep transaction history, your next invoice number, etc. Because the Accounts Receivable and Inventory Control modules affect Order Entry, status information for those modules also displays.

⇒ Click OK to exit the Display Order Entry Status window.

Lesson 2: Creating a Quote

Purpose: To create a quote

Time: 10 minutes to complete this lesson

You can create and print quotes for your customers. You can customize the way you enter quotes by using the Maintain Quote Preferences option on the Order Entry Utilities menu.

In this lesson, it is assumed that you have not changed the default quote preferences. If you have changed them, the steps described below might not exactly match what you see as you proceed. Enter a quote for customer Bikes Et Cetera. Follow these steps:

Select the Maintain Quotes option

⇒ On the Order Entry Quotes menu, click Maintain Quotes.

Select a customer

⇒ A Customer Selection window appears. Enter **ETC** at the **Customer ID** field. Press ENTER twice or click the Quotes button to continue.



The Maintain Quotes window appears. The quote status in Maintain Quotes may be expired if your system date is after the dates used in these lessons.

This is how the Maintain Quotes window appears after you complete this lesson.

Create a new quote

- ⇒ Click the New button.

Enter the quote number

- ⇒ Verify that the **Next** check box is selected and press ENTER.

Enter the quote date

- ⇒ The posting date appears as the default quote date. Verify that the date is 6/21/16 and press ENTER to accept it.

Enter description

The description you enter will help you recognize the quote when you use the Quote Inquiry window or when you convert the quote to a sales order or invoice. The description does not print on the quote.

- ⇒ Bikes Et Cetera wants a custom bicycle. Enter Special Order.



New
CTRL+N

Enter probability of sale

- ⇒ The probability of successfully converting this quote to a sales order is 80%. Enter **80**.

Enter required date

- ⇒ Bikes Et Cetera requests delivery of the custom bicycle on or before August 1. Enter **08/01/16**.

Enter expiration date

- ⇒ Enter **12/31/16**. Verify that you enter a year otherwise the result can be an expired quote.

Enter shipping instructions

- ⇒ Shipping instructions are set up in the Maintain Shipping Instructions option on the Order Entry Utilities menu. Select **UPS**.

Enter F.O.B. information

- ⇒ You will pay freight charges and retain title to the goods until they reach their destination. Click the **Destination** option.

Taxable?

- ⇒ Clear the **Taxable** check box.

Examine terms, sales rep, and Note

- ⇒ The terms code assigned to Bikes Et Cetera in the Accounts Receivable module displays as the default. Use the default terms codes. Also, use the defaults at the **Sales rep** and **Note** fields.

Accept bill-to address

- ⇒ There is no need to change the customer's bill-to address for this lesson.

Enter ship-to information

- ⇒ Click Ship to.

In the Ship To Address window, you can select any of the predefined addresses for this customer that were set up in Maintain Ship To Addresses. You can also enter a different address for one-time use.

- ⇒ Accept the default ship-to address. Click Cancel to return to the Maintain Quotes window.



Enter line items

Line items...

- ⇒ Click Line items. A new window appears in which you can enter the items requested by Bikes Et Cetera.

The screenshot shows the 'Maintain Quotes / Line Items - ETC' window. At the top, there are buttons for 'Part?', 'Part notes...', and 'Part history...'. Below these are input fields for 'Type' (set to 'Non-stock'), 'Part #', and 'Description'. A table at the bottom lists the current items:

Quote	Type/Part #	Description	U/M	Price	Amount
1	CUST-26	Custom 26" bicycle	each	892.00	892.00
10.000	LABOR	Labor Costs	hour	15.00	150.00
1	Non-stock	ProRacer Shift Levers		49.95	49.95
Subtotal					1091.95

Buttons for 'Edit', 'Insert', 'Delete', and 'Long desc...' are visible to the right of the table. At the bottom, there are 'OK', 'Cancel', and 'How Do I...' buttons.

Use this window to record and describe the specific items you are quoting. This is how the window appears after you finish the lesson.

Select item type

- ⇒ Part is the default selection, so press ENTER to select Part.

Enter part number

- ⇒ At the **Part #** field, click the Show button to display the search window.
- ⇒ In the search window, double-click CUST-26.
This is the part number for the custom 26" bicycle.

Enter quote quantity

- ⇒ Press ENTER to accept the single unit.

Enter unit price

- ⇒ The current price from the Inventory Control module displays. Press ENTER.



Enter unit discount amount or percentage

- ⇒ Because this is a special order, there is no discount. Press ENTER to accept 0.00.

Enter sales account number

- ⇒ The sales account number that is assigned to this customer in the Accounts Receivable module displays. This account is used to post the sale of this part to the general ledger. Press ENTER to accept it.

Select the warehouse and accept the line item

- ⇒ Select the warehouse, **STORE 1**.
- ⇒ Press ENTER to accept the line item, or click Accept.

Enter a Labor line item

- ⇒ This bicycle requires labor for assembly. At the **Type** field, select **Labor** and press ENTER.

Enter description

- ⇒ Enter **Assembly charge**, and press ENTER three times to proceed to the **Quote** field.

Enter quote quantity

- ⇒ For Labor, the quantity is expressed in the number of hours required. Enter **10**.

Enter unit price

- ⇒ Labor is \$15 per hour. Enter **15**.

Enter unit discount amount or percentage

- ⇒ No discount is offered for labor. Press ENTER to accept 0.00.

Enter sales account number and accept the line item

- ⇒ Press ENTER to accept the account number displayed and to accept the line item.

Add another line item

- ⇒ Add a specially requested item that is not normally stock. At the **Type** field, select **Non-stock** and press ENTER.

Enter description

- ⇒ Enter **ProRacer Shift Levers** and press ENTER a few times until you arrive at the **Quote** field.



Enter quote quantity

- ⇒ Press ENTER to accept 1.

Enter unit price

- ⇒ Enter **49.95** and press ENTER.

Accept the line item

- ⇒ The rest of the information, discount and sales account number, is correct. Click Accept to accept the line item.

Accept the quote line items

- ⇒ Verify that you entered everything correctly, and click OK. The Maintain Quotes window appears.

Enter summary information

- ⇒ Click Summary. The Maintain Quotes/Summary window appears.

Summary...

Quote subtotal	1091.95
Miscellaneous charges	0.00
Discount	0.00
Freight charges	35.00
Sales tax 1.	0.00
Sales tax 2.	0.00
Sales tax 3.	0.00
Quote total	1126.95

Use the Maintain Quotes/Summary window to enter information about the whole quote, such as miscellaneous charges, discounts, freight charges, and sales taxes if applicable. This is how the window appears after you finish the lesson.

Enter miscellaneous charges

Miscellaneous charges can be processing fees, handling charges, or any other charge that cover the whole quote.

- ⇒ Press ENTER to skip this field because there are no miscellaneous charges.

Enter discount

- ⇒ Press ENTER again because there are no discounts on custom orders.

Enter freight charges

- ⇒ The customer will be charged \$35 for freight. Enter **35** and press ENTER.

Enter sales tax

This customer is not charged for local and state sales taxes; the information is entered in the Accounts Receivable module. If Bikes Et Cetera was subject to sales tax, and the order was subject to tax, the amounts at these fields would be calculated from any taxable line items you entered. These fields do not apply to Bikes Et Cetera, so no amounts appear.

Accept the summary information

- ⇒ Click OK. The Maintain Quotes window appears.

Accept the quote

- ⇒ Verify the information you entered, and click the Save button.

Print the quote

Print the quote.

- ⇒ Click Print.
- ⇒ Buttons at the upper-right allow you to print an alignment test or change print device.
- ⇒ Select a form template to format the quote's contents for printing. Click Select form to select a form template from a search window.
- ⇒ Predefined forms are provided. If you want, you can create custom forms in Maintain O/E Forms. For this lesson, double-click the first form listed.
- ⇒ Click Print.

The quote prints without any further prompting from you, and (Printed) appears below the **Status** field.



Save
CTRL+S



Close the option window

You created a quote.

- ⇒ If you want, enter another quote for another customer with different line items.
- ⇒ When you are done, close the window and return to Launcher. Click OK if you receive a reminder to reload regular paper.

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Lesson 3: Converting a Quote to a Sales Order

Purpose: To convert a quote to a sales order and add information to the resulting order

Time: 10 minutes to complete this lesson

You can create sales orders and convert quotes to sales orders. After the quote is converted, you can make changes to the order as needed.

You can customize your sales order entry by using Maintain Order Preferences. It is assumed in this lesson that you have not changed those preferences. If you have, some of the fields in this lesson may not be available.

To convert the quote you created in the previous lesson into a sales order, follow these steps.

Open the Maintain Sales Orders option

⇒ On the Order Entry Orders menu, click Maintain Sales Orders.

Select the customer

⇒ Click the Show button at the **Customer ID** field. When the search window appears, double-click ETC, the ID for Bikes Et Cetera.



The Maintain Sales Orders window appears.

Use Maintain Sales Orders to record orders for inventory parts and other items. When you enter a sales order for an inventory part, the committed quantity for that part automatically increases. This is how the window appears when you are finished with the lesson.

Create a new sales order

- ⇒ Click the New button.

Quotes on File

A Quotes on File window appears prompting you that there are quotes on record that can be converted to sales orders.

- ⇒ The window asks if you want to convert a quote to a sales order. Click Yes.

Select the quote

- ⇒ A search window appears listing all quotes for Bikes Et Cetera. Double-click the quote labeled Special Order.



New
CTRL+N

Assign an order number

- ⇒ Use the next available order number. Verify that the **Next** check box is selected and press ENTER.

The rest of the information in the Maintain Sales Orders window is picked up from the original quote; you do not have to change it.

If necessary, you can change almost any aspect of the order, such as the ship-to address, line items, and summary information. For this lesson, leave the addresses and the line items as they are, and add some information in the Summary window.

Open the Summary window

Summary...

- ⇒ Click Summary. The Summary window appears.

Order subtotal	1091.95	Initial deposit received	25.00	Deposit Detail...
Miscellaneous charges	0.00	Payment method	<input checked="" type="radio"/> Cash	
Discount	109.20	<input type="radio"/> Credit card	Credit Card Info...	
Freight charges	35.00	<input type="radio"/> Check #	0	
Sales tax 1	...	Cash account	1	Sunset Bank 1107-3298
Sales tax 2	...	Deposits to be applied	0.00	Deposits...
Sales tax 3	...	Net balance due	992.75	
Order total	1017.75			

Buttons:

Footer: SAMPLE Shortcuts Tasks Info

The Maintain Sales Orders/Summary window allows you to add miscellaneous charges, discounts, freight charges, and payment information. This is how the window appears when you are finished with the lesson.

Enter miscellaneous charges

- ⇒ There are no miscellaneous charges, so press ENTER to skip the field.

Enter discount

- ⇒ You are offering a special 10% discount on this order. Enter **10%**. The discount is calculated on the order subtotal.

Enter freight charges

- ⇒ Leave the existing freight charge as it is. Press ENTER a few times to proceed to the **Initial deposit received** field.

Enter initial deposit

- ⇒ Bikes Et Cetera has already placed a 25.00 deposit on this order. Enter **25**.

You can click Deposit Detail to change the deposit number and enter a description. If you do not click this button, the next deposit number is used.

Select method of payment

- ⇒ You can accept payment in the form of cash, credit, or checks. Select the **Credit card** option.

Depending on how you set the Order Entry parameters you can post credit card payments at the time you place the order or when you post the invoice.



- ⇒ Click Credit Card Info to enter more information about the payment. The Credit Card Information window appears.

Credit Card Information window

With the exception of the approval code, information on the credit card can be entered as you set up a customer in Maintain Customers.

Enter approval code

- ⇒ Enter your initials. If this were an actual order, you would enter an approval code given to you.

Accept the credit card information

- ⇒ Click OK. The Summary window appears.

Accept the summary information

- ⇒ Click OK. The Maintain Sales Orders window appears.

Accept the sales order

- ⇒ Verify the information you entered, and click the Save button.



Save
CTRL+S



Print the order

⇒ Click the Print button.

You must select a form template to format the contents of the report.

⇒ Click Select form to open a search window, and double-click the first form in the list. For more information on creating custom forms with the Maintain Forms option, see the Help system.

Close the option

⇒ Close the window and return to the Launcher.

You converted the quote you created in the previous lesson. The next lesson explains how to select this order for invoicing.

Lesson 4: Selecting an Order to Invoice

Purpose: To record the shipment of sales-ordered items, thereby selecting the order for invoicing

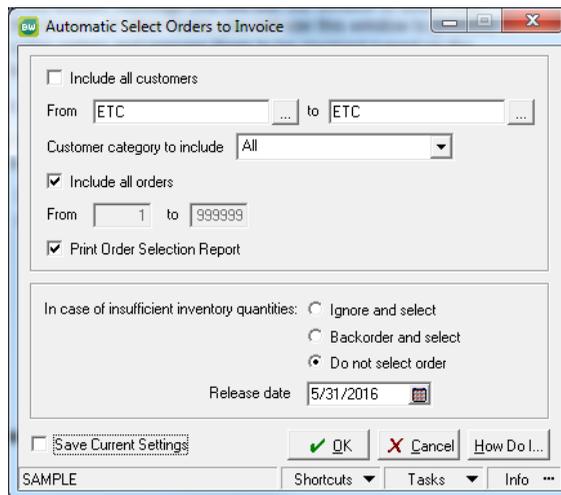
Time: Approximately ten minutes to complete this lesson

In this lesson, you will learn how to select the sales order you created in the previous lesson for invoicing. Also, you will learn how to use the Print and Post Invoices option (described in the next lesson) to post the invoice information to the general ledger and print the invoice.

Follow these steps:

Select the Select Orders to Invoice option

- ⇒ On the Order Entry Invoices menu, click Select Orders to Invoice, and then click Automatic.



This is how the window appears after you finish the lesson. Although you will use the window to select one order in this lesson, at other times, you will use this window to process multiple sales orders and prepare them to be invoiced based on the original sales order.

Select a range of customers

You need to limit the selection of invoices to the invoice created in the previous lesson for ETC.

- ⇒ Clear the **Include all customers** check box. This allows you to define the range of customer orders you will invoice.

Enter beginning customer

- ⇒ At the **From** field, enter **ETC**.

Enter ending customer

- ⇒ ETC displays at the **to** field. Press ENTER to accept it.

Select customer category

Customer categories are set up in Maintain A/R Parameters in the Accounts Receivable module.

- ⇒ Because you do not need to limit the selection to a specific customer category, leave this field as it is. Press ENTER to continue.

Select orders to invoice

- ⇒ Select the **Include all orders** check box and press ENTER.

Print an Order Selection Report

This report displays details of the sales orders that will be posted when you run the Print and Post Invoices option.

- ⇒ Verify that the **Print Order Selection Report** check box is selected and press ENTER.

In case of insufficient inventory quantities:

If you want, you can select only the orders for which you have enough inventory by selecting the **Do not select order** option. If you select the **Ignore and select** option, all applicable sales orders are selected for invoicing whether there's enough stock or not. If you select the **Backorder and select** option, these parts are tagged for backordering and invoices those items in stock.

- ⇒ Select the **Do not select order** option.

Enter a release date

- ⇒ To select orders with release dates on or before June 23, enter **06/23/16**.

Accept the information

⇒ Click OK.

Sales orders are selected based on your specifications. A report setup window appears after you have accepted the information. Accept the report specifications as they are.

⇒ Click Preview

The report shows several orders, including the order you set up in the previous lesson.

⇒ When you are finished looking at the report, close the report window.

If the **Auto-close report setup options** check box is selected in the User Preferences window, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

After selecting a sales order, the next step is to post it as an invoice. You will do that in the next lesson.



Lesson 5: Printing and Posting an Invoice

Purpose: To print an invoice for an order already selected for invoicing and post it to the general ledger

Time: 10 minutes to complete this lesson

After you select a sales order for invoicing, use Print and Post Invoices to print a copy of the invoice and post the invoice information. Follow these steps:

Select the Print and Post Invoices option

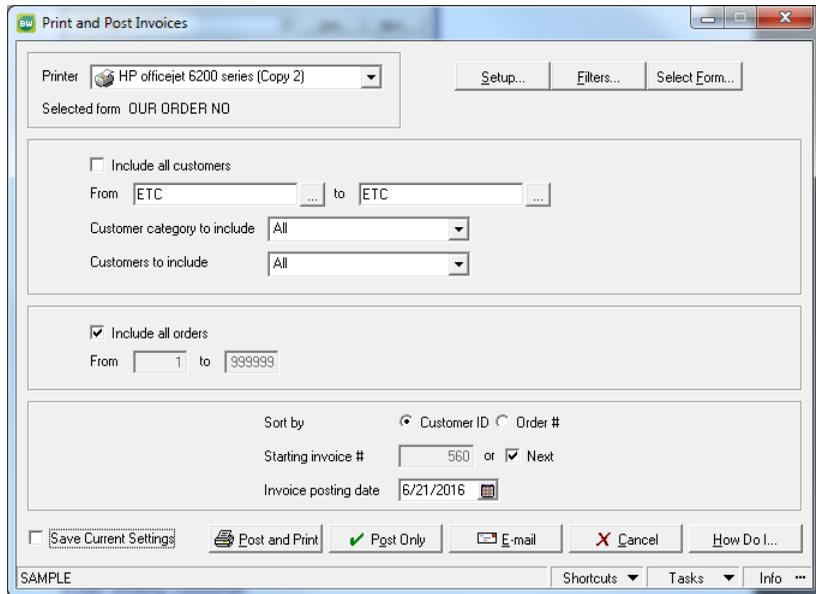
- ⇒ On the Order Entry Invoices menu, click Print and Post Invoices.

Load forms in your printer

- ⇒ If this informational message is not disabled in System Preferences, you are prompted to load invoice forms in your printer. You will use this option with plain paper for this lesson, so click OK and continue.



The Print and Post Invoices window appears.



This is how the window appears after you complete this lesson. Use this window to print previously selected invoices and post them to the General Ledger, Accounts Receivable, and Inventory Control modules.

Select customers

- ⇒ Clear the **Include all customers** check box.

Enter beginning customer

- ⇒ At the **From** field, type **ETC**, and press ENTER.

Enter ending customer

ETC automatically displays at the **to** field.

- ⇒ Press ENTER at the **to** field to accept its contents.

Select customer category

Customer categories are set up in Maintain A/R Parameters in the Accounts Receivable module. You do not need to limit this selection to a specific customer category.

- ⇒ Press ENTER to leave this field as it is.

Select customers to include

- ⇒ Make sure All is selected.

Select orders to invoice

- ⇒ Verify that the **Include all orders** check box is selected.

Sort the invoices

- ⇒ Select the **Sort by Customer ID** option.

Assign invoice numbers

- ⇒ Verify that the **Next** check box is selected at the **Starting invoice #** field.

Select posting date

- ⇒ The posting date specified with the Posting Date button in the Status bar displays. Leave it as it is.

Select a form template

Select a form template to format the purchase order's contents for printing.

- ⇒ Click Select form to select a form template from a search window. Predefined forms are provided. If you want, you can create custom forms using Maintain I/C Forms. For this lesson, double-click the first form listed.

Accept the information

- ⇒ Click OK.

Print the invoice

If you use preprinted forms, you can print one or more alignment tests to verify that the forms are set up properly in your printer. Unless you disabled it in System Preferences you will see a message to this effect.

- ⇒ Since you are using plain paper for this exercise, click No.

The invoice is printed and posted to the general ledger.

Close the setup window

If the **Auto-close report setup options** check box is selected in User Preferences, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

- ⇒ Close the setup window.

Reload regular paper

You are prompted to put regular paper back into the printer.

⇒ Click OK if you receive the prompt and return to the Launcher.

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Lesson 6: Examining a Gross Profit Report

Purpose: To see the profit for the invoice you printed and posted
To learn how to produce Order Entry reports

Time: 5 minutes to complete this lesson

After printing and posting an invoice, you want to see the effects of that transaction on an Order Entry report. In this lesson, you will review the Gross Profit Report. Follow these steps:

Select the Gross Profit Report option

- ⇒ On the Order Entry Reports menu, click the Gross Profit Report. The Gross Profit Report setup window appears.

This window is a typical report setup window that allows you to select from a variety of report setup choices to produce the report in the format you need.

	Option:	From:	To:
Customer ID	Only	ETC	
Customer category	All		
Invoice number	All		
Sales representative	All		
Reporting period	Specify date range	06/21/2016	06/21/2016
Invoice status	All		

This is how the Gross Profit Report window appears after you complete this lesson.

Include customers

- ⇒ Clear the **Include all customers** check box. This allows you to enter a range of customers.

Enter starting customer

- ⇒ At the **From** field, enter **ETC** and press ENTER.

Enter ending customer

- ⇒ Press ENTER to accept ETC at the to field.

Select customer category

- ⇒ Since you do not need to limit this selection to a specific customer category, leave this field as it is.

Include invoices

- ⇒ Verify that the **Include all invoices** check box is selected.

Include sales reps

- ⇒ Verify that the **Include all sales reps** check box is selected.

Sort the report

- ⇒ Verify that the **Sort by Customer ID** option is selected.

Select detail or summary report

You can produce a detailed or summary version of the report. A detail report lists line item information and the invoice's subtotal, miscellaneous charges, discount, freight, sales tax, and invoice total. The summary report lists only the invoice total and other basic information.

- ⇒ Select the **Detail** option.

Select the reporting period

You can select invoices from the current month, any month on record, all invoices, or today's invoices.

- ⇒ You want examine the invoice from Lesson 5, so use the following date range: 06/21/2016 to 06/21/2016

Accept the report setup

- ⇒ Click the Preview button.

When all information for the report has been gathered, a portion of the first page of the report appears.

<p style="text-align: center;"><i>BikeWorks International</i> <i>Gross Profit Report</i> <i>Customer ID ETC, 06/21/2016 to 06/21/2016</i></p>						
<i>Inv. #</i>	<i>Customer ID</i>	<i>Invoice Information</i>			<i>Price Cost</i>	<i>Profit Margin</i>
*** Customer ID: ETC ***						
560	ETC	Inv. Date:	6/21/2016	Sales Rep:	1	
		Ord. Date:	6/21/2016	Order #:	2279	
	Item / Description	SA	Qty	Unit Price	Price Cost	Profit Margin
	CUST-26	2	1	892.00	892.00	124.06
	Custom 26" bicycle				767.94	13.9 %
	LABOR	2	10.000	15.00	150.00	-100.00
	Labor Costs				250.00	-66.7 %
				Invoice totals	1,042.00	24.06
					1,017.94	2.3 %
				Totals for ETC	1,042.00	24.06
					1,017.94	2.3 %
				Report totals	1,042.00	24.06
					1,017.94	2.3 %

More on reports

For more information on working with reports, including selecting fonts and formatting, and memorizing setup, see [Appendix A: How to Produce a Report on page 331](#).

Close the setup window

If the **Auto-close report setup options** check box is selected in the User Preferences window, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

⇒ For this exercise, close the report setup window and return to the Launcher.



Lesson 7: Defining a File Export Template

Purpose: To learn how to transfer data to another software program
To set up an export template to be used for the transfer

☑ Note

If you do not need to use the export feature, skip Lessons 7 and 8.

Time: 5 minutes to complete this lesson

You can create files to import into other programs, including spreadsheets and word processors. File export templates enable you to define an export format and use it to create export files when needed.

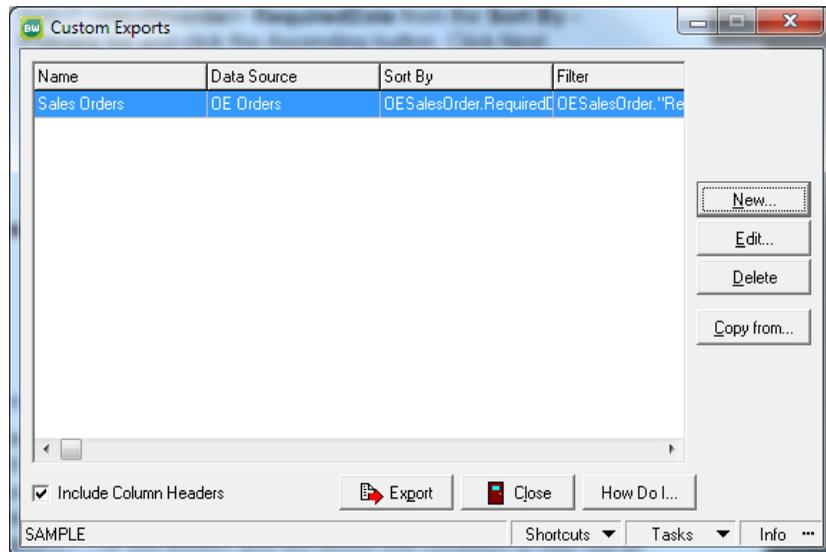
In this lesson, you will create a template for sales orders that need to be filled within the next two months. Follow these steps.

☑ Note

To export and import open quotes and sales orders with an open or on-hold status, use the Export Quotes and Sales Orders and Import Quotes and Sales Orders options. For more information about these options, see the Help system.

Select Custom Exports

⇒ On the Order Entry Transfer menu, click Custom Exports. The Custom Exports window appears.



This is how the Custom Exports window appears after you complete this lesson.

Start a new template

You can click New to create a new template, click Edit to change an existing template, click Delete to permanently remove a template from the list, or click Copy from to create a new template based on an existing one.



- ⇒ Click New to open the Create New Template wizard.

Enter template name

- ⇒ Enter **Sales Orders** and click Next.

You will define this template to export information that includes order numbers, required dates, open balances, and customer contact information.

Select data source

You can select from a variety of Order Entry information to export with this template, including information on invoices, orders, quotes, returns, and line items.

- ⇒ Select **OE Orders** and click Next.

Select fields

The available fields are based on the data source you selected in the previous window.

- ⇒ From the **Available** list, scroll down and select **<oesalesorder> OrderNo**, and click Add to move **<oesalesorder> OrderNo** to the **Selected** list.
- ⇒ Do the same for the following fields in the order shown here.
 - <oesalesorder> Description**
 - <oesalesorder> RequiredDate**
 - <oesalesorder> SubtotalAmt**
 - <arcustomer> ID**
 - <arcustomer> FinanceContact**
 - <arcustomer> FinancePhoneNo**
- ⇒ Click Next.

Set sort by

- ⇒ Select **<oesalesorder> RequiredDate** from the **Sort By - Primary** list and click the Ascending button. Click Next.



Set filters

Filters allow you to limit the information you export. You can specify a field and a range of values. Only items that meet your criteria are exported. This template will be used to identify sales orders that may need to be filled over the next two months—between June 21 and August 21. For this lesson, you will define one condition to filter out all data related to orders that fall outside those dates. For more information on using filters, see the Help system.

- ⇒ From the first list under **Field Name**, select **<oesalesorder> RequiredDate**.
- ⇒ Under **Operation**, select **Between**.
- ⇒ Under **Values**, enter **06/21/16** and **08/21/16**.

Accept information as shown

- ⇒ Click Done to save the template.

The new template appears in the Custom Exports window. You can now define another template.

In the next lesson, you will learn how to use a template to export data to a file.



Lesson 8: Sending Data to Another Program

Purpose: To transfer data to a spreadsheet, a word processor, and various text formats

Time: 5 minutes to complete this lesson

After defining an export template in the previous lesson, you are ready to send your sales order information to a spreadsheet or another software program. This lesson is designed for a spreadsheet program, but if you do not have one, you can create the information for another program. Follow these steps.

Select Custom Exports

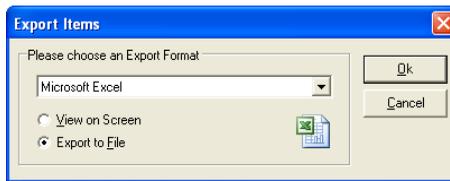
- ⇒ On the Order Entry Transfer menu, click Custom Exports.

Start the export

- ⇒ Select Sales Orders, and click the Export button. The Export Items window appears.

Note

If the View on Screen option is not available, the selected program (for example, Microsoft Excel) is not installed on your computer. However, you can still create the export file without the selected program.



The Export Items window allows you to send your data in a variety of formats. You can send it directly to a file or view it on your computer.

Select the data format

You can export the data to a variety of formats, including HTML, Microsoft Word and Excel, RTF, TXT, CSV, tab-delimited, DIF, SYLK, and clipboard. You can also export information for use in another company.

- ⇒ Select the correct format for the program to which you will export the data. If you are unsure of the kind of files your program can read, refer to that program's manual. For this lesson, select Microsoft Excel.
- ⇒ Select the **Export to File** option, and click Ok.



Enter export file path

You are prompted to name the file and select a directory location for it. Send the information to the same directory containing the data files for the Sample company.

- ⇒ Select the directory location of the Sample data files (for example, *C:\Program Files\Common Files\Sage BusinessWorks\Sample*).
- ⇒ Enter **Orders1** as the file name. Do not use the same name each time you export data or you may overwrite valuable information.

Accept information as shown

- ⇒ Click the Save button.

The data is exported to the file and directory you specified (*C:\Program Files\Common Files\Sage BusinessWorks\Sample\Orders1.xxx*) and you are returned to the Custom Exports window. The extension (.xxx) varies, depending on the type of file you created. In this example, the extension is .XLS.

After exporting the data

Launch your spreadsheet program and review the file created.

- ⇒ To view the file, close the Custom Exports window and use Windows Explorer to open the directory where you saved the file. Double-click the file *Orders1.xls* to view it in Excel.
- ⇒ When you are finished reviewing the export file, close it and return to the Launcher.

Where to Go from Here

Now that you are familiar with the Order Entry module, you can experiment with more of the menus and options. Trying out the different options while using the sample data improves your knowledge of the software's features. Detailed instructions on each option are in the Help system.



Chapter 10: Practicing with Payroll

It will take approximately one hour to complete the lessons in this chapter. This section includes:

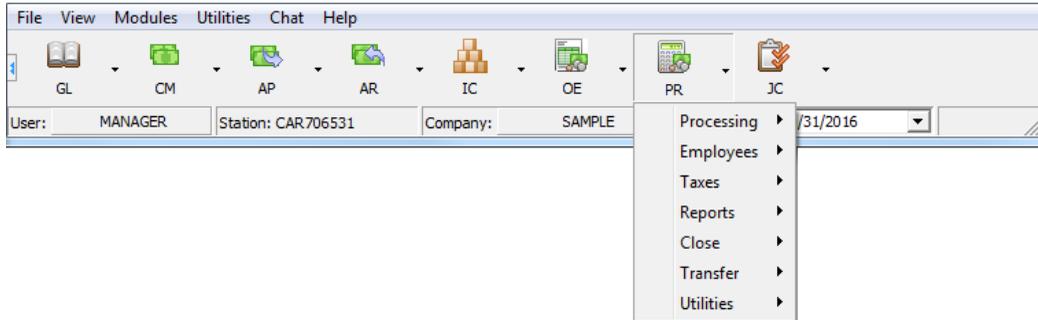
- *Payroll Menus (page 265)*
- *Lesson 1: Examining Payroll Status (page 266)*
- *Lesson 2: Adding an Employee (page 267)*
- *Lesson 3: Examining an Employee Master List (page 278)*
- *Lesson 4: Recording Time Card Information (page 281)*
- *Lesson 5: Performing Payroll Calculations (page 286)*
- *Lesson 6: Printing a Paycheck and Check Register (page 289)*
- *Lesson 7: Examining Your Tax Liabilities (page 293)*
- *Lesson 8: Defining a File Export Template (page 296)*
- *Lesson 9: Sending Data to Another Program (page 299)*
- *Where to Go from Here (page 300)*



Payroll Menus

Before you can learn the Payroll module, you need to be familiar with the Payroll menus.

⇒ To display the Payroll menus, click the PR module button.



The Payroll menus include:

<i>Processing</i>	Recording time cards and producing payroll checks.
<i>Employees</i>	Maintaining employee information, printing employee lists, and examining employees' paychecks.
<i>Taxes</i>	Recording tax deposits, printing W-2 forms and state and federal worksheets, and maintaining tax tables.
<i>Reports</i>	Producing a variety of reports on your payroll.
<i>Close</i>	Closing the Payroll module at the end of each month.
<i>Transfer</i>	Exchanging information with other programs, creating a file of W-2 information, and managing direct deposit.
<i>Utilities</i>	Includes several utilities for setting up the option parameters, posting accounts, task codes, creating data files, and rebuilding data files.

Lesson 1: Examining Payroll Status

Note

Before starting these lessons, verify that your posting date is 06/21/16. For more information, see [Lesson 3: Changing Dates on page 46](#).

Purpose: To become familiar with navigating the menus
To examine the status of the Payroll module

Time: 10 minutes to complete this lesson

Follow these steps:

Select the Display Payroll Status option

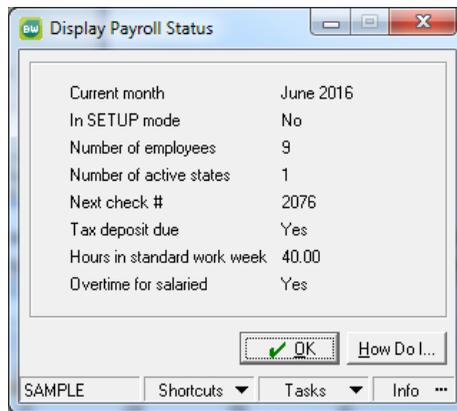
⇒ On the Payroll Utilities menu, click Display Payroll Status.

A message displays prompting you that a tax deposit is due. This is just a reminder. Click OK to continue.

The Display Payroll Status window appears.



Payroll



The window shows the current open month, whether the Payroll module is in setup mode, the number of employees in your system, whether a tax deposit is currently due, etc.

⇒ To close the Display Payroll Status window, click OK.

Lesson 2: Adding an Employee

Purpose: To learn how to add an employee

Time: 15 minutes to complete this lesson

The sample data contains information on several employees. For practice, add an employee, Jennifer Darnay.

Jennifer was hired on June 22, and will be paid weekly at a rate of \$7.35 per hour. Follow these steps:

Select the Maintain Employees option

- ⇒ On the Payroll Employees menu, click Maintain Employees. The Maintain Employees window appears. This window displays fields for entering information about the employee.

This is how the Maintain Employees window appears after you complete this lesson.

Enter a new employee ID

In the Maintain Employees window, click the New button to create a new employee record.

- ⇒ Enter **DARNAY** at the **Employee ID** field.



New
CTRL+N

Enter employee name

- ⇒ Enter **Jennifer** at the **First name** field, **Marie** at the **Middle** field, **Darnay** at the **Last** field, and **Mrs** at the **Suffix** field.

Enter employee address (2nd line is optional)

- ⇒ Enter your address. If the entire address does not fit on line 1, complete it on line 2. Otherwise, press ENTER to leave line 2 blank.

You can enter the city name and the two-letter abbreviation for your state (for example, San Francisco, CA), but leave these fields blank to see how they are automatically inserted when you enter the ZIP Code.

Press ENTER twice to skip the **City** and **State** fields.

Enter ZIP or postal code

- ⇒ Enter a ZIP Code for the employee.

Note that the **City** and **State** fields are automatically entered based on the ZIP Code you entered. If you select the **Auto insert city and state** check box in the System Preferences window, any information currently at the **City** and **State** fields are overwritten based on the ZIP Code entered. If this setting is cleared, information is automatically entered at the **City** and **State** fields *only* if they are left blank when the ZIP Code is entered.

Enter telephone number

- ⇒ Enter your area code and phone number, or just the phone number. For example, if your phone number is (415) 555-8899, enter 4155558899. The proper punctuation is automatically inserted.

Enter social security number

- ⇒ Enter your social security number. The hyphens are automatically inserted.

Notice that you skipped the **State** field and that CA (California) was filled in as the state in which the employee pays taxes, SUI and SDI. The sample data has one active state, California, so that abbreviation was automatically inserted.



Enter comments

- ⇒ Whatever notes you enter in these two lines will also appear in the Employee Master List. Press ENTER twice to leave these lines blank.

Select employee status

- ⇒ Because Jennifer is a new employee, her status is Active. Verify that the **Active** option is selected and press ENTER.

Enter hire date

- ⇒ Enter **06/21/16** using the MM/DD/YY format.

Enter last review date

- ⇒ Because Jennifer is a new employee, she has not yet had a review. Press ENTER to proceed to the next field.

Enter next review date

- ⇒ Enter **09/21/16**.

Employee on Hold?

Select the **Employee on Hold** check box if Jennifer were taking leave without pay, so that a payroll check would not be processed for her in her absence.

- ⇒ Clear this check box.

Enter payment information

Pay info...

⇒ Click Pay info. The Payment Information window appears.

This is how the window appears after you complete this lesson.

Select pay period

⇒ Jennifer will be paid every week. Select the **Weekly** option and press ENTER.

Select pay type

⇒ Jennifer is paid by the hour. Verify that the **Hourly** option is selected and press ENTER.

Enter standard rate ID

If you pay several employees at the same rate, you may want to set up standard rates in Maintain Standard Rates. The sample data has a few set up already.

⇒ Click the Show button to view the standard rates in a search window.

⇒ Jennifer does not receive a standard rate, so click Cancel to close the search window and leave this field blank.

Enter pay rate

⇒ Jennifer is paid \$15.00 an hour. Enter **15.00**.

Select "per"

⇒ Select the **Hour** option, making it "15.00 per hour," and press ENTER.



Select department

You can assign employees to departments for departmental reporting.

⇒ Enter 1.

Enter shift (1 to 6)

⇒ Jennifer normally works on the first shift, so press ENTER to accept the default of 1.

Enter standard task code ID

⇒ Jennifer is a bicycle repairer. Click the Show button and select REPAIR.

Enter workers' comp code

⇒ If you set up deductions for workers' compensation in Maintain Deductions, you can use this field to identify the code normally used by this employee. For now, accept the default, None.

Accept the information

⇒ Click OK. You are returned to the Maintain Employees window.

Enter tax status information

⇒ Click Status. The Maintain Employees/Status window appears.

Status...

The screenshot shows the 'Maintain Employees / Status' window with the following fields and values:

Federal		California	
Filing status	Single	Filing status	Single
<input type="checkbox"/> FWT exempt		<input type="checkbox"/> S'WT exempt	
<input type="checkbox"/> QASDI exempt		<input type="checkbox"/> SDI exempt	
<input type="checkbox"/> Medicare exempt		<input type="checkbox"/> SUI exempt	FUTA Rate n/a
<input type="checkbox"/> FUTA exempt		Allowances	1
Allowances	1	Extra allowances	0
EIC status	Not used	Exemption amount	0.00
<input type="checkbox"/> Ag employee		Extra W/H amount	0.00
Extra W/H amount	0.00		
<input type="checkbox"/> Min wage makeup			

Buttons: OK, Cancel, How Do I...
 Bottom bar: SAMPLE, Shortcuts, Tasks, Info

Use the Status window to enter the employee's federal and state filing status information. This information comes from the employee's W-4 form. This is how the window appears after you complete this lesson.



Enter filing status

- ⇒ Press ENTER to select Single.

FWT, OASDI, Medicare, and FUTA exempt?

- ⇒ Some employees may be exempt from certain taxes. Jennifer is not exempt. Clear the **FWT**, **OASDI**, **Medicare**, and **FUTA** check boxes.

Enter number of allowances

- ⇒ Enter **1**.

Select EIC status

- ⇒ Jennifer is not eligible for earned income credits, so make sure Not used is selected and press ENTER.

Agricultural employee?

- ⇒ Agricultural employees pay FICA taxes differently from other employees. Since Jennifer is not an agricultural employee, make sure the **Ag employee** check box is cleared.

Enter extra withholding amount

- ⇒ Jennifer wants an extra \$20 withheld for federal taxes from each paycheck. Enter **20**.

Use minimum wage makeup?

If you pay certain employees, such as waiters and waitresses, below minimum wage expecting that they would earn the difference with tips, the minimum wage makeup feature helps ensure that they will always be paid at least minimum wage.

- ⇒ This situation does not apply to Jennifer, so clear the check box.

Enter state tax information

After entering the federal withholding information, you complete the state tax information side of the window. Depending on the state, you may not need to enter the information listed here. The items in this lesson pertain to California requirements.

Enter filing status

- ⇒ Press ENTER to accept Single.



SWT, SDI, SUI exempt?

- ⇒ Since Jennifer is not exempt from any of these, verify that these check boxes are cleared.

Enter number of allowances

- ⇒ Enter **1**.

Enter extra number of allowances

- ⇒ Press ENTER to accept the default entry of 0.

Notice that the exemption amount was skipped because it does not apply to California taxes.

Enter extra withholding amount

- ⇒ Jennifer wants an extra \$10 withheld for state taxes from each paycheck. Enter **10**.

Accept the information you entered

- ⇒ Click OK. The Maintain Employees window appears.

Enter vacation and sick pay information

- ⇒ Click Vacation.

Vacation...

	Rate	Start	Earned	Taken	Balance
Vacation hours	80.00	0.00	0.00	0.00	0.00
Sick pay hours	40.00	0.00	0.00	0.00	0.00

Compensation time: 0.00
 Advances: 0.00
 Draw: 0.00

OK Cancel How Do I...

SAMPLE Shortcuts Tasks Info ...

Use the Maintain Employees/Vacation window to enter Jennifer's vacation, sick pay, compensatory time, and other information. This is how the window appears after you complete this lesson.

Enter vacation accumulation rate

- ⇒ The rate is expressed in hours per year. BikeWorks gives two weeks of vacation per year. Since 40 hours is the standard work week, enter **80**.

Enter vacation hours at start of year

- ⇒ Because Jennifer is new, she does not have hours accumulated from previous years. Press ENTER to accept the default of 0.00.

Enter vacation hours earned this year

- ⇒ Again, because she is new, she has not earned any vacation. Press ENTER.

Enter vacation hours taken this year

- ⇒ Press ENTER.

Enter sick pay accumulation rate

- ⇒ BikeWorks allows one week of sick leave per year. Enter **40**.

Enter sick pay start, earned, and taken

- ⇒ Since Jennifer is a new employee, accept the default of 0.00 at these fields. Press ENTER to advance through the fields.

Enter comp time, advances, and draw

- ⇒ Ignore these fields for now.

Accept the information you entered

- ⇒ Click OK. You are returned the Maintain Employees window.



Deductions...

⇒ Click Deductions. The Deductions window appears.

ID	Status	Description	Amt/Rate	Y-T-D
INSUR	Active	Health Insurance	25.0000	0.00

Deductions are created in the Maintain Deductions option and are assigned to the employee in the Maintain Employees/Deductions window. This is how the window appears when you complete this lesson.

Enter deduction ID

Jennifer wants to have her dependent mother's health insurance premium taken out of her paycheck.

⇒ Click the Show button at the deduction **ID** field. In the search window, double-click INSUR.

Select status

⇒ Verify that the **Active** option is selected, and press ENTER.

Enter amount

⇒ This deduction has been set up as an individual deduction, meaning that the amounts to be deducted vary with each person. Jennifer must pay \$25 dollars out of every paycheck for the insurance. Enter **25**.

Enter month-, quarter-, and year-to-date deductions

⇒ These fields are not available because Jennifer is a new employee. Click Accept.

Accept the deduction

- ⇒ Click OK.

Assign other pays

Other pays are amounts added to an employee's paycheck during the calculation of the payroll. With this option you can assign other pays to each employee. You might use it to award bonuses or reimburse employee expenses. Other pays are set up in Maintain Other Pays.

- ⇒ The Other Pays window functions the same as the Deductions window. If you want to try it out, click Other pays. When you finish, click OK or Cancel to return to the Maintain Employees window.



Enter employee totals

- ⇒ In the Maintain Employees window, click Totals.

This is where you enter quarter-to-date and year-to-date pay information. If you are setting up the software for the first time and entering existing employees, you would enter their payment history here. After entering, this information is updated for all employees automatically.

- ⇒ Since Jennifer is a new employee, this information does not apply to her. Click Cancel.



Look at direct deposit

- ⇒ Click Direct dep to open the Direct Deposit window. The direct deposit service places employees' paychecks directly into their bank accounts. The paper "check" they receive is voided. Many people find it convenient. You will not sign up Jennifer for direct deposit, but go ahead and review the window. Click Cancel when you are done.



For more information about direct deposit, see the Help system.

Save this employee's information

- ⇒ Click the Save button to record this new employee.

Add notes to the employee's records

Use the Notepad to enter notes about an employee's records. You can put date and time stamps on your notes and search the file for words or numbers.



- ⇒ Click Notes. Click the Insert Date, Insert Time, and Insert User buttons in succession, pressing the spacebar each time to separate them. Press ENTER and type **Volunteered** for company picnic.
- ⇒ Save the note by clicking the Save button.

Enter custom fields



- ⇒ Click Custom to view the Maintain Employees/Custom Fields window. If custom employee fields were defined in Maintain Payroll Parameters, they would appear here and you could enter information at the custom fields. Click Cancel to return to the Maintain Employees window.

Add an employee picture



- ⇒ Click Picture On to view the Image window. You can scan in an employee picture, or add it from a file already on your computer. You will not add a picture of Jennifer, but go ahead and review the window. Click Picture Off when you are done.
- ⇒ Close the window and return to the Launcher.



Lesson 3: Examining an Employee Master List

Purpose: To learn how to produce reports or lists

Time: 5 minutes to complete this lesson

After adding an employee, run a Payroll Employee Master List to see the effect. A list and a report are not quite the same. A list is an outputting of data from a record onto a formatted page. A report is interpretive; it reads data from records and performs calculations on them. The Master Employee List is an example of a list. An example of a report is the Employee History Report, which sorts and totals Payroll data accumulated over time. Lists and reports are generated in the same way.

Follow these steps.

Open the Employee Master List option

⇒ On the Payroll Employees menu, click Employee Master List. The Employee Master List window appears.

Sage BusinessWorks - Reporting

Report: Employee Master List by Employee ID

Group... Filters...
Save... Customize...

	Option:	From:	To:	
<input checked="" type="checkbox"/> Employee ID	Between	BROOKS	JONES	...
<input type="checkbox"/> Department	All			
<input type="checkbox"/> Pay period	All			
<input type="checkbox"/> Pay type	All			
<input type="checkbox"/> Employment status	All			
<input type="checkbox"/> Include notepad entries	No			

E-Mail Preview Print Cancel How Do I...

SAMPLE Shortcuts Tasks Info ...

This is how the Employee Master List window appears after you complete this lesson.

Employee ID

You would select the **All** check box if you want to create an exhaustive list. For this lesson, restrict the scope of the list to Brooks through Jones.

- ⇒ Clear the **Include all employees** check box. This allows you to enter a range of employees for this list.

Enter starting employee ID

- ⇒ Click the drop-down arrow and select **BETWEEN** to enter your range of employees for this list.

Enter ending employee ID

- ⇒ Click the Show button at the **to** field. Instead of highlighting JONES directly, try the "homing" feature of the search window. Type **J** to find JONES. Select Jones and click Accept.

Department

- ⇒ Since you do not want to restrict the list by department, press ENTER to leave this box selected.

Pay Period

- ⇒ If you want to restrict the list to employees based on a specific pay period (weekly, biweekly, and so on), you could select it here. For this lesson, press ENTER to select All.

Pay Type

- ⇒ Press ENTER to select All.

Employment Status

Restrict the list to active employees.

- ⇒ Select **Active**.

Include Notepad entries

- ⇒ In the previous lesson, you wrote a note in the Notepad about Jennifer. Let's include it in this report. Make sure this box is selected.

Accept report setup

- ⇒ Click the Preview button.



When all information for the report has been gathered, a portion of the first page of the report appears.

BikeWorks International
Employee Master List by Employee ID
Employee ID BROOKS to JONES

BROOKS

<p>Name: Michael Brooks Address 1: 1323 Magnolia Street Address 2: City: San Mateo State ZIP: CA 94403 Phone: (415) 997-5452 SSN: 315-83-9812 E-mail:</p> <p>Pay period: Weekly Pay type: Hourly Pay rate: 800.00 per week Standard rate: Department: 20 Shift: 1 Task code: ASSEMBLY WorkComp code: 2</p> <p>Federal Filing status: Married FWT exempt: No OASDI exempt: No Medicare exempt: No FUTA exempt: No Allowances: 3 EIC status: N/A</p>	<p>Hire date: 10/12/2008 Last review date: 11/01/2009 Next review date: 11/01/2010</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Vacation Hours</th> <th style="text-align: center; border-bottom: 1px solid black;">Sick Pay Hours</th> </tr> </thead> <tbody> <tr> <td>Rate per year:</td> <td style="text-align: right;">80</td> <td style="text-align: right;">40</td> </tr> <tr> <td>Start:</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Earned:</td> <td style="text-align: right;">31.6</td> <td style="text-align: right;">15.81</td> </tr> <tr> <td>Taken:</td> <td style="text-align: right;">0</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;">31.60</td> <td style="text-align: right;">-4.19</td> </tr> </tbody> </table> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center; border-bottom: 1px solid black;">QTD</th> <th style="text-align: center; border-bottom: 1px solid black;">YTD</th> </tr> </thead> <tbody> <tr> <td>Net pay:</td> <td style="text-align: right;">4,754.27</td> <td style="text-align: right;">6,176.77</td> </tr> <tr> <td>Gross pay:</td> <td style="text-align: right;">6,635.00</td> <td style="text-align: right;">8,635.00</td> </tr> <tr> <td>FWT taxable pay:</td> <td style="text-align: right;">6,635.00</td> <td style="text-align: right;">8,635.00</td> </tr> <tr> <td>FWT:</td> <td style="text-align: right;">317.95</td> <td style="text-align: right;">403.75</td> </tr> <tr> <td>OASDI taxable pay:</td> <td style="text-align: right;">6,635.00</td> <td style="text-align: right;">8,635.00</td> </tr> <tr> <td>Company OASDI:</td> <td style="text-align: right;">411.37</td> <td style="text-align: right;">535.37</td> </tr> <tr> <td>Employee OASDI:</td> <td style="text-align: right;">411.37</td> <td style="text-align: right;">535.37</td> </tr> <tr> <td>Medicare taxable pay:</td> <td style="text-align: right;">6,635.00</td> <td style="text-align: right;">8,635.00</td> </tr> </tbody> </table>		Vacation Hours	Sick Pay Hours	Rate per year:	80	40	Start:	0	0	Earned:	31.6	15.81	Taken:	0	20	Balance:	31.60	-4.19		QTD	YTD	Net pay:	4,754.27	6,176.77	Gross pay:	6,635.00	8,635.00	FWT taxable pay:	6,635.00	8,635.00	FWT:	317.95	403.75	OASDI taxable pay:	6,635.00	8,635.00	Company OASDI:	411.37	535.37	Employee OASDI:	411.37	535.37	Medicare taxable pay:	6,635.00	8,635.00
	Vacation Hours	Sick Pay Hours																																												
Rate per year:	80	40																																												
Start:	0	0																																												
Earned:	31.6	15.81																																												
Taken:	0	20																																												
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Gross pay:	6,635.00	8,635.00																																												
FWT taxable pay:	6,635.00	8,635.00																																												
FWT:	317.95	403.75																																												
OASDI taxable pay:	6,635.00	8,635.00																																												
Company OASDI:	411.37	535.37																																												
Employee OASDI:	411.37	535.37																																												
Medicare taxable pay:	6,635.00	8,635.00																																												

More on reports

For more information on working with reports, including selecting fonts and formatting, and memorizing setup, see [Appendix A: How to Produce a Report on page 331](#).

If the **Auto-close report setup options** check box is selected in the User Preferences window, the report setup window closes when you process the report. Otherwise, the report setup window remains open, making it convenient for you to produce another report.

- ⇒ Close the report viewer. If the report setup window is still open, close it and return to the Launcher.



Lesson 4: Recording Time Card Information

Purpose: To learn how to record time card information

Time: 5 minutes to complete this lesson

To pay an employee, you must have employee information and time card data on file. After adding an employee in a previous lesson, in this lesson you will record time card information for her. Follow these steps:

Select the Time Card Entry option

- ⇒ On the Payroll Processing menu, click Time Card Entry. The Time Card Entry window appears.

Employee ID: DARNAY
Jennifer M Darnay Mrs

Earnings: Done | WorkComp code: None

Shift: 0 | Standard rate ID: | Hourly rate: 0.000

Phase ID: | Hours: 0.00 | Gross pay: 0.00

Earnings	Shift	WC	Rate	Hours, etc.	Pay
Regular	1		15.00	40.00	600.00
				Total	40.00 600.00

This is how the Time Card Entry window appears after you complete this lesson.

Enter employee ID

⇒ Click the Show button and double-click DARNAY.

Jennifer's name displays on the time card. If she had a standard time card on file, a dialog box would appear, asking if you wanted to use the standard time card as the basis for the one you are entering. Standard time cards are useful for employees who are paid the same amount every pay period. You can save time by setting them up and using them period after period.

Because Jennifer does not have a standard time card on file, you must enter all the time card information from scratch.

Check employee's status

⇒ Click Employee. A window appears showing you how much vacation, sick leave, and compensation time Jennifer has available, and how much in advances and draws, if any, she has.

The screenshot shows a software window titled "Employee Information - BROOKS". It contains the following information:

Employee ID: **BROOKS**
 Name: Michael Brooks
 Phone #: (415) 397-5452
 SS#: 315-83-9812
 E-mail: [Redacted]

Vacation hours available: 31.60
 Sick pay hours available: -4.19
 Comp time hours available: 0.00
 Advances amount: 0.00
 Draw amount: 0.00

Check #	Date	Period	End	Gross	Other	Tips	CashTips	Subtotal	Taxes	Deducts	Net pay	Gross pay
2055	06/22/2016	06/09/2016	06/15/2016	400.00	0.00	0.00	0.00	400.00	-38.98	-71.00	290.02	400.00
2062	06/25/2016	06/19/2016	06/25/2016									
10849	03/02/2016	02/24/2016	03/02/2016									
10855	03/09/2016	03/03/2016	03/09/2016									
10861	03/16/2016	03/10/2016	03/16/2016									
10867	03/23/2016	03/17/2016	03/23/2016									
10873	03/30/2016	03/24/2016	03/30/2016									
10886	04/06/2016	03/31/2016	04/06/2016									
10892	04/13/2016	04/07/2016	04/13/2016									
10898	04/20/2016	04/14/2016	04/20/2016									
10904	04/27/2016	04/21/2016	04/27/2016									
10916	05/04/2016	04/28/2016	05/04/2016									
10922	05/11/2016	05/05/2016	05/11/2016									
10928	05/18/2016	05/12/2016	05/18/2016									
10934	05/25/2016	05/19/2016	05/25/2016									
10945	06/01/2016	05/26/2016	06/01/2016									
10951	06/08/2016	06/02/2016	06/08/2016									

Additional details from the screenshot:

- Buttons: Check detail?..., Deposit detail?..., OK, Help
- Bottom bar: SAMPLE, Shortcuts, Tasks, Info
- Employee Deductions Table:

Ded/OPay	Amount
*WC-SRVC	-24.00
INSUR	-15.00
LOCAL	-6.00
SAVINGS2	-50.00
TRAVEL	0.00

Jennifer has not been employed long enough to display any history. If she was employed longer, the window would display a history of her paychecks. This window shows another employee's paycheck history.

Check Detail

Select any listed check and then click the Check detail button to view complete details of that check. It is disabled here because she has no checks on file.

The screenshot shows a window titled "BROOKS - Check Detail". At the top, there is a summary table with the following data:

Check #	Date	Name	Gross pay	Net Pay
2055	06/22/2016	Michael Brooks	400.00	290.02

Below this is a detailed table with columns: Earnings/Taxes, Task, S/WC, Rate, Hrs/\$/Pcs, and Amount.

Earnings/Taxes	Task	S/WC	Rate	Hrs/\$/Pcs	Amount
Regular	ASSEMBLY	1/ 2	10.00	40.00	400.00
Deduction: INSUR		/			-15.00
Deduction: WC-SRVC		/			-24.00
Deduction: LOCAL		/			-6.00
Deduction: SAVINGS2		/			-50.00
Taxes: FWT					-5.58
Taxes: OASDI					-24.80
Taxes: MED					-5.80
Taxes: SDI					-2.80

At the bottom of the window, there is a status bar with "SAMPLE" on the left and "Shortcuts", "Tasks", and "Info" on the right. There are also "OK" and "How Do I..." buttons.

Because Jennifer has no checks on file, this window displays check detail from another employee.

- ⇒ Close the Check Detail window and return to the Time Card Entry window.

Deductions/Other pays

This button allows you to activate or deactivate deductions and other pays that have been identified for this employee in Maintain Employees.

Employee on hold?

If Jennifer were on a leave of absence, you would click Hold to avoid processing a payroll check for her.

- ⇒ Do not click Hold.

Add employee notes

You learned about this feature in a previous lesson. For more information on using the Notepad, see the Help system.



Enter earnings type

Earnings types include Regular (the default), Commission, Piece rate, Sick pay, Overtime, etc.

- ⇒ Because you want to record regular hours for Jennifer, select **Regular** and press ENTER.

Enter shift (1 to 6)

- ⇒ Enter the shift number that Jennifer worked. Press ENTER to accept the default value of 1.

Enter task code ID

Task codes help classify certain types of work. Task codes are set up in Maintain Task Codes and are assigned to employees in Maintain Employees.

- ⇒ Because REPAIR has already been set up for Jennifer, it appears here. Press ENTER to accept it.

Enter workers' comp code

- ⇒ If you set up deductions for workers' compensation in Maintain Deductions and assigned one or more to this employee, you can use this field to identify the code to use for each earnings entry on the time card. Press ENTER to accept None.

Enter standard rate ID

Standard rates are used to classify rates of pay for various types of duties such as clerical, assembly, sales, etc. They are created and maintained in Maintain Standard Rates.

- ⇒ Jennifer is not paid by a standard rate. Press ENTER to leave this field blank.

Enter hourly rate

- ⇒ The hourly rate you established for Jennifer in Lesson 2 displays. Press ENTER to accept it.

Enter hours

The number of hours in the employee's regular pay period displays. Because Jennifer is paid weekly and the standard work week at BikeWorks is 40 hours, 40 displays. Gross pay is calculated by multiplying this field by the Hourly Rate field.

⇒ Press ENTER to accept 40.

Accept the time card entry

⇒ There are no other types of hours to record for Jennifer this pay period, click the Save button.

⇒ Close the Time Card Entry window and return to the Launcher.

Lesson 5: Performing Payroll Calculations

Note

Before you calculate payroll, you would normally use the Print Time Card Entries or the Print Time Card Exceptions options to verify the time cards. For this lesson though, you will go directly to Automatic Payroll Calculation.

Purpose: To calculate wage and tax information based on the time card information

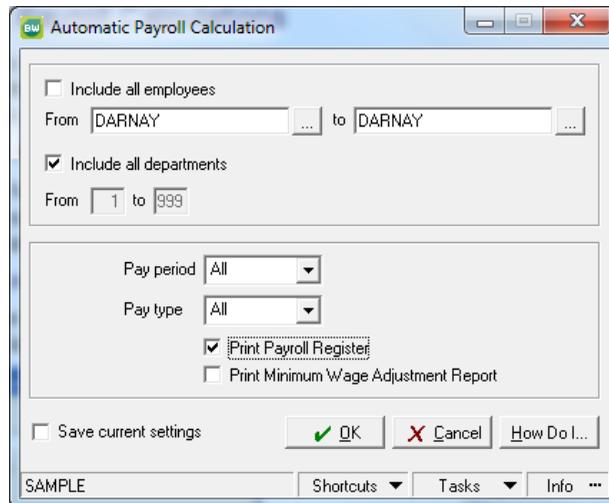
To produce a Payroll Register

Time: 5 minutes to complete this lesson

Now that you have time card detail on file for Jennifer Darnay, you can calculate the earnings, taxes, and deductions for her using Automatic Payroll Calculation.

Open the Automatic Payroll Calculation option

⇒ On the Payroll Processing menu, click Automatic Payroll Calculation. The Automatic Payroll Calculation window appears.



This is how the Automatic Payroll Calculation window appears after you complete this lesson.

Select employees

Before you can perform payroll calculations, you must select the employees to be included. You can change the default setup as you see fit.

Since you want to do payroll calculations for Jennifer only, you must change the option's setup.

⇒ Clear the **Include all employees** check box.

You can now enter a range of employees for this calculation.

Select starting and ending employee IDs

⇒ Enter **DARNAY** at the **From** field and press ENTER. The same entry appears at the **to** field. Press ENTER again.

Select departments

⇒ Verify that the **Include all departments** check box is selected, and press ENTER to accept it. By selecting all departments, you can select names regardless of which departments they are affiliated with.

Select pay period

⇒ All is selected by default; press ENTER to accept it.

Select pay type

⇒ Press ENTER to accept All.

Print Payroll Register?

⇒ Generate a Payroll Register after the calculations have been done. Verify that the check box is selected, and press ENTER.

Print Minimum Wage Makeup Report?

⇒ This report is irrelevant to our lesson, so leave this check box cleared.

Calculate the payroll checks

⇒ Click OK.

Payroll information is processed for all employees with IDs that begin with a D. The Payroll Register report setup window appears.



Send the Payroll Register to the screen

- ⇒ Click OK in the report setup window. The Payroll Register appears.

Review the Payroll Register. It shows that Jennifer's gross pay is \$294.00. Everything else you see matches what will appear on her check stub when you print her check.

- ⇒ When you are finished looking at the Register, close it. If the Payroll Register report setup window is still open, close it and return to the Launcher.

BikeWorks International								
Payroll Register By Employee ID								
<i>Employee ID DARNAY to DARNAY, Current calculation</i>								
<u>Employee / Totals</u>	<u>EARNINGS</u>			<u>TAXES</u>		<u>Deductions & Other pay</u>		
	<u>Type</u>	<u>Hours</u>	<u>Dollars</u>	<u>Type</u>	<u>Dollars</u>			
<u>DARNAY</u>	/ Jennifer M Darnay Mrs							
Gross	600.00	Reg	40.00	600.00	FWT	62.91	INSUR	-25.00
Other	0.00	OT/1		0.00	OASDI	37.20		
Tips	0.00	OT/S		0.00	MED	8.70		
Cash tips	0.00	Vac		0.00	SWT	11.14		
		Sick		0.00	SDI	4.20		
Subtotal	600.00	Hol		0.00	SUI	0.00		
		Comm		0.00				
Taxes	-124.15	Misc		0.00	Sub Tl	124.15		
Deducts	-25.00	Other		0.00				
Net pay	450.85	Gross pay		600.00				
<hr/>								
TOTAL /Report Total								
Gross	600.00	Reg	40.00	600.00	FWT	62.91		
Other	0.00	OT/1		0.00	OASDI	37.20		
Tips	0.00	OT/S		0.00	MED	8.70		
Cash tips	0.00	Vac		0.00	SWT	11.14		
		Sick		0.00	SDI	4.20		
Subtotal	600.00	Hol		0.00	SUI	0.00		
		Comm		0.00				
Taxes	-124.15	Misc		0.00	Sub Tl	124.15		
Deducts	-25.00	Other		0.00				
Net pay	450.85	Gross pay		600.00				
<hr/>								
Deduction Totals								
	INSUR			Health Insurance		-25.00		
				Total		-25.00		



Lesson 6: Printing a Paycheck and Check Register

Note

For this lesson, make sure that your printer is turned on.

Purpose: To learn how to print a payroll check and Check Register

Time: 10 minutes to complete this lesson

After selecting an employee for payment and calculating the necessary payroll information, you are ready to print a paycheck for Jennifer Darnay. Follow these steps:

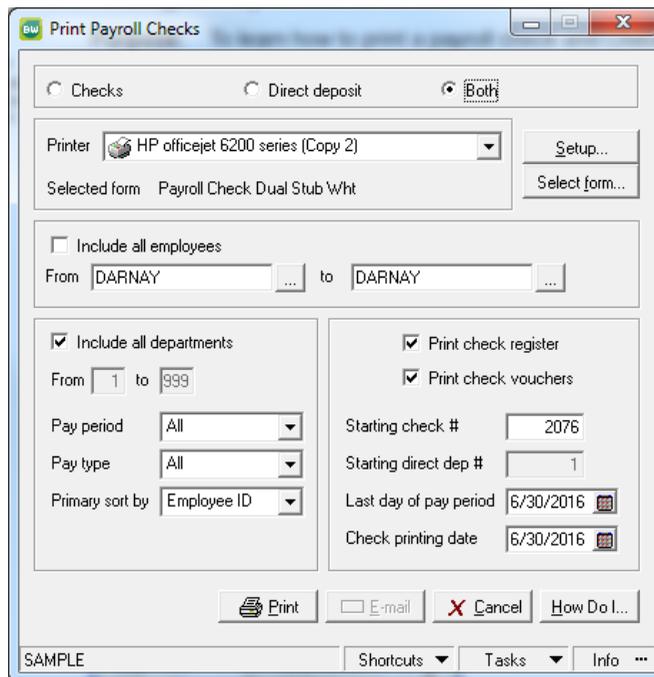
Select the Print Payroll Checks option

⇒ On the Payroll Processing menu, click Print Payroll Checks.

Load check forms

A window appears reminding you to load preprinted check forms into your printer. For this lesson, you will use plain paper.

⇒ Click Yes to continue. The Print Payroll Checks window appears.



This is how the Print Payroll Checks window appears after you complete this lesson.

Print checks and direct deposits

- ⇒ You can select to print checks or direct deposit zero-dollar checks (pay advices) separately. Leave **Both** selected.

Include employees

Select the **Include all employees** check box if you want to create paychecks for everyone. For this exercise, restrict the scope of the list to Jennifer Darnay.

- ⇒ Clear the **Include all employees** check box. This allows you to enter a range of employees for this list.

Enter starting and ending employees

- ⇒ Enter **DARNAY** at the **From** field and press ENTER. The same entry appears at the **to** field. Press ENTER again.

Include departments

- ⇒ Do not restrict paychecks by department, so press ENTER to leave the **Include all departments** check box selected.

Select pay period

- ⇒ Leave this field as it is. Press ENTER.

Select pay type

- ⇒ Press ENTER.

Sort checks

- ⇒ You can control the order in which the checks will be printed: by employee ID, employee name, employees' ZIP Codes, or by department. Leave this selection as it is for this lesson and press ENTER.

Print check register

This register should be printed every time you produce checks and kept at least until the end of the month.

- ⇒ Verify that the check box is selected and press ENTER.

Enter check details

- ⇒ For this lesson, accept the default values for starting check number, last day of the pay period, and check printing date.



Select a form template

Select a form template to format the check's contents for printing.

- ⇒ Click Select form to select a form template from a search window. Predefined forms are provided. If you want, you can create your own custom forms in Maintain Payroll Forms. For this lesson, double-click the first form listed to select it.

Print payroll checks as shown

- ⇒ Click OK.

Print an alignment test

A new window appears. You can print an alignment test to make sure your check forms are properly loaded in your printer. For this lesson, an alignment test is not necessary.

- ⇒ Click No.

The checks will be printed without further prompting.

Check Summary

When the checks are printed, a new window appears telling you how many checks were printed and the range of check numbers used. It also asks if you want to reprint any of them. Make sure your check printed correctly. If you had a paper jam or another problem, you can reprint all or a range of checks by entering the check numbers to reprint.

- ⇒ Do not reprint the check this time. Click OK. Another window appears reminding you to reload regular paper in your printer. Click OK.



Produce the Check Register

The Check Register report setup window appears. You can also produce the report in detailed or summary format.

- ⇒ Make sure that the report setup indicates that a detailed check register will be produced. Click the Preview button.

The Check Register now appears. When you are finished reviewing at it, close all windows to return to the Launcher.

<i>BikeWorks International</i>							
<i>Check Register - Detailed</i>							
<i>Current payroll batch</i>							
<u>Check No.</u>	<u>Date</u>	<u>Employee ID</u>	<u>Employee Name</u>			<u>Gross Pay</u>	<u>Net Pay</u>
2076	06/30/2016	DARNAY	Jennifer M Darnay Mrs			600.00	450.85
<u>Earnings / Taxes</u>		<u>Task</u>	<u>S/WC</u>	<u>Rate</u>	<u>Hrs/S/Pcs</u>	<u>Amount</u>	
Regular		REPAIR	1 /	15.00	40.000	600.00	
Deduction: INSUR						-25.00	
Taxes: FWT						-62.91	
Taxes: OASDI (Co: 37.20)						-37.20	
Taxes: MED (Co: 8.70)						-8.70	
Taxes: FUTA (Co: 3.60)							
Taxes: SWT						-11.14	
Taxes: SDI						-4.20	
Taxes: SUI (Co: 20.40)							
Report totals						600.00	450.85



Lesson 7: Examining Your Tax Liabilities

Purpose: To see the FICA and FWT tax liabilities incurred from your check printing

Time: 5 minutes to complete this lesson

The Payroll module tracks your FICA, FWT, FUTA, SDI, SWT, and SUI tax liabilities and deposits. In this lesson, you will examine the current tax liabilities for your FICA and FWT taxes using the FICA and FWT (941) Deposits option. Follow these steps.

Select the FICA and FWT (941) Deposits option

- ⇒ On the Payroll Taxes menu, click FICA and FWT (941) Deposits, and then click Current Quarter.

Load check forms

A message appears prompting you to load the proper checks into your printer. For this lesson, use plain paper.

- ⇒ Click OK. The tax liabilities and deposits window appears.

Liability date(s)	Liability	Deposit	Unpaid	Due date
Jun 4th - Jun 7th	0.00	0.00	0.00	
Jun 8th - Jun 10th	307.76	0.00	0.00	
Jun 11th - Jun 14th	0.00	0.00	0.00	
Jun 15th - Jun 17th	289.09	895.12	0.00	
Jun 18th - Jun 21st	0.00	0.00	0.00	
Jun 22nd - Jun 24th	542.85	542.85	0.00	
Jun 25th - Jun 28th	3108.72	0.00	3108.72	07/01/16
Total unpaid liability			7799.12	

This is how the FICA and FWT (941) Deposits window appears.

Enter IRS address

To pay this check, enter the address of your IRS processing center.

- ⇒ Click Edit Payee.
- ⇒ Complete the IRS address as shown in the following window.

The screenshot shows a dialog box titled "Edit Payee - Federal". It contains the following fields and values:

- Reference: US
- Name: US Bank
- Address: 8211 Capital Mall
- City, State: Sacramento CA
- ZIP code: 95800

At the bottom of the dialog box, there are three buttons: "Save", "Cancel", and "How Do I...".

Check the liability period

The due dates for tax liability depend on how the parameters are set up in the Maintain Payroll Parameters. They may be semiweekly or monthly; this example is monthly.

- ⇒ Select the period Jun 1st - Jun 30th.

The liability accrued through the month of June is shown in the **Liability** column and **Unpaid** column in the liability area below. If the tax tables have changed or Jennifer's check does not match the example exactly, this amount differs from what you see on your system.

Enter next check number

- ⇒ Enter **10983** as the check number.

Accept the deposit and distribution information

Sage BusinessWorks automatically displays the proper deposit period and calculates the amount. It also distributes it to the proper G/L accounts.

Since you do not want to change the deposit amount or distribute it differently, accept the default deposit.

⇒ Click Post.

Select check printing options

You can select the printing device to print the check and print an alignment test if necessary to help you line up the checks in the printer.

- ⇒ Click No Print to close the Check Deposit Printing window without printing.
- ⇒ You are prompted to enter other Federal tax deposits. Click No.
- ⇒ At the reload regular paper in the printer prompt, click OK and close the window.



Lesson 8: Defining a File Export Template

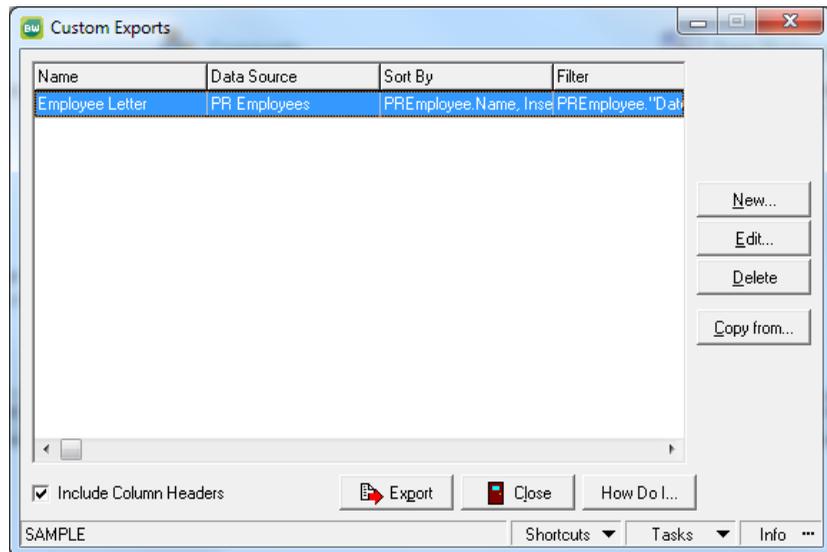
Purpose: To learn how to transfer data to another software program
To set up an export template to be used for the transfer

Time: 5 minutes to complete this lesson

You can create files accessible by other programs, including a spreadsheet, a word processor, and various text formats. In this lesson, you will create a template of payroll information that can be used in customized letters to your employees. With templates, you define a specific data export format only once. You can then export the data based on the template whenever you need it. Follow these steps.

Select Custom Exports

- ⇒ On the Payroll Transfer menu, click Custom Exports. The Custom Exports window appears.



This is how the Custom Exports window appears after you complete this lesson.

Start a new template

You can click New to create a new template, click Edit to change an existing template, click Delete to permanently remove a template from the list, or click Copy from to create a new template based on an existing one.



- ⇒ Click New to open the Create New Template wizard.

Enter template name

- ⇒ Enter **Employee Letter** and click Next.

Name the template Employee Letter because it is going to contain information used to send customized letters to employees.

Select data source

You can select from a variety of Payroll information to export with this template, including information on checks, employees, and time cards.

- ⇒ Select **PR Employees** and click Next.

Select fields

The available fields are based on the data source you selected in the previous window.

- ⇒ From the **Available** list, select **<preemployee> Name** and click the Add button to move **<preemployee> Name** to the **Selected** list.
- ⇒ Do the same for the following fields in the order shown here.
 - <preemployee> Address1**
 - <preemployee> Address2**
 - <preemployee> City**
 - <preemployee> State**
 - <preemployee> ZIPCode**
 - <preemployee> DateHire**
 - <preemployee> PayType**
 - <preemployee> PayRate**
- ⇒ Click Next.



Set sort by

- ⇒ Select **<premployee> Name** from the **Sort By - Primary** list and click the Ascending button. Click Next.

Set filters

Filters allow you to limit the information you export. You can specify a field and specify a range of values. Only items which meet your criteria are exported. This template will be used to identify employees who were hired so far this year — between 01/01/16 and 06/21/16. For this lesson, you will define one condition to filter out all data related to employees who were hired before that. For more information on using filters, see the Help system.

- ⇒ From the first list under **Field Name**, select **<premployee> DateHire**.
- ⇒ Under **Operation**, select **Between**.
- ⇒ Under **Values**, **01/01/16** at the first **Values** box and **06/21/16** at the second **Values** box.

Accept information as shown

- ⇒ Click Done to save the template.

The new template now appears in the Custom Exports window. You can define another template.

In the next lesson, you will learn how to use a template to export data to a file.



Lesson 9: Sending Data to Another Program

Purpose: To transfer data to a spreadsheet, database, or other program

Time: 5 minutes to complete this lesson

After defining an export template, you are ready to send your payroll information to a spreadsheet or another software program. This lesson is designed to export information to a spreadsheet program, but if you do not have one, you can create the information for another program. Follow these steps.

Select Custom Exports

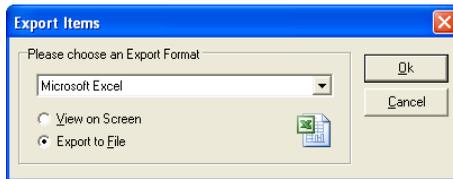
⇒ On the Payroll Transfer menu, click Custom Exports.

Start the export

⇒ Select Employee Letter, and click Export. The Export Items window appears.

Note

If the View on Screen option is not available, the selected program (for example, Microsoft Excel) is not installed on your computer. However, you can still create the export file without the selected program.



The Export Items window allows you to send your data in a variety of formats. You can send it directly to a file or view it on your computer.

Select the data format

You can export the data to a variety of formats, including HTML, Microsoft Word and Excel, plain text (.TXT), rich text (.RTF), comma-delimited text (.CSV), tab-delimited text, Data Interchange Format (.DIF), SYLK, and clipboard. You can also export information for use in another company.

- ⇒ Select the correct format for the program to which you will export the data. If you are unsure of the kind of files your program can read, refer to that program's manual. For this lesson, select Microsoft Excel.
- ⇒ Select the **Export to File** option, and click Ok.



Enter export file path

You are prompted to name the file and select a directory location for it. Send the information to the same directory containing the data files for the Sample company.

- ⇒ Select the directory location of the Sample data files (for example, *C:\Program Files\Common Files\Sage BusinessWorks\Sample*).
- ⇒ Enter **EmplyJun** as the file name. Do not use the same name each time you export data or you may overwrite valuable information.

Accept information as shown

- ⇒ Click the Save button.

The data is exported to the file name and directory you specified (*C:\Program Files\Common Files\Sage BusinessWorks\Sample\EmplyJun.xxx*) and you are returned to the Custom Exports window. The extension (.xxx) varies, depending on the type of file you selected to create. In this example, the extension is .XLS.

After exporting the data

Launch your spreadsheet program and review the file created.

- ⇒ To view the file, close the Custom Exports window and use Windows Explorer to open the directory where you saved the file. Double-click the file *EmplyJun.xls* to view it in Excel.
- ⇒ When you are finished examining the contents of the export file, close it and return to the Launcher.

Where to Go from Here

You are now familiar with the Payroll module. Take the time to experiment more with the BikeWorks sample data. Try each option in the Payroll menus before setting up your company. Detailed instructions on each option are in the Help system.



Chapter 11: Practicing with Custom Reports & Forms

Sage BusinessWorks accounting software allows you to create and customize reports and forms that meet the unique needs of your business. With the customization features available, you select the data to include; organize the layout; select the font type, size, and color; and even add color images. After you create your own custom report or form, it is available from any company set up in the software.

It will take you approximately one hour to complete the lessons in this chapter. This section includes:

- *The Options (page 302)*
- *The Designer (page 305)*
- *Lesson 1: Creating a Custom Reports Template (page 306)*
- *Lesson 2: Creating a Custom Forms Template (page 325)*
- *Where to Go from Here (page 330)*



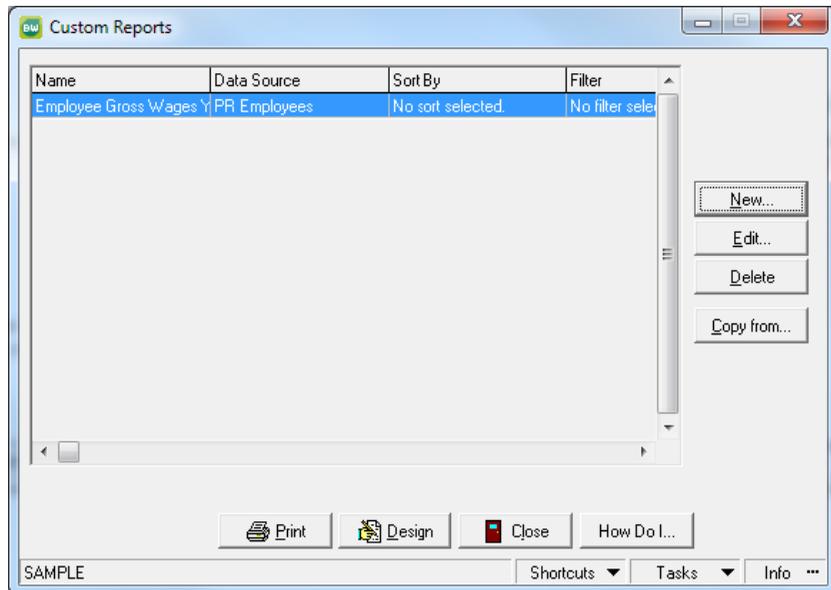
The Options

To create custom reports and forms, use Custom Reports and Maintain Forms to first create templates that determine what data to include and how to display it. You can then print your reports and forms based on the appropriate template whenever you need it.

Custom Reports

Overview

Use Custom Reports to create, customize, and print your own reports. Custom Reports is accessed on the Utilities menu on the System menu bar and on the Reports menu in the individual modules.



The Custom Reports window contains a list box and several buttons. As you create new report templates, they are added to the list. The example above lists three report templates. When you open Custom Reports for the first time, you will not have any reports listed since you have not created any.

This window lists all the custom report templates currently on record. The buttons in the window allow you to create new templates; edit, delete, or copy existing templates; and use the templates to print reports with actual data.

The following buttons are available:

<i>New...</i>	Displays the Create New Template wizard from which you select the data to include. The wizard walks you through the steps of selecting the module and type of data on which to base the report; the specific fields to include; the field to use for sorting the data; and if you want, a criteria for filtering data out of the report.
<i>Edit...</i>	Displays the selected report in the Editing Template wizard. This allows you to change settings you selected when you first created the template in the Create New Template wizard.
<i>Delete</i>	Permanently removes the selected report from the list.
<i>Copy from...</i>	Allows you to create a new template for the current company by copying an existing template.
<i>Design</i>	After defining the basic content with the wizards, you can select the template and click Design to customize its layout in the Designer window (see page 305).
<i>Print</i>	Prints a custom report with actual data based on the selected template.

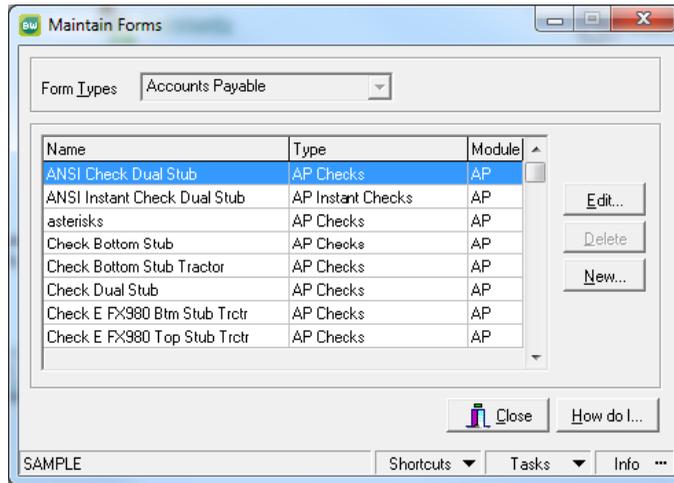


Maintain Forms

Overview

You can create and customize forms using Maintain Forms. Maintain Forms is accessed on the Utilities menu on the System menu bar and on the Utilities menu in most other modules (with names such as Maintain A/P Forms).

Maintain Forms provides predefined form templates. You can create a new form template by editing a predefined template and saving it under a new name. Or you can click New to create a form template from scratch.



Predefined forms display in the list box. As you create new form templates, they are added to the list.

Following is more information on the buttons in this window:

- Edit...** Displays the selected form template in the Designer window (see [page 305](#)). Click Edit to modify a predefined form template, and then save it with a new name.
- Delete** Deletes the selected form template from the list. You can only delete form templates that you added to the list. Predefined form templates included with the software cannot be deleted.

New... Displays the Create A New Form window in which you name a new form template and select the type of data to include.

After clicking OK, the form template appears in the list in Maintain Forms, and the Designer window (see [page 305](#)) appears, so you can add fields and customize the template's layout.

After creating a custom form template, you can print it from the appropriate forms printing option (such as Reprint Credit Memos in the Accounts Receivable module).

Select form...

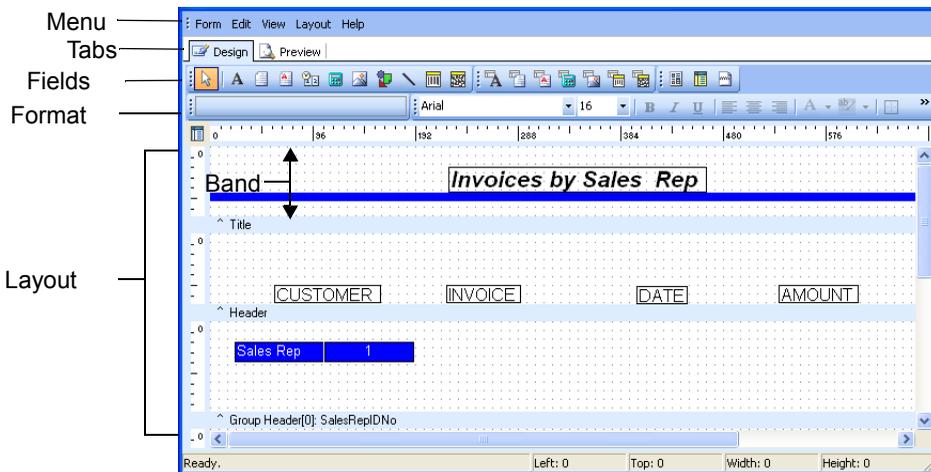
To select a form to print, click Select form in any printing window, select a form template from the list that appears, and then click Accept. The name of the form template you selected appears and you can continue with the printing process.

The Designer

Overview

Use the Custom Report Designer to define the presentation of a report or form. You can add and delete data, create headings and titles, add lines and shapes, organize the content, and more.

Click the Design and Preview tabs, to see two views of your report or form. Use the Design tab to edit the report or form. Use the Preview tab to see how it will appear when you print it.



Lesson 1: Creating a Custom Reports Template

Purpose: To learn how to set up a custom report template
To set up an *Invoices by Sales Rep* report

Time: 30 minutes to complete this lesson.

This lesson walks you through creating a new report that lists Accounts Receivable invoices grouped by sales representative. The following page shows an example of the finished report. To duplicate the finished report, follow this lesson using the Sample company. The report is available to any company when you are finished.

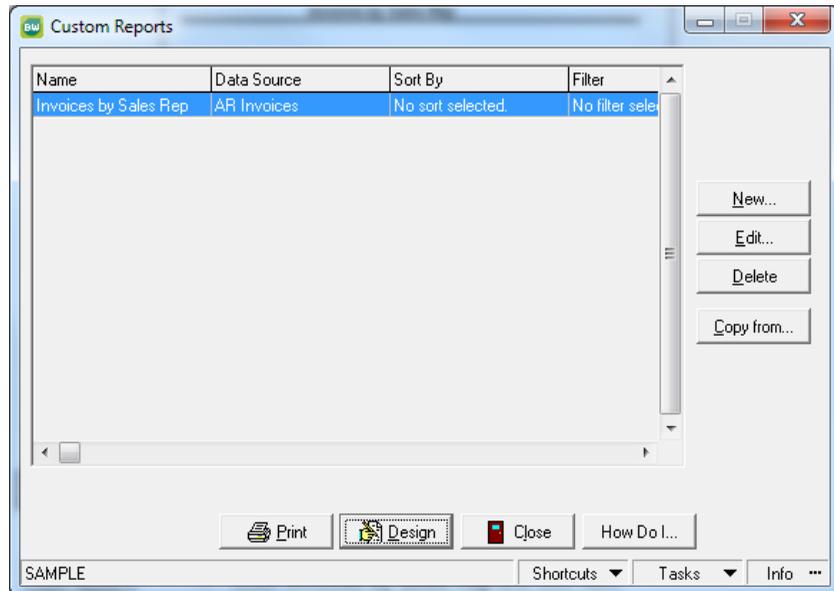


Note

Custom Reports is also available on the Reports menu in any module.

Select Custom Reports

- ⇒ On the System menu bar Utilities menu, click Custom Reports. The Custom Reports window appears.



<i>Invoices by Sales Rep</i>				
<u>Sales Rep Number</u>	<u>Customer</u>	<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
Sales Rep 2				
2	GOLDEN	1017	6/30/2010	112.31
				112.31
				Total 112.31

To create a custom report template for the completed report, you will select data, group the data by sales representatives, set up subtotal amounts, and add graphic elements.

Start a new template



- ⇒ Click New to create a new template. The Create New Template wizard appears

Enter template name

- ⇒ Enter **Invoices by Sales Rep** and click Next.

Select data source

You can select from a variety of information for this template, including information on customers, vendors, accounts, invoices, journals, and much more.

- ⇒ Select **AR Invoices** and click Next.

Note

Custom Reports in the Cash Management module uses the same data source and fields shown in Accounts Payable.

Select fields

The available fields are based on the data source you selected in the previous window. The **Available** list can be long so look through it carefully to find the fields you want.

⇒ From the **Available** list, select **<arinvoice> SalesRepIDNo**. Click the Add button to move **SalesRepIDNo** to the **Selected** list.

⇒ Do the same for the following in the order shown.

<arcustomer> ID

<arinvoice> InvoiceNo

<arinvoice> InvoiceDate

<arinvoice> OriginalAmount

⇒ Click **Next**.



Note

You can change the order in which fields appear on the template by clicking and dragging a field in the Selected list to a new position.

Set sort by

⇒ Select **<arcustomer> ID** from the **Sort By - Primary** list and click the Ascending button to make sure it is selected. Click Next.

Set filters

Filters allow you to limit the information you export. You can specify a field and specify a range of values. Only items which meet your criteria are exported. For this lesson, you will define one condition to filter out all data related to invoices with balances less than \$100. For more information on using filters, see the Help system.

⇒ From the first list under **Field Name**, select **<arinvoice> OriginalAmount** (about half way down the list).

⇒ Under **Operation**, select **>** (the greater than sign).

⇒ Under **Values**, enter **100**.

Accept information as shown

⇒ Click Done to save the template and return to the Custom Reports window.

Display the Designer

The new template is listed in the Custom Reports window. Next, you will design the look of the report.

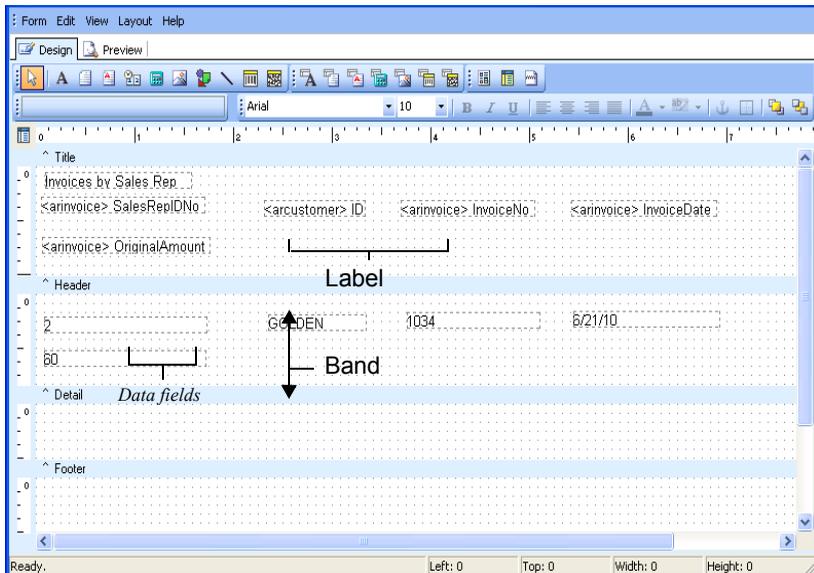
⇒ Select the new report template Invoices by Sales Rep and click the Design button.

Adding bands to the report

The template opens in the Designer window. The template's layout area is divided into sections called *bands*. Each band has its own layout area, and a gray resize bar at the bottom of the band displaying the band's name, such as *Header*.

As shown in the following window, the report initially contains Header, Detail, and Footer bands. The ruler along the left margin shows that each band is about 1/2 inch high. If your rulers are hidden, click Rulers on the View menu to display top and left margin rulers.

The data you selected in the setup wizard appears in data fields in the Detail band. The Designer automatically adds Label fields to the Header band for the report title and column titles.



This is how the report appears when the Designer first opens. This window shows a band, label fields, and data fields. The data fields in the Detail band include actual data. If the data fields in your template do not display actual data, click Show Data on the View menu.

Add Title and Summary bands

Add more bands to the report.

- ⇒ On the Layout menu, click Title.
- ⇒ On the Layout menu, click Summary.

The report now has a **Title** band at the top and a **Summary** band at the bottom.

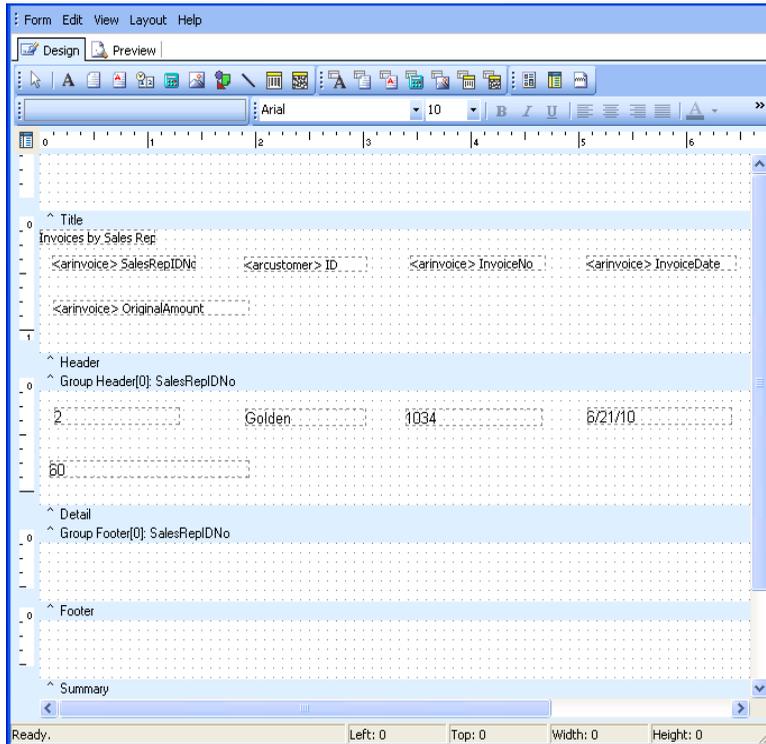
Bands have different properties. Fields in Header, Detail, and Footer bands print on each page. Fields in a Title band print at the top of the first page of a report or form. Fields in a Summary band print at the end of the data on a report or form.

Add Group bands

You can add Group bands that allow you to separate a report into sub-reports. Separate this report template by sales representative number.

- ⇒ On the Layout menu, click Groups.
- ⇒ In the Groups window, select Data Pipe. SalesRepIDNo and click Add.
- ⇒ You could select the **Start new page** check box so that each sub-report prints on its own page but that requires more paper when printed. Clear the check box.
- ⇒ Verify that the last two check boxes are selected: **Keep group together** and **Reprint group headers on subsequent pages**. Click **OK**.

You added two new bands: a **Group Header** and a **Group Footer**, as shown in the following window.



The template now includes all the bands you will use in this lesson: Title, Header, Group Header, Detail, Group Footer, Footer, and Summary.

Resize bands

The size of a band's layout area affects the distance between the fields in each band, and the distance between the fields and the top and bottom of each page.

- ⇒ Place the mouse pointer over the gray resize bar of the **Title** band. Click and drag the resize bar down until the ruler at the left shows that the band's layout area is 3/4 of an inch.
- ⇒ Resize the **Group Header** and **Group Footer** to 1/2 inch of the layout area.
- ⇒ You will not add any fields to the Footer area. Resize the **Footer** band so that it does not contain any layout area.

Note

If the rulers are not marked in inches, click Units, and then Inches, on the Layout menu.

Selecting and moving fields

Select and move individual fields

Invoices by Sales Rep

Handles appear around a selected field.

You can quickly and easily move fields anywhere in the layout area—even across bands.

- ⇒ In the **Header** band, select the **Invoices by Sales Rep** field. While holding the left mouse button down, drag the field to the **Title** band. Position the field close to the top of the **Title** band.

You'll notice that black boxes, or *handles*, appear around the field to show it is selected. Also, notice that when you drag a field, lines appear in the rulers to mark the coordinates of the field.

Notice that the **<arinvoice> OriginalAmount** field in the **Header** band and a corresponding field in the **Detail** band do not line up with the other fields.

- ⇒ In the **Header** band, click the **<arinvoice> OriginalAmount** field and drag it to the right of the **InvoiceDate** field. In the **Detail** band, do the same with the data field that corresponds to the **<arinvoice> OriginalAmount** field. Do not worry about getting the fields to line up just right. You will fine tune their alignment later.

Select and move multiple fields using the lasso technique

- ⇒ To select all the **Label** fields in the **Header** band, click and hold the left mouse button anywhere above the **<arinvoice> SalesRepIDNo** field. Hold the mouse button down, and drag it across all the other fields in the **Header** band and release the mouse button. Gray handles appear around the fields, indicating that you selected multiple fields.
- ⇒ Click and drag the selected fields until they reside at the bottom of the **Header** band. Release the mouse button and click an empty part of the layout area to deselect the fields.

Note

When you click and drag across several fields, an expanding dotted box, or *lasso*, appears, indicating that you will select all the fields within the loop.



Select and move multiple fields using the Shift-click technique

- ⇒ While holding down the SHIFT key, click each of the **Data** fields in the **Detail** band. Release the SHIFT key.
- ⇒ Click and drag the selected fields until they are near the top of the **Detail** band. Release the mouse button and click an empty part of the layout area to deselect the fields.

Move fields using the arrow keys

Slightly nudge the fields in the **Header** and **Detail** bands to see how they can be moved in small increments.

- ⇒ In both the **Header** and **Detail** bands, select the fields for the **<arcustomer> ID** column, the **<arinvoice> InvoiceNo** column, the **<arinvoice> InvoiceDate** column, and the **<arinvoice> OriginalAmount** column. Do not select fields for the **SalesRepIDNo** column.

You should now have four columns selected with the **<arcustomer> ID** column as the leftmost selected column.

- ⇒ Hold down the CTRL key and press the right arrow key. Notice that the selected fields move slightly to the right.
- ⇒ While all the fields are still selected, hold down the SHIFT key and click the fields in the **<arcustomer> ID** column to deselect them.

You should now have three columns selected with the **<arinvoice> InvoiceNo** column as the leftmost column.

- ⇒ Hold down the CTRL key and press the right arrow key to move these fields to the right. Click in the layout area away from the fields to deselect them.

You can also use the up, down, and left arrows on your keyboard to nudge the selected fields in other directions.



Editing fields



The Set Value field appears when you select a Label field.

The column titles that appear in the **Label** fields in the **Header** band need to be changed.

- ⇒ Select the **<arinvoice> SalesRepIDNo** field in the **Header** band.
- ⇒ Select the **Set Value** field. This field is in the Format bar near the top of the Designer window. Delete **<arinvoice> SalesRepIDNo** and type **Sales Rep Number**.
- ⇒ Change the other labels in the **Header** band:
 - <arcustomer> ID** to **Customer**
 - <arinvoice> InvoiceNo** to **Invoice**
 - <arinvoice> InvoiceDate** to **Date**
 - <arinvoice> OriginalAmount** to **Amount**

Save the report

- ⇒ On the Form menu, click Save.

Adding fields

Add more fields with the buttons in the Fields bar at the top of the Designer window.

Label field

First, add a field to act as a title for the sales rep groups.

- ⇒ On the Fields bar, click the Label button and click in the Group Header layout area to make the field appear. Place the field along the left margin.
- ⇒ At the **Set Value** field in the Format bar, select the text and type Sales Rep, placing a space before and after the words. You are adding extra spaces so that the text looks nice when you add color to the background of this field.
- ⇒ Place another **Label** field in the **Summary** band. Position it to the left of the fields in the **Amount** column. Rename the new Label field to Total.

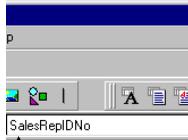




DBText field

Next, add a field displaying each sales representative's number.

- ⇒ Since we will be adding a one-line database field, click the DBText button in the Fields bar.
- ⇒ Click in the **Group Header** layout area to make the field appear. Place the field to the right of the **Sales Rep** field.
- ⇒ If the **DBText** field that you added is not selected, click it again. From the **Data Fields** drop-down list in the Format bar, select SalesRepIDNo.



The Data Fields list appears when you select a DB field.

Line field



- ⇒ On the Fields bar, select the Line button.
- ⇒ Click in the **Group Footer** band below the **Amount** column and close to the top of the Group Footer layout area.

You can change the thickness of the line using the Graphic Palette, or the shape of the line using the **Line Types** drop-down list in the Format bar. Leave the line at its present size and shape.

- ⇒ Place another line in the **Summary** band, below the line you already created and close to the top of the **Summary** layout area.
- ⇒ Place a third line in the **Title** band, below the **Invoices by Sales Rep** field.

Shape field

You can add shapes, such as rectangles, circles, and squares, to create borders or colored areas.

- ⇒ On the Fields bar, select the Shape button.
- ⇒ Click in the **Summary** band, directly below the line. A rectangle appears. (If you want a different shape, select one from the **Shape Types** field.) If the **Shape** field covers the **Total** field, ignore it for now. You can fix it later.



The Shape Types list appears when you select a Shape field.

DBCcalc field

DBCcalc fields are useful for totaling a column of numbers or any other calculation. Add a **DBCcalc** field to the Group Footer to subtotal the amount for each sales rep.

- ⇒ On the **Fields** bar, select the **DBCcalc** button and click the **Group Footer** band below the **Line** field.
- ⇒ At the **Data Fields** field, select **OriginalAmount**.
- ⇒ In the **Group Footer** band, right-click the **DBCcalc** field. Select Calculations.



You can change the type of calculation, and, if the field is in a **Group** band, the group by which to reset the calculation. The **SalesRepIDNo** appears as the default **Reset Group**.

- ⇒ Accept the default. Click OK.

Add another **DBCcalc** field that gives a final total of all the original amounts.

- ⇒ Add a **DBCcalc** field to the **Summary** band, below the line.
- ⇒ At the **Data Fields** field, select **OriginalAmount**.
- ⇒ Right-click the field and select Calculations. The **Reset Group** field is blank because the field is not in a Group band. Leave it blank so that the field displays a complete total.
- ⇒ Click OK.

Resizing fields

Sometimes, a field is the wrong size for the data it contains. If the field is too small, it may display only a portion of the data. If the field is too large, it can take up too much space and detract from the appearance of the report. Follow the next steps to resize fields.

Note

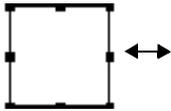
If you are unsure of a data field's name, select it and look at the Data Fields field in the Format bar.

Shift-arrow method

- ⇒ In the **Detail** band, select the **Data** field containing the **ID** (beneath the **Customer** column heading).
- ⇒ Hold down the SHIFT key, and press the right-arrow key. You will notice that the field expands to the right. Continue resizing the field until its right edge nearly touches the **InvoiceNo** field.

Handle-drag method

- ⇒ Select the **Shape** field in the **Summary** band (it looks like a box). Handles appear around the **Shape** field.
- ⇒ Move the mouse over the right middle handle until the cursor turns into a double arrow (see example in margin). Click and hold the left mouse button down and drag the right edge until it is at the right margin.
- ⇒ Use the same method to drag the top edge down to below the **Line** field.
- ⇒ Move the **Shape** field to the left until the top middle handle is left of the **Line** field. Do not worry if it covers the **Total** label. Resize and move the **Shape** field if you want.
- ⇒ Resize the line in the **Title** band to the full width of the report.



The cursor becomes a double arrow when over a handle.

Previewing the report



Use the Design tab to edit and the Preview tab to view the results.



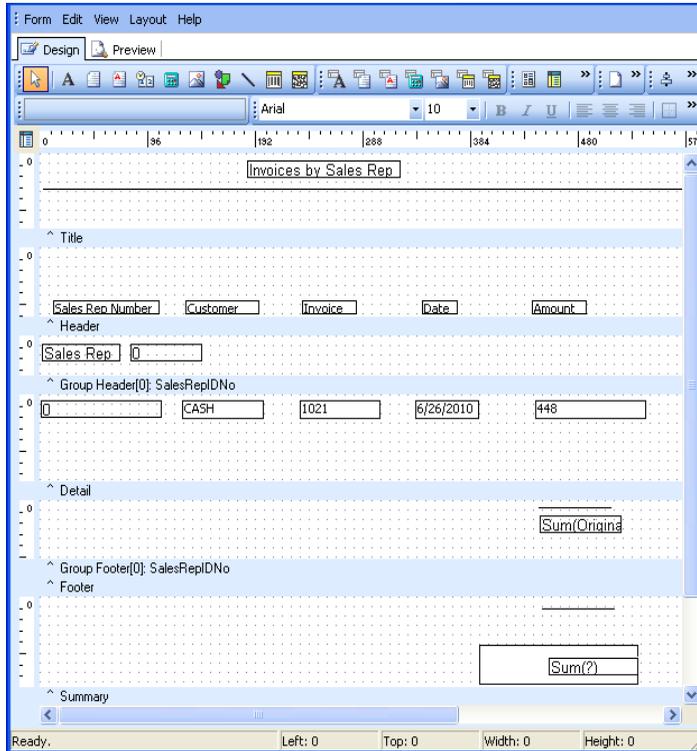
Preview your report to view its progress. Verify that all the IDs fit in the resized field.

- ⇒ Click the Preview tab.
- Depending on how much data you have, it may take a few minutes to prepare the preview. The page count in the lower-left corner gives you an idea of the time it will take.
- ⇒ Select the Page Width button in the Preview tab's toolbar. Scroll down the page, and verify that all the text appears.



Use the other toolbar buttons on the Preview tab to see other views and pages of the report.

- ⇒ Click the Design tab to continue with this lesson. If you found that the ID or any of the other fields are too small or too large, resize and reposition them.



This window shows most of the fields that your template has. As stated in the lesson, the Total field in the Summary band may be temporarily hidden by the Shape field.

Formatting fields

The Designer has word processor capabilities and allows you to reformat text, shapes, and lines.

Change the font type and the font size

- ⇒ Select the **Invoices by Sales Rep** field in the **Title** band.
- ⇒ On the Format bar, select **Arial** at the **Font** field and **16** at the **Font Size** field.

The Font and Font Size lists appear below the DB fields.



Font

Font Size

- ⇒ Select all other fields in the report (using the lasso or SHIFT-click method, or by clicking Select All on the Edit menu) and change them to Arial. Click in a clear part of the layout area to deselect the fields.

Change other text formatting

- ⇒ Select the **Invoices by Sales Rep** field and click the Italic button on the Format bar.
- ⇒ Select all the fields in the **Header** band and click the **Underline** button.
- ⇒ Select the **Line** and **Rectangle** fields in the **Summary** band. Click the Send to Back button to move them behind the **Total** field.
- ⇒ Select the **DBCalc** and **Total** fields in the **Summary** band and select the **Bold** button. Place the **Total** field about 1/4 inch from the left edge of the **Rectangle** field and centered vertically in the band.



Changing colors and thickness

Change text

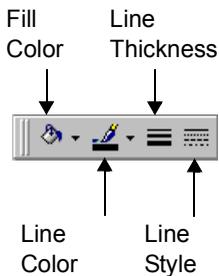


- ⇒ Select both fields in the **Group Header** band, and the **DBCcalc** and **Total** fields in the **Summary** band.
- ⇒ In the Format bar, click the Font Color button to view a color palette. Select the white color button, at the far left of the bottom row, to make the text white. This temporarily hides the text.



- ⇒ Click the Highlight Color button to view another color palette. Select the blue color button, second from the right in the bottom row, to fill in the background.

Change shapes and lines

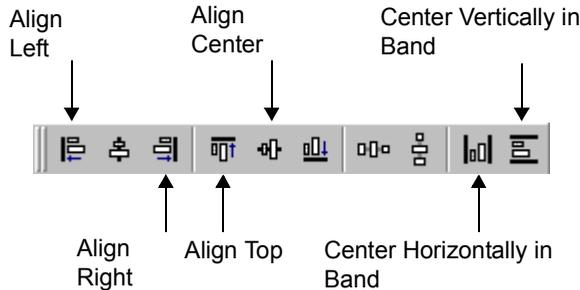


- ⇒ On the View menu, click Toolbars. Select the Draw toolbar. This adds a set of drawing tools to the buttons at the top of the Designer window. You can use these to change the appearance of lines and shapes.
- ⇒ Select the **Line** field in the Title band.
- ⇒ Click the Line Color button and select the same blue color you used before.
- ⇒ Change the line width by selecting the Line Thickness button and selecting 4 1/2 pt.
- ⇒ Select the **Rectangle** field in the **Summary** band.
- ⇒ To give the shape a blue background with a black outline, click the Fill Color arrow and select blue. Then, click the Line Color arrow and select black.

Aligning fields

Use the Align or Space toolbar to align fields based on the first field selected.

- ⇒ On the View menu, click Toolbars. Select the Align or Space toolbar. This adds a set of alignment tools to the buttons at the top of the Designer window. Move your mouse over each button to see its name in a tooltip.



- ⇒ Select all the fields in the **Header** band. In the Align or Space toolbar, click the Align Top button. This lines up all the selected fields, using the first field selected as the reference.
- ⇒ Repeat this for the fields in the **Group Header** band, the **Detail** band, and the **Summary** band, excluding the **Line** and **Rectangle** fields.
- ⇒ Select the fields in the **Header** and **Detail** bands that make up the **Sales Rep Number** column, and click the Align Left button. Repeat this for the **Customer** column, the **Invoice** column, and the **Date** column.
- ⇒ In all the bands, select the fields that make up the **Amount** column, including the **DBCalc** fields in the **Group Footer** and **Summary** bands. Click the Align Right button.

This can cause the selected fields to overlap other fields. If so, hold down the CTRL key and press the right arrow key to move the selected fields until they no longer overlap other fields.

- ⇒ Select the **Invoices by Sales Rep** field in the **Title** band and click the Center Horizontally in Band button.
- ⇒ Select the **Line** field in the **Title** band and click the Center Vertically in Band button.

Finishing Touches

Use the buttons and options in the Designer to make your report more visually pleasing.

DisplayFormat...

- ⇒ In the **Detail** band, right-click the **InvoiceDate** field and click DisplayFormat. Select the mm/dd/yy format and click OK. This format displays all dates with the same number of characters so they will line up in the column.
- ⇒ Next, right-click the **OriginalAmount** field in the **Detail** band and select DisplayFormat. Select the -1,234.40 format and click OK. Do this also for the **OriginalAmount** field in the **Group Footer** band. All these numbers will have two decimal places, making them line up better in the column.

AutoSize and Justify

- ⇒ Right-click the **OriginalAmount** field in the **Detail** band and select AutoSize. The field will automatically resize to fit the data it contains.
- ⇒ Starting in the **Header** band and ending in the **Summary** band, select all the fields that make up the **OriginalAmount** column. Include the Line fields, but do not include the **Total** or **Rectangle** fields.
- ⇒ Click the Right Justify button in the Format bar to right justify the data within the fields. Click Align Right in the Align or Space toolbar to line up the fields in a column.
- ⇒ Select the **SalesRepIDNo** field in the **Group Header** band, move it over until its left edge touches the **Sales Rep Label** field. You can do this by holding down the CTRL key while pressing the left arrow key repeatedly.
- ⇒ Click the Center button on the Format bar to center the text in the **SalesRepIDNo** field.
- ⇒ Select both fields in the **Group Header** band and click the Align Center button on the Align or Space toolbar.
- ⇒ Use the Preview tab to view your report template.
- ⇒ If necessary, return to the Design tab to adjust the size and position of fields.



For example, the fields in the **Amount** column may be too far to the right. Select those fields and move them to the left until their right edges line up with the right edge of the **Rectangle** field in the **Summary** band. Select the **Rectangle** field in the **Summary** band and stretch its right edge about 1/4 inch to the right.

The other fields and columns in the **Header**, **Group Header**, and **Detail** bands may still be too far to the left. Select those fields and nudge them to the right.

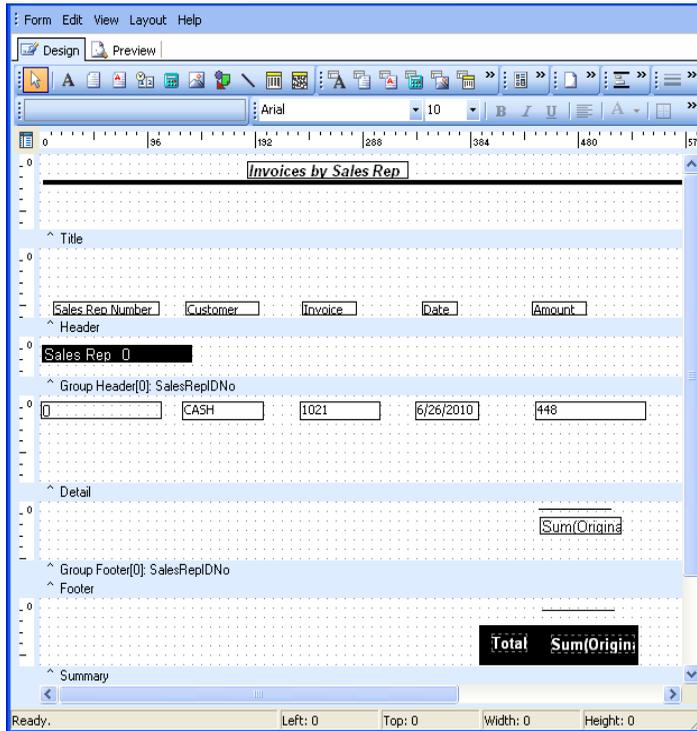
- ⇒ Click the Preview tab again to view the report template. Make any other necessary adjustments on the Design tab.



The following window shows how the report template should look in the Design tab. Compare it to the finished sample at the beginning of this lesson.

⇒ When you are done, save the report template.

Proceed to the next lesson to learn about creating custom form templates, which includes more tips on using the Designer window for both custom report templates and custom form templates.



The finished report, displayed on the Design tab.

Lesson 2: Creating a Custom Forms Template

Purpose: To learn how to set up a form template
To set up a custom invoice

Time: 10 minutes to complete this lesson.

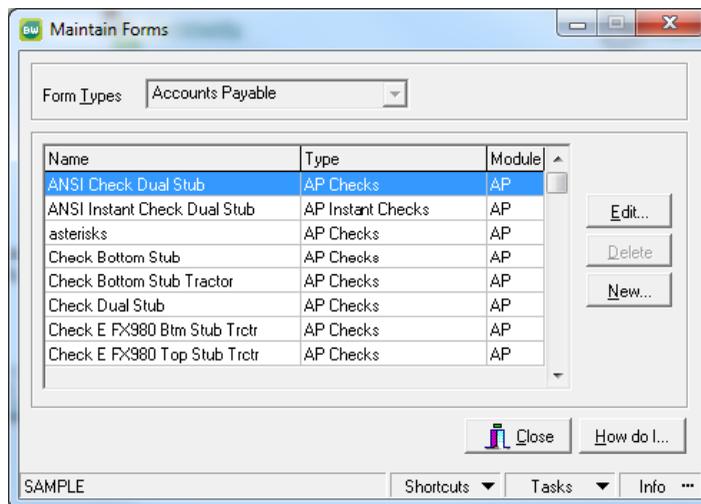
Note: Complete the Custom Reports lesson before starting this more advanced Custom Forms lesson.

With Maintain Forms, you can create your own custom forms by using a predefined form template. This lesson walks you through creating a new form template by customizing one for a plain paper invoice (see the example on the next page). To duplicate the finished form template, perform this lesson using the Sample company and use the Invoices option in the Accounts Receivable module to print it. The form will also be available to any company when you are finished.

Opening the Maintain Forms option

To begin, open Maintain Forms and select a form.

⇒ On the System menu bar, click Maintain Forms on the Utilities menu.





Company Name
Address Line 1
Address Line 2
City ST 99999

Invoice

Customer No.: Customer ID
Invoice No.: XXXXXXXXXXX

Bill To: **Bill To Information**
Address Line 1
Address Line 2
City ST 99999

Ship To: **Ship To Information**
Address Line 1
Address Line 2
City ST 99999

Date	Ship Via	F.O.B.	Terms				
XX/XX/XX	Ship Via	FOB	2.00%-10/Net 30				
Purchase Order Number		Order Date	Sales Person				
P.O. Number		XX/XX/XX	Sales Representative				
Our Order Number		Our Order Number					
Quantity	Required	Shipped	B.O.	Item Number	Description	Unit Price	Amount
123	123	123	XXXXXX	123XXXXXX	*** Alignment Test *** *** Alignment Test *** *** Alignment Test ***	123.45	123.45
123	123	123	XXXXXX	123XXXXXX	*** Alignment Test *** *** Alignment Test *** *** Alignment Test ***	123.45	123.45
123	123	123	XXXXXX	123XXXXXX	*** Alignment Test *** *** Alignment Test *** *** Alignment Test ***	123.45	123.45

XXXXXXXXXXXX XXXXXXXXXXXXXXX

Invoice Note

Shipped 0

Thank You

To create the completed form above, start with a predefined form, add a company logo, change the color of the text and boxes in the heading, and align the fields for a finished look.

- ⇒ At the **Form Types** field, select Accounts Receivable.
- ⇒ Select Invoice Plain Paper Std from the AR Invoices type, and click Edit. The form appears in the Designer window.

Adding a graphic, logo, or picture

You can add your company logo, or another picture or graphic. The following formats are supported: .bmp, .ico, and .wmf formats.



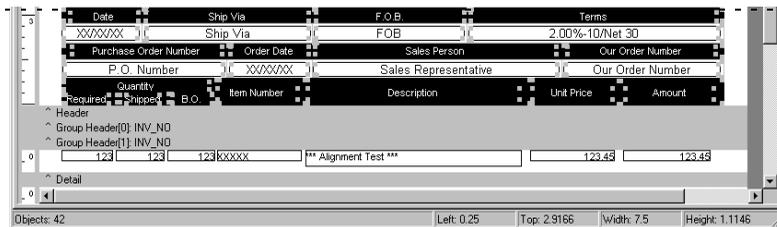
- ⇒ Click the Image button at the Fields bar. Click in the top left corner of the **Header** band to place the **Image** field.
- ⇒ Right-click the **Image** field and click Picture.
- ⇒ In the Open window, select bikelogo.bmp located in the \Images folder in the program directory (for example, *C:\Program Files\Sage BusinessWorks\Images\bikelogo.bmp*). Click Open to return to the Designer.
- ⇒ Right-click the **Image** field and click AutoSize to make the **Image** field resize to fit the picture.

Do not worry if the **Image** field is covering other fields. You can rearrange the fields later.

Changing a color in the Graphic Palette

You can modify the colors used in the form. Change the black boxes in the header band to white boxes with gray outlines and black text.

- ⇒ In the lower portion of the **Header** band, select all the text and the black and white boxes behind the text, starting with Date and ending with Amount.



The selected text above appears in Label fields, which are stacked on top of black and white Rectangle Shape fields.

- ⇒ Deselect the black boxes in the back by holding the SHIFT key and clicking the boxes at the far right edge.
- ⇒ Click the Font Color button on the Format bar and select the black color button. Some of the text may disappear. You can fix that in a later step.





Select these three

- ⇒ Click the Highlight Color button and select None.
- ⇒ Deselect the group by clicking in a blank part of the layout area. Then, select just the three long black boxes behind the text. The quickest way to do this is to SHIFT-click the right edge of each box.
- ⇒ Click the Fill Color button in the Format bar and select No Fill.
- ⇒ Click the Line Color button and select the light gray color button, second from the left in the bottom row. Click in a blank part of the layout area to deselect everything.

This clears the background in the boxes and the outlines gray. On the Design tab, the text fields still look as if they have outlines. But if you go to the Preview tab, you will see that only the outlines of the background boxes appear around the text fields.



- ⇒ Select the Preview tab to verify that the text is black and the lines and boxes are outlined in gray. Return to the Design tab.

Adding additional fields

The invoice needs to include a field that displays the total quantity shipped. To do this, add a **Label** field and a **DBCalc** field to the second **Group Footer**.

- ⇒ Select the gray bar along the bottom of the second **Group Footer** band (labeled **Group Footer (0): INV_NO**) and stretch it downward to add more room.
- ⇒ On the Fields bar, click the Label button, and then click in the layout area of the second **Group Footer** to make the field appear.
- ⇒ With the new **Label** field selected, at the **Set Value** field in the Format bar, highlight the text and type Shipped.
- ⇒ Place a **DBCalc** field in this same **Group Footer** to the right of the **Label** field. At the **Data Field** field on the Format bar, select Line Item: Shipped.



You can click Calculations on the right-click pop-up menu for the **DBCalc** field and select the type of calculation to perform, but since Sum is the default, you do not need to do that.



- ⇒ Change the font of both fields to 10, and use the Font Color button to color the text green.
- ⇒ In the **Header** band, change the Font Color of the **Invoice** field to

green.

Aligning fields

You need to align the fields added.

- ⇒ If the alignment buttons are not visible at the top of the Designer window, on the View menu, click Toolbars > Align or Space.
- ⇒ In the **Header** band, select the **Billing: Name** field, which contains the text Bill To Information. (You can select a field and look at the **Set Value/Data Fields** field in the toolbar to see the field's name.)
- ⇒ Then, SHIFT-click Company: Name and Company: Address Block at the top of the **Header** band.
- ⇒ Click the Align Left button in the alignment buttons. Notice that all the fields line up with the left edge of the first field selected, in this case, the **Billing: Name** field.
- ⇒ Select the **Required** field at the bottom of the **Header** band, the **Line Item: Required** field in the **Detail** band, and the **Shipped** field from the second **Group Footer**.
- ⇒ Click the Align Left button to line up the fields on their left edges.
- ⇒ Select the **Shipped** field in the **Header** band. Select the **Line Item: Shipped** field in the **Detail** band and the **Line Item: Shipped** field in the second **Group Footer** band. (Make sure you selected **Shipped** in the **Header** first so that the other fields align to it.)
- ⇒ Click the Align Right button to line up the fields on their right edges. Click Right Justify in the Format bar to align the text within the fields to the right.
- ⇒ In the **Header** band, select the **Company: Name** field, the **Image** field, and the **Invoice Label** field, and click Align Top (make sure you select **Company: Name** first).

Note

All the selected fields line up with the first field you select.



Saving the modified form

Because you modified a predefined form template, save the changes under a new name. Always use a descriptive name.

- ⇒ On the Form menu, click Save As.
- ⇒ Because this template will be available in all your companies, select a name, such as Standard Invoice with Logo, that will help



you distinguish it from the other invoice templates.

⇒ Click OK.

You can preview the form and compare it to the sample shown on [page 326](#).

When editing forms in the Designer window, the Preview tab displays filler text to help you layout the fields, not actual data. When you print a form, actual data from the active company's database prints on the form.

Where to Go from Here

You are now familiar with how to create and edit custom reports and forms. Take the time to experiment more with the BikeWorks sample data.



Appendix A: How to Produce a Report

Producing the Report

The detailed steps for producing a report are as follows:

- 1 Set up the printer.

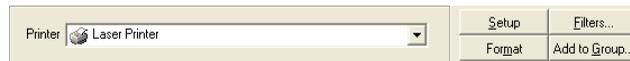
Printer setup is covered in your Windows documentation.

- 2 Select the report option.

Not all options that produce printed output reside on the Reports menu. Regardless of the option or menu, the printing process operates in the same way.

- 3 Select the printer.

Every report option includes a Printer area.

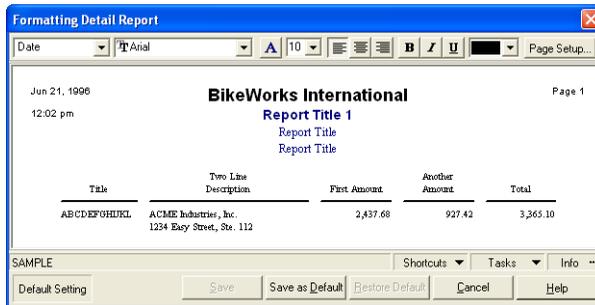


- The **Printer** field shows which printer is currently selected.
- Click Setup to display the Windows Print dialog. You can specify the printer, the range of pages to print, and the number of copies to print.



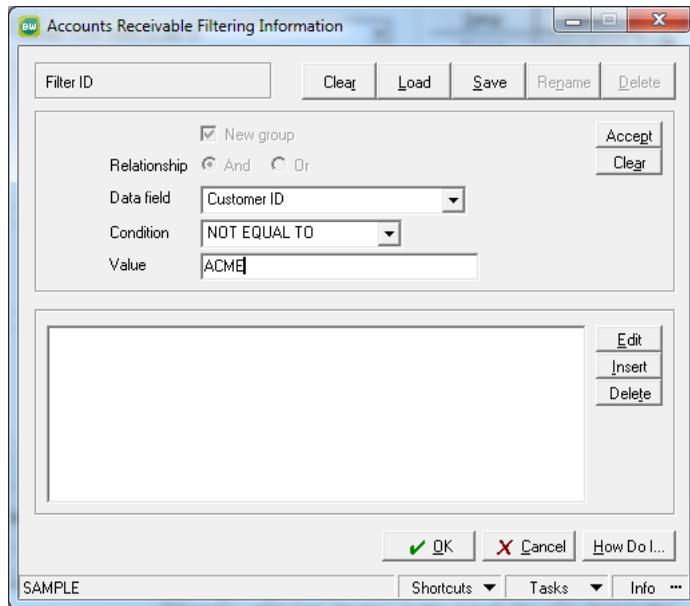
4 Format the report.

Click Format to display the Formatting window. Click the type of text you want to format or select it from the drop-down list, and then select font, font size, alignment, style, and color. Click Page Setup to change margins, page orientation, or column adjustment. Click Save to use this formatting whenever you print this report. You can also click Save as Default to use this formatting as the system-wide default for all reports.



5 Filter the report.

Click Filters to open the Filtering Information window, where you can specify criteria that further defines the data appearing in the report. Select a data field to filter (for example, Customer ID), the filtering condition (for example, NOT EQUAL TO), and enter the value of the filter (for example, ACME).



6 Add the report to a report group.

Click Add to Group to add the report to a report group for printing multiple reports at one time.

7 Change the report parameters.

Each report option has a number of user-defined parameters that determine what data displays in the report. You can change the initial default parameters by clicking in the fields and entering new information. For more information, see the Help system.

8 Save the current settings.

Save Current Settings saves your settings, including filters and report parameters, for the next time you produce the report. Select the check box to save the settings you defined. Clear the check box to return to the default settings the next time you open this option.

9 Preview the report.

After selecting the report parameters you want, click the Preview button. Verify the contents of the report.

10 Print the report.

Click the Print button.

Using Reports Displayed on the Screen

Note

To print a portion of the report, select the text in the report and click the Print button.

When you preview a report, you can take additional actions using the buttons at the top of the screen.

- Click the Print button to send the report to a printer.
- Click the Publish button to send the report to a word processor, such as Microsoft Word. You can then use all the capabilities of your word processor to modify, print, and save the report.
- Click the Copy to Clipboard button to copy text from the report to the Windows Clipboard. From there you can paste the text into another application.
- Click the Find button to locate specific text in the displayed report.
- Select the Zoom In or Zoom Out buttons to reduce or enlarge the view.



Appendix B: Registering Sage BusinessWorks

Registering your purchase with Sage Software helps you get the most out of Sage BusinessWorks. Part of the registration process, as described in the following steps, will include entering a registration ID, serial numbers, and unlocking keys (these should be on your packing slip). You will then fax, mail, or e-mail a Registration Report to Sage Software.

If you do not have a registration ID or unlocking keys, go ahead and enter the serial numbers and send the report to Sage Software. We will send you a registration ID and unlocking keys after receiving your Registration Report.

Follow these steps to register Sage BusinessWorks.

- 1 On the Utilities menu in the Launcher, click Registration Information.
- 2 In the window that appears, type your company name at the **Purchaser** field.
- 3 At the **Registration ID** field, type your registration ID. If you do not have a registration ID, leave the default entry 000000. Registration ID, serial numbers, and unlocking keys are listed on your packing slip. If you do not have a registration ID, you can still enter your serial numbers and send the Registration Report to Sage Software. Sage Software will send you a registration ID (and unlocking keys, if necessary) so you can complete the registration process.
- 4 Click More purchaser info. Enter the fields that apply to your company and click OK.
- 5 Complete the remaining address, contact, and telephone information.
- 6 Click Module registration. Enter your serial numbers and unlocking keys. Click OK.
- 7 If you purchased Network User Extensions so that two or more persons can access the software at the same time on a network, proceed to Step 8. If you did not purchase Network User Extensions, proceed to Step 14.
- 8 Click Network registration.
- 9 At the **Serial #** field, type your serial number.



- 10 At the **Number** field, type the number of extensions you purchased.
- 11 At the **Unlocking Key** field, type the unlocking key number.
- 12 Click Accept and the serial number you entered appears in the list box.
- 13 Repeat steps 9 through 12 for each Network User Extension serial number you have. Click OK after entering all Network User Extension serial numbers.
- 14 Click Registration report.
- 15 Select a printer and click Print.

DO NOT preview this report before you print a hard copy of it. For the software to recognize that you have completed registration, you must print this report directly to a printer, not from the report preview window. You can click E-mail to send your completed registration information to Sage Software using e-mail either before or after you print the report.
- 16 The Registration Report prints. Click OK. You are prompted to exit and launch Sage BusinessWorks again for your new Network User Extensions to take effect.
- 17 Fax, mail, or e-mail the Registration Report to Sage Software. Whether or not you have your unlocking keys, it is important that you fax, mail, or e-mail the Registration Report to Sage Software (the address, phone, and fax numbers are included on the report). Sending your company information to Sage Software simplifies your future contacts with us and help us serve you better. Store a copy of the report in case you need to reenter the information.



Glossary

Absolute pricing	Pricing based on a fixed dollar amount for each price level.
Account	A type of record that contains business transactions affecting the same item, such as a record containing all changes to Cash or Telephone Expenses.
Account number	An account's identifying number; in Sage BusinessWorks, the account number can be between 2 and 99999999 (1 is reserved for use by Sage BusinessWorks). A departmentalized account also has a decimal point followed by a three-digit department number (for example, 11012000.025).
Account type	A group of accounts that are treated similarly for financial reporting. The five basic account types are assets, liabilities, capital, revenues, and expenses. Sage BusinessWorks expands some of these types (such as current, long term, and other assets) to give you a total of 14 account types.
Accounting cycle	The steps taken to process transactions during an accounting period. In Sage BusinessWorks, an accounting period is a month.
Accounting equation	$Assets = Liabilities + Owners' Equity$. The equation states that what a business has (assets) is owned by either creditors (liabilities) or owners (equity).
Accounts payable	Amounts owed to others (a liability) for goods or services purchased on credit.
Accounts receivable	Amounts owed to a business (an asset), usually by customers who purchased your goods or services on credit.
Actual costs	The total of all costs incurred on a job. Sage BusinessWorks calculates this figure by totalling all charges relating to a job.
Adjustments	In the General Ledger module, 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 and to inventory quantities.



Aging	The act of analyzing accounts receivable or payable and placing them according to various age groupings, the due date being the base point for determining age. Many businesses age receivables and payables in 30-day increments.
Asset	A property or economic resource owned by a company. Typically, assets include cash, marketable securities, accounts receivable, inventory, land, buildings, equipment, and prepaid expenses.
Audit report	A report available on the Utilities menu on the System menu bar that lists all recent changes made to key Sage BusinessWorks data files.
Audit trail	A method of tracking transactions through each sequence of their history so that all financial information can be traced. Certain reports should be kept as part of your permanent business record as the audit trail.
Available quantity	The quantity on hand minus backordered and committed quantities.
Backorders	Orders placed by customers that have been at least partially invoiced but are temporarily unfillable due to stock shortages. <i>See also</i> Committed.
Bad debt	An uncollectable account receivable.
Balance forward	In A/R, a method of computing customers' statements that carries forward the previous month's balance in total. <i>See also</i> Open item method.
Balance sheet	In General Ledger, a financial statement that takes a snapshot of your business as of a specific date, showing a company's assets, liabilities, and capital.
Base pricing	A pricing method that uses a base price (a standard amount on which you base the actual part prices) and percentages based on that price.
Bid	An estimate of the steps, price, and schedule to complete a job. Bids are the first stage in job completion. Customers often request one or more bids (estimates) before giving their approval to begin a job.



Billings	The amount for which a customer is invoiced for a job. Billings are based upon the established price of the job.
Bin ticket	A parts list helpful in returning parts to inventory after "unbuilding" an assembly.
Book quantity	The quantity of an item you have recorded in your books as being on hand. A physical inventory count may reveal shortages or overages.
Budget	In the General Ledger module, projection of income and expense, usually for each month of the next fiscal year.
Capital	See Equity.
Change order	Information entered in the Job Cost module about changes that affect job estimates after work has begun on a job.
Charges	The actual costs incurred during each phase of a job.
Chart of Accounts	In the General Ledger module, a list of all of a business' accounts in numerical order, usually grouped by account type.
Close	The act of advancing the system to the next month. Each module has specific close functions. For example, a close in the General Ledger module posts all earnings for the month to year-to-date earnings. A Company Close option is available on the Utilities menu on the System menu bar to close more than one module simultaneously.
Committed	Items that have been ordered by your customers, but have not yet been fully or partially invoiced. See also Backorders.
Company ID	An eight-character code that identifies a company's records. In Sage BusinessWorks, the company ID is also the name of the subdirectory that contains the data files for the company.
Completed	The status of a job indicating that all charges have been made against the job.
Components	Parts used to build a subassembly or finished item.



Cost of Goods Sold	An account type that tracks the direct costs of inventory sold.
Costing method	A method used to compute the value of your inventory. In the Inventory Control module, four costing methods are available: LIFO, FIFO, standard, and weighted average.
Credit	An entry that decreases an asset or expense account, or increases a liability, capital, or revenue account.
Credit memo	A method of decreasing a customer's or vendor's liability; for example, a credit memo is issued if the vendor overcharged the customer or if the customer returns merchandise.
Current asset	Assets that are cash or expected to be converted into cash within a one-year period.
Current liability	Liabilities that will be due within a one-year period.
Debit	An entry that increases an asset or expense account or decreases a liability, capital, or revenue account.
Debit memo	A method of increasing a customer's liability to you or your liability to a vendor. For example, a debit memo is issued if the vendor undercharged the customer or forgot to include an item on the invoice.
Detail	The detailed information (quantity, unit cost, unit price, and priority) assigned to a job code for a phase of a job. Job codes are used to break down the charges required to complete a phase.
Direct Deposit	A method of transmitting employees' paychecks directly to their personal bank accounts.
Discount	A deduction from the invoice price of goods. An early payment discount is offered for payment made within a specified time frame. An invoice discount reduces the charges to the customer for a line item or the total invoice (such as for quantity purchases). You can take advantage of discounts offered by other vendors with Accounts Payable and offer discounts to your customers with Accounts Receivable.



Double-entry accounting	In General Ledger, a system for recording transactions that requires the accounts to be in balance at all times, so that debits always equal credits.
Earnings	The difference between revenues and expenses.
EOQ	The Economic Order Quantity. This is the most economical quantity of the part for you to buy based on factors such as quantity breaks you may get from the vendor, overhead, etc.
Equipment	Tools and machinery used on a job.
Equity	The rights of owners or stockholders to the company.
Estimated cost	The projected cost of a job based on the quantities of resources defined as job codes.
Expenses	The amount of assets consumed or services used in the process of earning revenues.
Expiration Date	The date upon which a quote will no longer be honored.
Finance charge	A charge assessed to a customer's account because of past due invoices.
Fiscal year	A period of 12 consecutive months used for accounting. A fiscal year does not necessarily coincide with the calendar year.
Form feed	The capability of most printers to automatically feed paper to the top of the next page; used with continuous-feed paper.
Freight on Board (F.O.B) Point	The point at which the title of ownership for items ordered is transferred. F.O.B. Origin means the receiving party has title and pays shipping expenses. F.O.B. Destination means the sending party retains title and pays shipping expenses.
General Ledger	The principal ledger containing the accounts of your business. In Sage BusinessWorks, the General Ledger module tracks account balances for your chart of accounts and allows journal entries to be created and posted.



Gross pay	In Payroll, the total amount of money earned by an employee in a given period.
Header	In General Ledger, general information about a transaction that appears at the top of the window. On invoices and memos, general information, such as ship-to addresses and terms.
History	Financial information for your company for previous months. Each module offers appropriate lengths of time to store history. For example, General Ledger can maintain up to nine years of transaction history. Accounts Payable can maintain up to 60 months of vendor purchases history.
Hold	A temporary restraint placed on an order that prevents further action from being taken until the hold is removed. This is often done to allow time for credit checks, etc.
ID	A unique identification code you assign to records for vendors, customers, accounts, etc. The system uses the ID to keep track of the particular record and its related data.
Income statement	A financial statement that reflects sales, expenses, and the resulting net income or loss for a given period.
In house	A job set up for internal company use for tracking expenditures for projects such as product research and development, marketing campaigns, office remodeling, etc. In-house jobs do not have a price, and you cannot post billings and payments against them.
In progress	A job status indicating that job-related transactions (change orders, charges, billings, credit/debit memos, and payments) can be processed.
Invoice	An itemized statement of goods bought and sold, also called a <i>bill</i> .
Issues	The process of recording decreases of inventory from fulfilling customer orders.



JIT (Just in Time)	A theory of inventory control based on keeping inventory quantities to a minimum. Just enough inventory is kept on hand or is scheduled to be supplied by vendors to fill projected sales orders.
Job	Any task that involves the use of materials, labor, overhead, or other resources. In the Job Cost module, a means of gathering information on all the costs, billings, payments, and other transactions that are incurred or expended when performing a task.
Job codes	Job codes are used to identify the different types of costs for a phase, including labor, materials, subcontracting, equipment, overhead, or miscellaneous items.
Journal	The place where you originally record transactions. Detail or summary journal information is posted to the General Ledger module.
Journal entry	A transaction recorded in a journal.
Kits	Groups of parts, labor, miscellaneous charges, or comments that are often ordered together.
Launcher	The window that appears after you start up Sage BusinessWorks, which allows you to access the main Sage BusinessWorks functions and options.
Labor	Work performed by an employee.
Liability	A debt owed. These usually include accounts payable, notes payable, income taxes, and dividends paid to stockholders.
Line pricing	Pricing based on the method (Margin, Markup, or Base) you have entered in the product line for a part.
Lookup window	A window that appears when you click the Lookup button, listing the valid items available for the current field. For example, a lookup window may contain account numbers, invoice numbers, user IDs, or some other item.
Manager	A user with full access to all modules. In Job Cost, the term also denotes a person who is in charge of a job.



Manufacturing levels	A finished item assembled from component parts. May have several manufacturing levels; that is, it may be composed of several subassemblies that are listed as parts in the database and are themselves made up of component parts.
Margin pricing	A pricing method based on a percentage of unit cost, for example, $\text{Price} = \frac{\text{Cost}}{100\% - \text{Margin}\%}$
Markup pricing	A pricing method based on a percentage of unit cost, for example, $\text{Price} = \text{Cost} + (\text{Cost} \times \text{Markup } \%)$
Net pay	In Payroll, the amount of money paid to an employee in a given period after withholding taxes and deductions.
Non-inventory item	Goods and services sold that are not tracked in the Inventory Control module. Examples of non-inventory items are labor or indirect materials such as paint or glue that are components of another part. See also Part and Standard item.
Non-stock item	Items that are not part of your regular inventory. See also Non-inventory item.
Offsetting Account	The offsetting account is used in General Ledger to help you enter transactions quickly. By using an offsetting account, you need only enter one part of any transaction, and the balancing portion is automatically entered for you against the offsetting account to balance the transaction.
On-hand quantity	The quantity of a part that is currently available in your inventory.
On the fly	The ability to add information to the Sage BusinessWorks database from an option not exclusively designed for this purpose (for example, adding part information while invoicing).
Open credit	Credit issued with a credit memo to a customer or vendor that is not applied to a specific invoice (such as when all invoices are paid in full or for a deposit).



Open item	In A/R, a method of producing customer statements that lists prior month's invoices individually. <i>See also</i> Balance forward method.
Open period	The month to which you are currently posting transactions.
Order point	The quantity of an inventory part that, when reached, marks the point at which you wish to order more.
Owner's equity	Assets minus liabilities.
Packing list	A list of the items included in a shipment.
Part	Goods and services sold that are tracked in the Inventory Control module. In the Job Cost module, you can merge Accounts Receivable standard item and Inventory Control part detail to quickly create job codes. <i>See also</i> Standard item and Non-inventory item.
Password	A security code word used to gain access to software. Both the network and Sage BusinessWorks have password protection, which means you must enter the applicable password before you can access any of the options within. Passwords are set up in the Users option available.
Password access	The Sage BusinessWorks options available to a particular password.
Payables	The money you owe to vendors for goods and services purchased on credit.
Payment	Money received from a customer to pay his or her bill.
Period	A span of time in a fiscal year that divides into distinct segments; in Sage BusinessWorks, the period is equal to a month.
Phases	Phases are the steps involved in completing a job. A job must have at least one phase. A phase may include detail, in which case, you can assign job codes to break down the charges required to complete the phase.



Physical inventory count	The process of counting your inventory to compare actual quantities with the quantities you have recorded in your books.
Pick list	A list useful for gathering the components needed to assemble a subassembly.
Pick ticket	A list used for gathering the items needed to fill an order.
Posting	The act of applying transactions to General Ledger accounts.
Prenote, Prenotification	In Payroll, a "dry run" for a direct deposit transmission, using the bank account, R/T number, and other information for the employee. A zero-amount paycheck is sent to the employee's bank account. It is used for checking the system before an actual deposit is made.
Priority	A whole number between 1 and 999 that you assign to job code line items. Priority is used by Sage BusinessWorks to determine the order in which detail items appear on reports. More than one detail item in each phase can have the same priority.
Probability percentage	The likelihood of a quote being converted to an order.
Product line	A grouping of related parts in order to facilitate data entry, provide enhanced reporting, and control posting to the General Ledger.
Promotion	Special prices for inventory items that are available for a limited period of time.
Purchase order	A business form used to place an order with a vendor. In Inventory Control, you can create a purchase order. In Order Entry, you can record an order received from your customer.
Quote	An estimate of the price of goods or services, usually requested by a customer. See also Bids.
Recurring journal entry	In General Ledger, a type of transaction that needs to be posted on a regular basis, such as rent, depreciation, etc.
Required date	The date by which an order is needed.



Retained earnings	Earnings accrued from prior years' operations. In General Ledger, Sage BusinessWorks automatically tracks year-to-date earnings for you and posts them to the retained earnings account at year end.
Returns	Items that are returned to inventory.
Revenue	Income produced by the company, also called sales.
Sales Order	A customer request for merchandise or services.
Shrinkage	The loss of inventory items due to factors such as faulty manufacturing or deterioration, or theft during production, storage, or transit.
Spreadsheet	A software application that allows you to enter and manipulate rows and columns of information. Sage BusinessWorks allows you to convert financial information to spreadsheet format.
Standard Item	Goods and services sold that are defined in Accounts Receivable. See also Non-inventory item and Part.
Sub assembly	An item listed as a part in your inventory that is made up of component parts.
Sub contracting	Hiring a non-employee or company to complete a portion of a job.
Terms	Payment terms on an invoice. Terms of 2/10, net 30 means that a bill paid within 10 days receives a 2% discount; otherwise, the undiscounted amount must be paid within 30 days.
Trial Balance	The General Ledger report that lists the balances of all accounts in the General Ledger.
Vendor	A company from which you purchase goods or services.
Write-off	The portion of a customer's unpaid invoice or billing balance that is forgiven.



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