
MultiLedger Canada User's Manual

for Windows & Macintosh



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Chapter 1

Getting Started

Like most users of business software you probably bought MultiLedger because you've got a job to do. But before you jump into the chapter on setting up a company, please read this brief chapter on what you should know before you start using MultiLedger.

Hardware and System Requirements

Multiledger for Windows:

- 10 MB free disk space
- Windows 7 or higher
- Windows compatible printer

MultiLedger for Macintosh

- 10 MB free disk space
 - Mac OS 10.6 or higher
 - Macintosh compatible printer
-

How to Get Help

Only registered users are entitled to technical support from CheckMark Inc. For information on CheckMark's Extended Support options, please refer to the brochure that was included with your MultiLedger package or go to the support page on our website.

Registered users also receive update and upgrade information. So please take a few moments to read the License Agreement, fill out and sign the Registration Card, and drop it in the mail. If you would like to expedite your registration, you can fill out the Registration Card and fax us a copy at (970) 225-0611.

Note

While CheckMark is happy to offer you help in using our accounting software, we can only offer limited accounting help or advice. However, we maintain a network of independent CheckMark Consultants who offer services beyond the support that CheckMark provides. You'll find a directory of consultants on our web site, www.checkmark.com/consultant_search.php.

Before you call

You can help us make your phone call more effective by doing the following *before* you call:

Fax, mail, or e-mail registration

- In order to receive support from CheckMark Inc., we need to have record of your registration. Fax your registration to us at 970-225-0611, E-mail your registration to shipping@checkmark.com or mail us the Registration Card that is found in the MultiLedger package

Read manual

- Many users want to start using a program without reading the manual. However, if you have any questions about how to use MultiLedger, please read the relevant sections in this manual before calling us. The manual contains procedures to accomplish most accounting tasks. If you feel the manual lacks any crucial information, please tell us.

Look for help in Knowledge Base

- You can find many answers in the Knowledge Base on our website:

<http://www.checkmark.com/knowledgebase.php>

or click on the CheckMark Knowledge Base link under the Help menu in MultiLedger.

**Know your registration
number or customer
number**

- When you call for technical support, you will be asked for your registration or customer ID number. You will find your registration number printed on the software package and on the part of the registration card you keep. Your customer number can be found on any order forms you had received from us.

**Know your version
number**

- Also before you call, you should know your multiledger version and date. The version is on the title bar above the command center.

How to reach us

You can reach us in the following ways:

- You can submit support questions from our web site, as well as find answers in our Knowledge Base:

Web Address: <http://www.checkmark.com/login>

- A call-back system for Telephone Technical Support is available between 8 a.m. and 5 pm MT, Monday through Thursday and between 8 a.m. and 4 p.m. MT on Fridays.

Phone support: (970) 225-0387

- You can fax us questions or comments at any time:

Fax registration and support: (970) 225-0611

- You can e-mail us at:

Support@checkmark.com

- You can write us:

CheckMark, Inc.
Attn.: Technical Support
323 Drake Rd., Ste 100
Fort Collins, CO 80526

What You Should Know Before using MultiLedger

Before you start Using MultiLedger, you should know how to perform the following basic operations:

- Move and copy files.
- Click, drag, and highlight text
- Choose commands from menus
- Open and close windows
- Use control buttons, check boxes, radio buttons, and scroll bars
- How to navigate through dialog boxes

If you are unfamiliar with any of these topics, refer to the owner's manual that came with your copy of Microsoft Windows or your Macintosh computer.

Cross-Platform Versions

The Multiledger CD-ROM, if you purchased one, contains both the Windows version and the Macintosh version of the MultiLedger. You can install the software on a PC, a Mac, or both, according to the software's License Agreement. This brief section describes the basic differences between the two platforms, as well as how this manual can be used for either version of the software.

Cross-Platform Considerations

MultiLedger is a multi-user, cross-platform accounting software. You can have up to ten users accessing data over a network of PCs, Macs, or a combination of the two. You can also move company files back and forth across platforms if your computers are not networked. Chapter 5 in this manual explains how to use the multi-user capabilities in MultiLedger and Chapter 12 explains how to backup company files and restore the files on another platform.

Important

OSX Server has a problem handling "byte-range locking" requests from Windows (i.e., SMB) users and Mac users simultaneously. If you have both Mac and PC users on MultiLedger, you'll need a Windows Server. If you are on an all Mac network, you need to have a dedicated server or workstation where the company data resides.

Platform Differences

For the most part, MultiLedger for Windows and MultiLedger for Macintosh are functionally identical. Wherever there are notable differences, however, the applicable platform is clearly noted in this manual.

Installing MultiLedger on Windows

Follow the steps below to install MultiLedger on your Windows computer. For instructions on installing MultiLedger on a Macintosh, see “Installing MultiLedger on a Macintosh” on page 7.

Note

If you will be using MultiLedger’s multi-user capabilities, see also Chapter 5, “Multi-User MultiLedger.”

- 1 Start your computer as you normally would.
****For CD Install****
- 2 Insert the MultiLedger disk.
- 3 Follow the on-screen instructions for installing MultiLedger.
- 4 Eject the MultiLedger program disk from your computer
****For Download Install****
- 5 Click on the link provided to download. After the download is complete, double-click the download file.
- 6 Follow the on-screen instructions to complete installation

Important

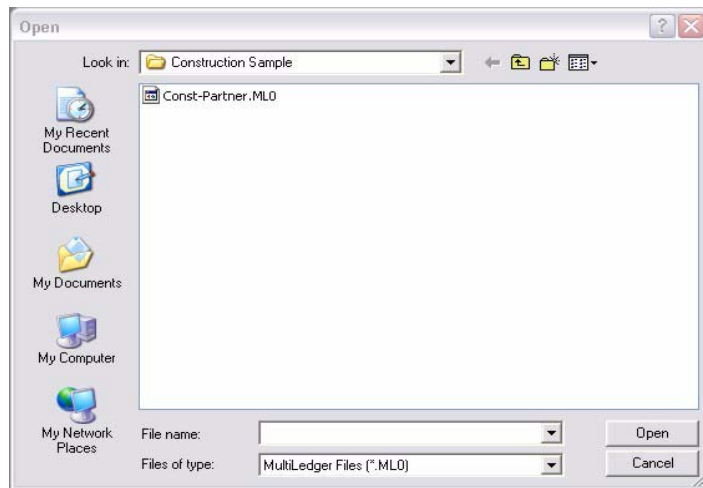
MultiLedger is copyrighted. You may only copy the program according to the terms set forth in the License Agreement.

After MultiLedger is finished installing, a folder named “MultiLedger” is installed in the Program Files/CheckMark directory.

Starting MultiLedger and Opening a Sample Company on Windows

The following steps show you how to start MultiLedger and open a company file (using a sample company as an example). If you want to immediately begin setting up a company with MultiLedger, go to the next chapter “Initial Setup.”

- 1 **Click the shortcut on your Desktop.**
- 2 **Choose Open Company from the File menu**



- 3 **Select the “SampleCo” folder, then click Open, or double click the “SampleCo” folder.**

The dialog box shows the three ML Sample Companies you can choose from: “Constructions Sample Co.”, “Retail Sample Co.”, and “Service Sample Co.”

- 4 **Select a sample company, then click Open.**

The dialog box now shows a highlighted MultiLedger sample company file.

- 5 **Click open again.**

Once MultiLedger is running with a company open, MultiLedger’s Command Center is enabled on your screen.

Opening Recently Used Companies On Windows

MultiLedger stores the paths to the last five open companies, which makes opening frequently used company files easy.

- 1 **Click the shortcut on your Desktop**
- 2 **Choose Open recent Company from File menu, then drag out to select the desired company files**

Note

If you use one set of company files on a regular basis, you can have MultiLedger automatically open that set of files when you launch MultiLedger. For more information, see “Setting Program Preferences” on page 76.

Installing MultiLedger on a Macintosh

Follow the steps below to install MultiLedger for Macintosh on your Hard drive:

Note

If you will be using MultiLedger’s multi-user capabilities, see also chapter 5, “Multi-User MultiLedger.”

- 1 **Start your computer as you normally would.**
****For CD Install****
 - 2 **Insert the MultiLedger disk.**
 - 3 **Double-click the ML Installer icon.**
 - 4 **Follow the on-screen instructions for installing MultiLedger.**
 - 5 **Eject the MultiLedger program disk from your computer**
****For Download Install****
 - 6 **Click on the link provided to download. After the download is complete, double-click the download file.**
 - 7 **Follow the on-screen instructions to complete installation**
-

Important

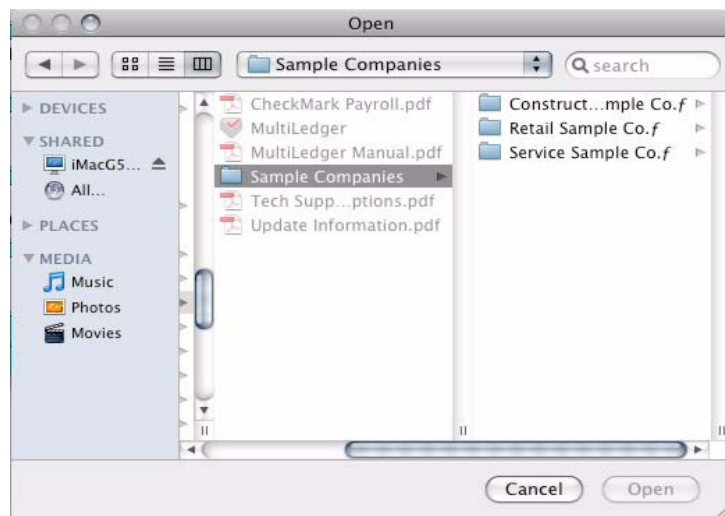
MultiLedger is copyrighted. You may only copy the program according to the terms set forth in the License Agreement.

A folder named “MultiLedgerf” is installed in the Applications folder and automatically opens.

Starting MultiLedger and Opening a Sample Company on Macintosh

The following steps show you how to start MultiLedger and open a company file (using a sample company as an example). If you want to immediately begin setting up a company with MultiLedger, go to the next Chapter “Initial Setup.”

- 1 **Open the MultiLedgerf folder that was installed on your hard drive.**
- 2 **Start MultiLedger by double-clicking the MultiLedger™ icon.**
- 3 **Choose Open Company from the File menu**



- 4 **Select the ML Samples folder, then click Open, or double-click the ML Samples folder.**

The dialog box now shows the three ML Sample Companies you can choose from: “Construction Sample Co.”, “Retail Sample Co.”, and “Service Sample Co.”

- 5 **Select a sample company, then click Open.**

The dialog box now shows a highlighted MultiLedger sample company file

6 Click Open again.

Once MultiLedger is running with a company open, MultiLedger's Command Center is enabled on your screen and you are ready to start exploring MultiLedger.

Opening Recently Used Companies on Macintosh

MultiLedger stores the paths to the last five open companies, which makes opening frequently-used company file easy.

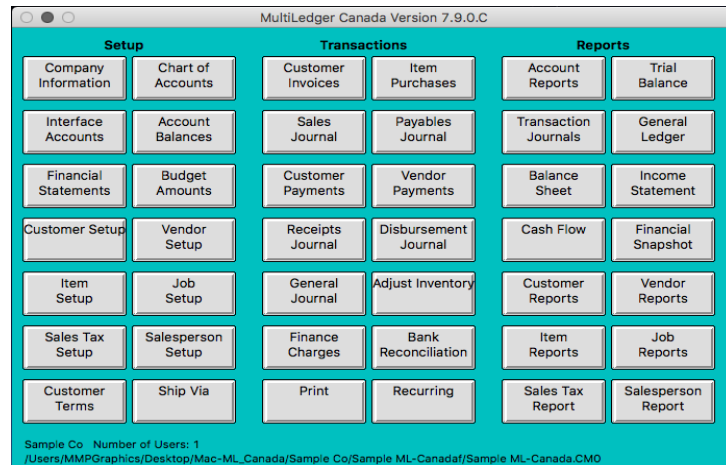
- 1 Start MultiLedger by double-clicking the MultiLedger™ icon in the Multiledgerf folder.**
- 2 Choose Open Recent Company from the File menu, then drag out to select the desires company files.**

Note

If you use one set of company files on a regular basis, you can have MultiLedger automatically open that set of files when you launch MultiLedger. For more information, see "Setting Program Preferences" on page 76.

The Command Center

When you open a company with MultiLedger, the first thing you'll notice is MultiLedger's Command Center. The Command Center is divided into three sections: Setup, Transactions, and Reports. To use the Command Center, simply click the button of the window you want to open.



When you have a company open with MultiLedger, the Command Center is active and MultiLedger displays the path to your company files at the bottom of the window, as well as how many users currently have the company files open. When MultiLedger is running but no company files are open, the Command Center is disabled.

Note

Please note that not all menu commands are represented in the Command Center. Some dialogs and windows, such as those found under the File menu, can only be accessed using the pull-down menus or keyboard shortcuts.

Accessing Multiple Open Windows

With MultiLedger, you can have multiple windows open at once.

To open multiple windows using the Command Center.

- 1 **Click a button in the Command Center to open a window.**
- 2 **Click anywhere in the Command Center to reactivate it, or choose Commands from the Windows menu.**
- 3 **Click another button in the Command Center.**

To access multiple windows using the pull-down menus, select an option from one of the pull-down menus, then select another.

Note

You can quickly go to an open window, by choosing the window's name from the Windows menu.

Where to Go From Here

To get acquainted with MultiLedger, try processing a few transactions by following the procedures in Chapter 7 and Chapter 8 in sample company.

To begin setting up your company with MultiLedger, go to Chapter 2, "Initial Setup."

To exit **MultiLedger**, choose Exit from MultiLedger's File menu in Windows. On Macintosh, choose Quit under the *MultiLedger* menu.

Chapter 2

Initial Setup

This chapter shows you how to set up a company with MultiLedger, and discusses the following topics:

- Entering company information
- Setting up your company's chart of accounts and beginning account balances.
- Entering prior outstanding receivables and payables, as well as inventory or service items

Optional setup information, such as passwords, salespeople, sales tax, budgets, jobs, preferences, user settings, shipping methods, profit centers, and financial statement format are covered in Chapter 4, "Setup Options."

This chapter uses the sample companies provided on the MultiLedger program disk to show how information appears after a company has been set up. Your setup, of course, depends on your specific accounting needs.

What You'll need

You'll need the following information to set up a company in MultiLedger:

Ending date of prior year

This is the last day of your company's previous *accounting* year. For many companies, the last day of their previous accounting year is December 31st. However, MultiLedger can accommodate any month-end date for a company operating on a non-calendar fiscal year.

If your company is a new start-up company, and you don't have an ending date for your company's previous fiscal year, you should enter the date that corresponds to the year just prior to the year you wish to start tracking company data. For example, if your new company's fiscal year starts January 1, 2017, you would enter 12/31/2016 as the Ending Date of Prior Year.

Starting Transaction Entry	You can start transaction entry at the beginning of your fiscal year or <i>any</i> other month. For example, if financial information has already been summarized through 3/31/17, and you would like to start daily transactions on 4/1/17, account balances could be entered for January, February, and March by doing a general journal entry to record the transaction totals for each amount for those months. Or you could enter all transactions for those months so the detail is available for the entire year.
Note	While you cannot enter transaction details prior to your current fiscal year, you can enter outstanding accounts receivable and accounts payable transactions with dates in an earlier year.
Chart of accounts	You can adapt your current chart of accounts, create a new one, or copy and then modify an existing chart of accounts from one of the MultiLedger sample companies or the Sample COAs folder.
Beginning ledger account balances	You can use the values from a trial balance or balance sheet report or the period just prior to your current fiscal year for your beginning balances in MultiLedger.
Note	You can begin entering transactions in MultiLedger <i>before</i> all your beginning balances are entered or finalized.
List of outstanding accounts receivable and accounts payable invoices	To track receivables and payables on an accrual basis, you should have a list of outstanding receivables and payables. These are invoices that your company has not yet received payment for or that your company has not yet paid as of the first day of your current fiscal year.
Important	<p>Outstanding receivables or payables that are dated <i>prior</i> to your current fiscal year are entered as individual invoices for each customer or vendor through the Sales Journal or Payables Journal.</p> <p>Outstanding receivables or payables that are dated within your current fiscal year should be entered as new transactions through the Customer Invoices, Sales Journal, Item Purchases, or Payables Journal windows. For more details, see the “Customer Transactions” and “Vendor Transactions” in chapter 8 and 9.</p> <p>The total for outstanding receivables invoices and the total for outstanding payables invoices you enter with a date prior to your current fiscal year should match the beginning balances you set up for the Accounts Receivable and Accounts Payable ledger accounts.</p>

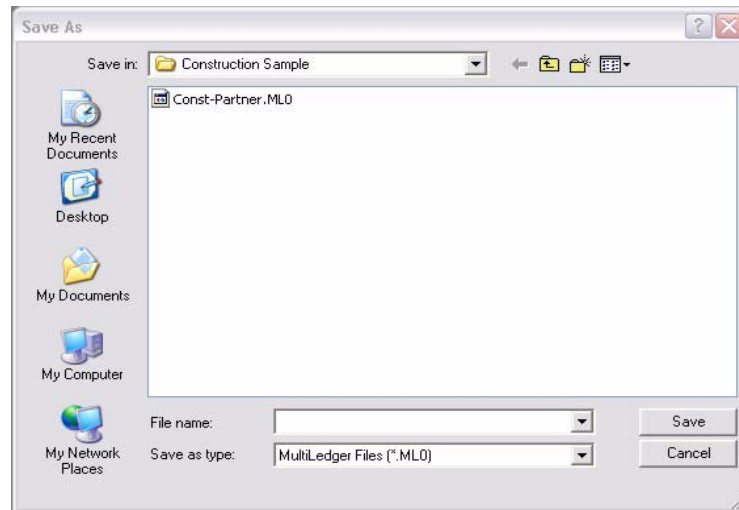
Steps to Setting Up

Below is a checklist of the steps you should follow to set up a company with MultiLedger and the windows you'll use. Some of the steps are optional and may not apply to your particular company setup. The rest of this chapter and Chapter 3, "Customer, Vendor & Item Setup" explain each step in detail.

Steps for Creating a New Company	MultiLedger Window
<input type="checkbox"/> Create a new Company	
<input type="checkbox"/> Copy an existing chart of accounts from a MultiLedger sample company. (You can also enter a new chart of accounts, which would come later in the process.)	
<input type="checkbox"/> Enter the company name and address.	Company Information
<input type="checkbox"/> Select the Ending Date of Prior Year	Company Information
<input type="checkbox"/> Enter/modify a chart of accounts	Chart of Accounts
<input type="checkbox"/> Assign posting categories	Interface Accounts
<input type="checkbox"/> Enter beginning ledger balances	Account Balances
<input type="checkbox"/> Enter Customers	Customer Setup
<input type="checkbox"/> Enter outstanding receivables prior to current fiscal year	Sales Journal
<input type="checkbox"/> Verify outstanding receivables setup	Customer Reports
<input type="checkbox"/> Enter Vendors	Vendor Setup
<input type="checkbox"/> Enter outstanding payables dated prior to current fiscal year	Payables Journal
<input type="checkbox"/> Verify outstanding payables setup	Vendor Reports
<input type="checkbox"/> Setup inventory or service items	Item Setup
<input type="checkbox"/> Verify beginning inventory	Item Reports

Creating a New Company File on Windows

- 1 Open MultiLedger by clicking the shortcut on your desktop.
- 2 Choose New Company from the File menu.



- 3 Enter a name for your company files.

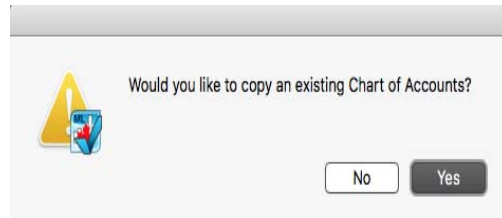
The default location for your company files is the MultiLedger directory.

Important

Use a short name, such as “ABC” instead of “American Business Company,” to identify your company files. The name is used only to identify your company’s data files - it does not appear on reports. A short name will be easier to find in a window on your desktop or in a dialog box than a long one.

You can easily rename your company files at any time. For more information, see “Renaming Company Files” on page 235. You should **NEVER** rename your files using any other method, as you may make your files inaccessible.

- 4 Click Save.
-



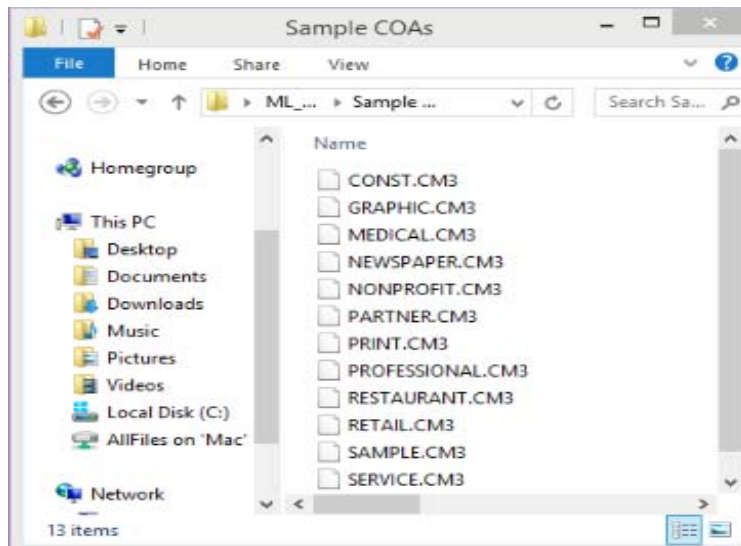
A folder called “COAs” is installed in the “MultiLedger” folder. This folder contains several charts of accounts that you can modify for your own business. Appendix B, “Sample Charts of Accounts,” in this manual shows each of the sample charts of accounts.

5 Select Yes or No

If you want to create a new chart of accounts, click No. After you click no, MultiLedger’s Command Center appears on your screen with only the Company Information button enabled

All other Command Center buttons are disabled until you set up basic company information. The next section shows you how to do this.

If you want to copy an existing chart of accounts, click Yes.



Open the “COAs” folder, then select the chart of accounts you want to copy. You can also open the “SampleCo” folder, select the folder for the type of chart of accounts you want to copy, then select the chart of accounts.

6 Click open.

MultiLedger's Command Center appears on your screen with only the Company Information button enabled.

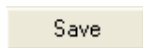
All other Command Center buttons are disabled until you set up basic company information. For more information, see "Setting Up Basic Company Information" on page 20.

Creating a New Company File on Macintosh

1 Double-click the MultiLedger™ alias on the dock or desktop.



2 Choose New Company from the File menu.



3 Enter a name to identify your company, choose the location where you want to save your company files, and click save. It's best to save this either on the Hard Drive or in the Documents folder. A new folder containing your company files will be created with the name you entered.

Important

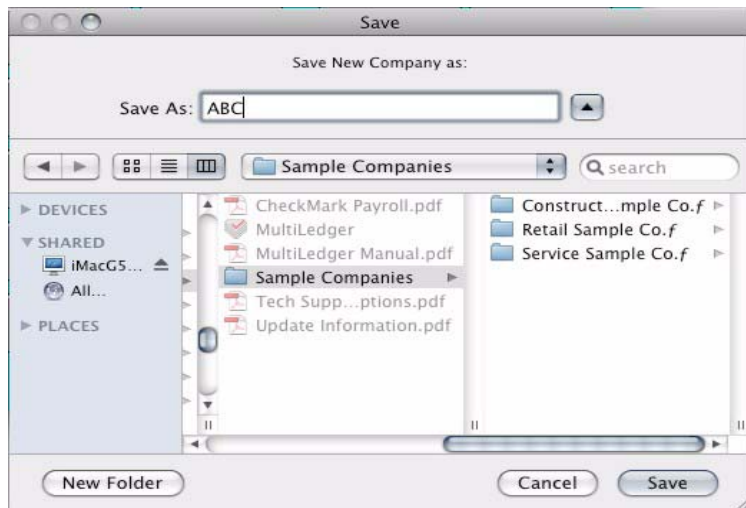
Use a short name for your company files, such as "ABC" instead of "American Business Company". The name is used only to identify the folder that is created and the company's data files saved in that folder. For example, entering the name "ABCf" would contain data files whose names begin with "ABC". The "f" is automatically added to the folder name to identify it as a folder.

The name "ABC" does not appear on reports or cheques. You will set up the company name for reports and cheques in the company information window.

Note

You can easily rename your company files at any time. For more information, see "Renaming Company Files" on page 235. You should never rename your own business. Appendix B, "Sample Charts of Accounts," in this manual shows each of the sample charts of accounts.

4 After the new company name has been entered, click Save.



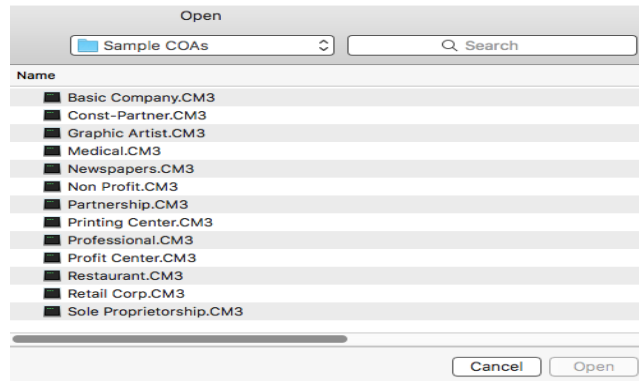
A folder called “Sample COAs” is installed in the “MultiLedger” folder. This folder contains several charts of accounts that you can modify for your own business. Appendix B, “Sample Charts of Accounts,” in this manual shows each of the sample charts of accounts.

5 Select Yes or No.

If you want to create a new chart of accounts, click No and skip to Step 1 on the next page.

If you want to copy an existing chart of accounts, click Yes.

Open the “Sample COAs” Folder, Then select the chart of accounts you want to copy. Or you can also open the “ML Sample Companies” folder, select the folder for the type of chart of accounts you want to copy, then select the chart of accounts:



Click **Open**.

MultiLedger's Command Center appears on your screen with only the Company Information button enabled.

All other Command Center buttons are disabled until you set up basic company information. the next section shows you how to do this.

Setting Up Basic Company Information

When you first start a new company file in MultiLedger, only a few MultiLedger commands are available until you enter basic company information and select an Ending Date of Prior Year.

1 Click Company Information in the Command Center.

Company Name	Sample Co	Business Number	99999999
Trade Name		Province ID	11111
Address	000 W Broadway	Contact	Joe Smith
City, Province, Postal Code	Vancouver, BC V6K 6Z1	Phone	604-555-1111
Ending Date of Prior Year	12/31/16	Email	j.smith@hoenaii.joe
Lock Entries Through	<div> <div>81/31/17</div> <div>82/28/17</div> <div>83/31/17</div> <div>84/30/17</div> <div>85/31/17</div> <div>86/30/17</div> <div>87/31/17</div> <div>88/31/17</div> <div>89/30/17</div> <div>10/31/17</div> <div>11/30/17</div> <div>12/31/17</div> <div>01/31/18</div> <div>02/28/18</div> <div>03/31/18</div> <div>04/30/18</div> <div>05/31/18</div> <div>06/30/18</div> </div> <div> <div>Accounts: 53</div> <div>Customers: 0</div> <div>Vendors: 0</div> <div>Items: 0</div> <div>Salespeople: 0</div> <div>Jobs: 0</div> </div>		

- 2 **Enter the company name that you want to appear at the top of reports and on cheques.**

Note

The company name and address also print on invoices and customer statements. For more details, see “Using the Print Screen” on page 90.

- 3 **Enter the company’s address.**
- 4 **If the last date of your previous fiscal year differs from the date in the Ending Date of Prior Year field, enter the correct ending date.**

The Ending Date of Prior Year should correspond to the end of your fiscal year.

If you are starting a new company, and don’t have an ending date for your company’s previous fiscal year, you should enter a date that corresponds to the year just prior to the year you wish to start tracking company data. For example, if your company is starting January 1, 2017, you would enter 12/31/17 as the Ending Date of Prior Year.

Enter the date in the MM/DD/YY format.

Initially, the last date of the previous calendar year is entered (based on your computer’s system clock). You can override the date to match the ending of your company’s fiscal year.

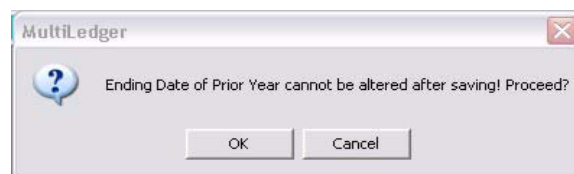
Note

The **Company Information** window also shows some basic information from your company files, such as number of general ledger accounts, customers, vendors, items, and salespeople.

Note

The E-mail field is optional.

- 5 **Close the window.**



Important

The Ending Date of Prior Year *cannot* be changed after saving. If you save the wrong dates, you must start over with a new company.

- 6 **Click OK to save the company information, an Ending Date of Prior Year or Click Cancel to return to the Company Information Window.**
-

Setting Up the Chart of Accounts

The numbering and sequencing of a company's accounts provides the foundation for the financial reports generated by MultiLedger. While you can add accounts as needed throughout the year, careful thought and planning should go into the initial design and numbering of your company's chart of accounts.

Note

Setting up income or expense accounts alphabetically with at least 10 digits between numbers allows accounts to be easily searched and allows for insertion of additional accounts in alphabetic order.

Guidelines for Setting Up Accounts

Account numbers *must* meet the following requirements:

- Each account number (except for profit centers) *must* be four digits long.
- Each account number *must* adhere to the types of accounts shown below.

For example: all Asset *must* fall within the 1000-1999 range, all Liabilities *must* fall within the 2000-2999 range, and so on.

Assets	1000-1999
Liabilities	2000-2999
Owner's Equity or Capital	3000-3999
Income	4000-4999
Cost of Sales	5000-5999
Operating Expenses	6000-8999
Other Income	9000-9499
Other Expenses	9500-9999

Note

Certain headings and ranges can be changed for financial statements. For details, see "Customizing Financial Statements" on page 80.

Important:

- Do *not* set up an account to accumulate income (or loss) for the current year. MultiLedger calculates the current year net income, but does not store it in a ledger account
-

- Be sure to enter a retained earnings or accumulated owner's equity account in the 3000-3999 range. Current year income (or loss) is closed into this account at year end.
- Enter only one Accounts Receivable account, one Accounts Payable account, and one Inventory account.

Entering the Accounts

Note

If you are going to use profit centers, see "Setting Up Profit Centers in the Chart of Accounts" on page 75. For guidelines about entering profit centers into your chart of accounts.

1 Click Chart of Accounts in the Command Center.

Create your account numbers according to these guidelines

Type an account number in this box, and press TAB

...then type in the account name here, then click Save

If you want to produce a Cash Flow Statement, be sure to assign the Cash Flow Designations

Setup MICR to print on blank cheque stock for one or more accounts

2 Enter an account number in the left-hand edit box and press TAB.

Important

Account numbers must meet certain requirements. For more information, to see the previous section see "Guidelines for Setting Up Accounts" on page 22.

- 3 Enter the account description in the right-hand edit box
- 4 (optional) If you will be printing on blank cheque stock and need to setup MICR for your bank accounts, you can setup this information now. For more information on setting up MICR encoding see “Setting Up the MICR Encoding Information” on page 93.
- 5 If needed, click on then appropriate radio button for Cash Flow Designation.

See table below for details.

- 6 Click Save to add the new account to the list.

Repeat steps 2-6 for each account than you want to enter into the Chart of Accounts.

The accounts are saved when you close the **Chart of Accounts** window.

Setting Up Cash Flow Designations

MultiLedger defaults to the Cash Flow designations in the following chart to produce a Cash Flow Statement. You can change the default and assign the accounts to a different designation by clicking on the account in the list and clicking on the radio button for the Cash Flow designation that you want to assign the account to, then click Save.

Designation	Default Account Range	Purpose
Cash	1000-1099	Cash balance at beginning and end of period
Operating Activity	1100-1899 2000-2599	Cash generated from day-to-day business operations.
Investing Activity	1900-1999	Cash invested in furniture, equipment or other long term assets.
Financing Activity	2600-3999	Includes loans, investments by the owner, and retained earnings. Also includes reductions in equity due to owners draws on profits.

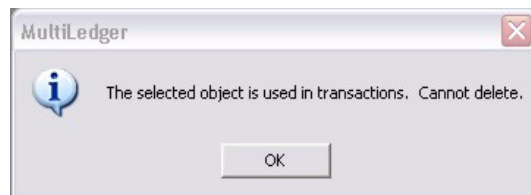
Modifying Account Numbers and Names

To modify an account, highlight the appropriate account line, modify the existing account description, and press ENTER. Account numbers *cannot* be modified, you must delete the entire account and then enter a new account number. If you try to change an account number, a new account will be added to the list but the old one will not be removed or changed. For information on re-numbering accounts see “Renumbering Accounts” on page 237.

Deleting Accounts

To delete an account, highlight the appropriate account line, and choose the Delete button. (If Delete is dimmed, an account is probably not highlighted. Select an account and try again).

If you try to delete an account that has transactions from the open months, the following warning appears:



Setting Up Posting Categories

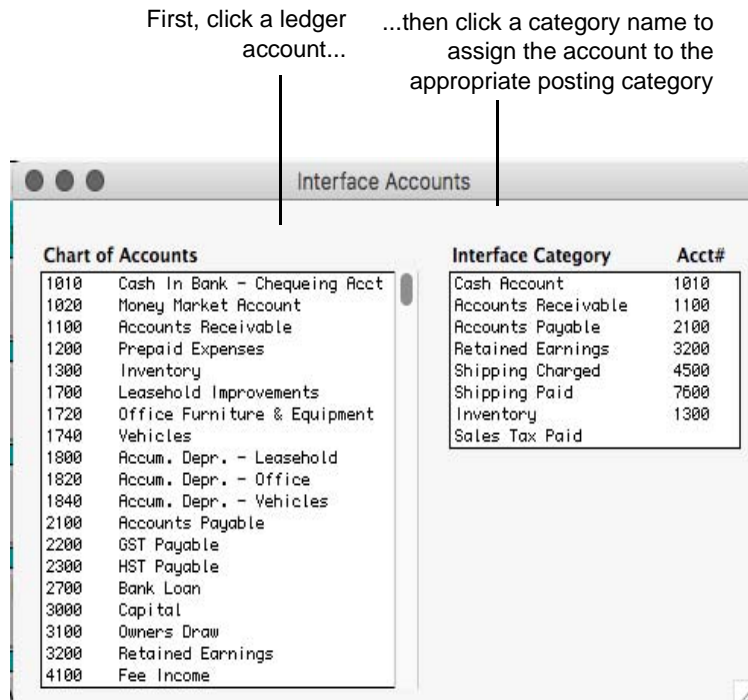
Category Descriptions

The following table describes the purpose of each category and the MultiLedger windows that use it.

Category	Windows	Purpose
Cash Account Asset 1000-1999	Vendor Payments Disbursements Journal	Paying vendor and writing cheques decreases this account.
	Customer Payments Receipts Journal	Making deposits from customer payments and cash receipts increases this account
Accounts Receivable Asset 1000-1999 <i>only one allowed</i>	Customer Invoices Sales Journal	Invoices increase this account.
	Customer Payments	Customer payments decrease this account.
Accounts Payable Liability 2000-2999 <i>only one allowed</i>	Item Purchases Payables Journal	Buying inventory and entering payables increase this account.
	Vendor Payments	Vendor payments decrease this account
Retained Earnings Equity 3000-3999		Retained earnings, capital account, or owner's equity. Income is closed into this account when the company's fiscal year is closed. Note: You must assign an account number to the Retained Earnings posting category.
Shipping Charged Income 4000-4999	Customer Invoices	If you charge customers shipping or freight on invoices, assign the appropriate account here
Shipping Paid Cost of Sales 5000-5999	Item Purchases	If you separate shipping from the cost of inventory, assign the appropriate account for shipping paid to vendors.
Inventory Asset 1000-1999 <i>only one allowed</i>	Item Purchases Adjust Inventory	If you track inventory, assign the appropriate account for buying and selling inventory items. The calculated cost of sales will be subtracted from this account when the item is sold in Customer Invoices.
Sales Tax Paid Cost of Sales 5000-5999	Item Purchases	If you separate sales tax from the cost of buying inventory, assign the appropriate account for sales tax paid to vendors here.

Assigning Posting Categories

1 Click Interface Accounts in the Command Center.



The list on the left shows your company's chart of accounts. The list on the right shows the posting categories.

Note

Only one account number can be assigned to each posting category. However, you can use different Cash Accounts by selecting them from the pop-up list on the appropriate transaction window. The default account, however, will stay the same.

2 Select a ledger account from the list on the left.

3 Click the appropriate posting category on the right

Repeat steps 2-3 for each posting category that you need to use. For details about each category, see the previous section, “Category Descriptions.”

You *must* assign account numbers to the Cash and Retained Earnings categories.

Important

If a category is not assigned a number but it is used in transactions, MultiLedger posts the amount to the first account number (usually the cash account) from your chart accounts.

4 Close the window to save the categories

To remove an account from a posting category, click the category name without an account selected in the list on the left (To deselect an account simply click it again so that it’s no longer highlighted). You *cannot* remove an account from the Cash Account Category. However, you can re-assign it an account number.

To re-assign an account to a posting category, select a new account from the list on the left, and then click the category on the right.

Setting Up Ledger Account Balances

You don’t have to enter account balances before you begin transaction entry; however, to obtain a valid balance sheet you *must* enter the beginning balances for the accounting period you will be starting transaction entry in MultiLedger.

Note

You can enter or adjust these balances at any time during the current year.

Important

A retained earnings ledger account must have been assigned to a posting category (using the Interface Accounts window) *before* account balances can be saved.

1 Click account Balances in the Command Center.

After checking that the Ledger Balance is 0.00, click Save

After all the balances have been entered, the Ledger Balance should be 0.00

Enter the amount for the account, and press TAB

Credit balances should be prefaced with a minus (-) sign

Account Number	Account Name	Balance
1010	Cash In Bank - Chequeing Acct	20000.00
1020	Money Market Account	50000.00
1100	Accounts Receivable	0.00
1200	Prepaid Expenses	0.00
1300	Inventory	5000.00
1700	Leasehold Improvements	20000.00
1720	Office Furniture & Equipment	2450.00
1740	Vehicles	0.00
1800	Accum. Depr. - Leasehold	-12500.00
1820	Accum. Depr. - Office	-2000.00
1840	Accum. Depr. - Vehicles	0.00
2100	Accounts Payable	0.00
2200	GST Payable	0.00
2300	HST Payable	0.00
2700	Bank Loan	-65000.00
3000	Capital	-17950.00
3100	Owners Draw	0.00
3200	Retained Earnings	0.00
4100	Fee Income	0.00

2 Enter the amount for the highlighted account balance from your trial balance or balance sheet report and press TAB.**Important**

The amounts you enter should be current balances as of the date - *not* monthly activity.

When you press TAB, the amount in the edit box above the list replaces the highlighted account balance in the list, and the next account balance in the list is highlighted for editing.

Enter beginning balances for each account using positive numbers to represent debits and negative numbers, (prefaced with a minus sign (-)), to represent credits. Typically, liability, equity, and income accounts have credit balances (for example, -30719.60) while asset and expense accounts have debit balances (no minus sign).

Repeat step 2 for each account balance. You can scroll through the account balances using the scroll bar or tab key. You can also click an account balance to select it for editing. Be sure to TAB out of the last account you edit, or changes to that account will not be saved.

- 3 After all balances have been entered, check to see if the Ledger Balance amount (just above the balance edit box) is 0.00.**

0.00 Ledger Balance

If the Ledger Balance is not 0.00, then your accounts are out of balance.

**Why your Ledger
Balance might not be
0.00**

- A common mistake is *not* putting a minus (-) sign before credit amounts.
- A current income account and value were entered. MultiLedger automatically calculates the current year net income for the income statement and balance sheet reports.
- You have not tabbed out of the last amount entered.

Note

Since MultiLedger functions as a double-entry bookkeeping system, the Ledger Balance for each period should total 0.00. You can temporarily Save a 'non-zero' balance, but you should correct the balances as soon as possible to correctly reflect your company's financial information. Once you correct the balances, the totals will be reflected in future month transactions.

- 4 Click Save.**

Setting Up Prior Outstanding Receivables

Outstanding receivables that are dated *prior* to your current fiscal year are entered as invoices for each customer through the Sales Journal. Transactions entered with dates prior to your current fiscal year *do not* affect ledger balances.

Outstanding receivables that are dated within your current fiscal year should be entered as new transactions through the Customer Invoices or Sales Journal windows. For more details, see chapter 7, "Customer Transactions."

The steps for entering prior outstanding receivables are as follows:

- 1 Set up Customer Terms. (See Chapter 3)**
 - 2 Enter names and information for customers with outstanding receivables on the Customer Setup window. (See Chapter 3)**
-

- 3 Enter all outstanding receivables for each customer in the Sales Journal.
- 4 Verify the outstanding receivables setup by checking balances on an Accounts Receivable report on the Customer Reports window.

The following sections explain steps 3 and 4.

Entering Outstanding Receivables

Once entered, outstanding receivables appear in Customer Payments.

Before your outstanding receivables you should have already set up customer terms and customer information.

The total for outstanding receivables invoices that you enter with a date prior to your current fiscal year should match the beginning balance you set up for the Accounts Receivable ledger account in Account Balances.

- 1 Click Sales Journal in the Command Center.

Make sure you enter a date that
is prior to your Start Month

The screenshot shows the 'Sales Journal' window. At the top, there are three buttons: 'Save', 'Modify', and 'History'. To the right of these buttons are two checkboxes: 'Quote' and 'Recurring'. Below the buttons and checkboxes, there are four main input fields: 'Invoice #', 'Customer*', 'Date', and 'Statement Description'. The 'Invoice #' field contains the value '178'. The 'Customer*' field is empty. The 'Date' field contains '05/15/14'. The 'Statement Description' field is empty. Below these fields are two more fields: 'Bill Address' and 'Notes'. Further down, there are 'Terms*' and 'Invoice Total' fields. At the bottom of the window is a table with four columns: 'Ledger Account*', 'Job*', 'Description', and 'Amount'. The table is currently empty.

After the Sales Journal window opens, the cursor is in the Invoice # field.

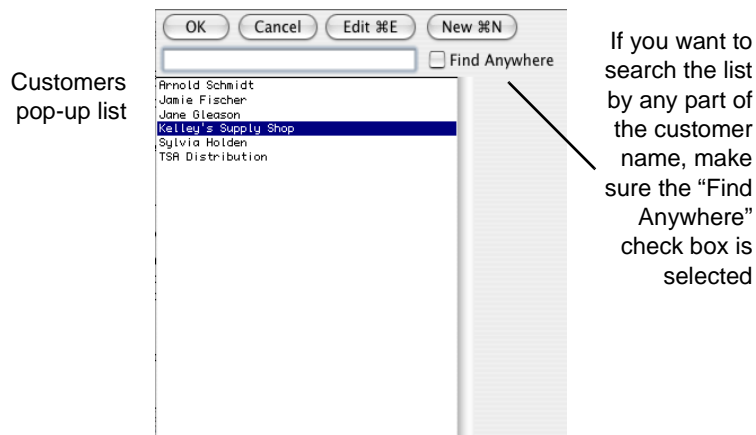
Note

For more details about the fields on the Sales Journal window, see “Sales Journal Field Descriptions” on page 143.

2 Enter or edit the invoice number.

Each invoice *must* have a document number associated with it. Invoice numbers can contain both letters and numbers, but must end in a number and are limited to eight characters. Invoice numbers are automatically increased by one after you save the transaction.

When the cursor enters the Customer field, a pop-up list of customers appears:



If the pop-up list doesn’t appear, customers have not yet been set up. To set up customers, see Chapter 3, “Customer, Vendor & Item Setup.”

3 Select a customer from the list and click OK (or double-click a customer name).

The customer name and address are entered in the **Customer** field, and the cursor moves to the **Date** field.

4 Enter original invoice date.

Enter the outstanding receivable’s invoice date using the format MM/DD/YY. For example December 27, 2016, would be entered like this: 12/27/16. Make sure you enter a date that is *prior* to your company’s current fiscal year. The invoice date along with the terms selected will determine the invoice’s due date.

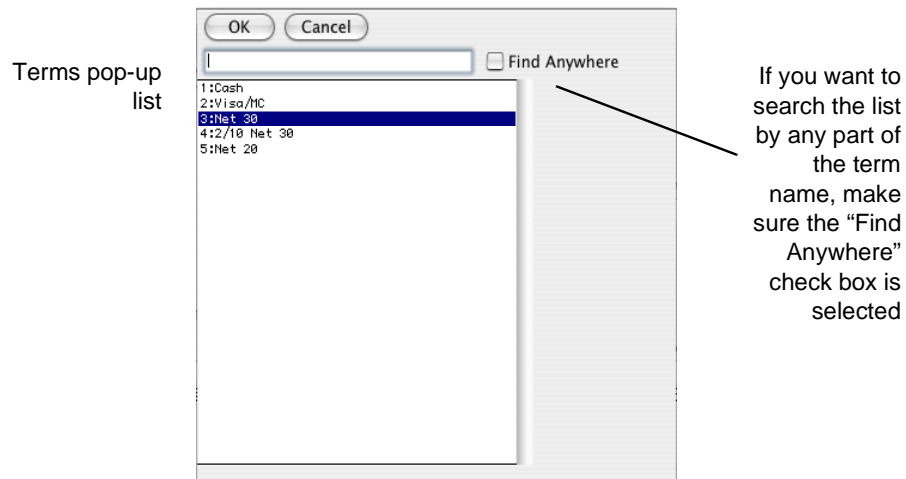
Note

You can enter dates in the DD/MM/YY format by selecting the “International Date Format [dd/mm/yy]” option on the Preferences Window under the File menu.

5 Enter a Statement Description.

Statement descriptions print on customer statements. You could enter a purchase order number or note here for reference. If you don't enter a description, the customer name is automatically copied into this field when you save the transaction.

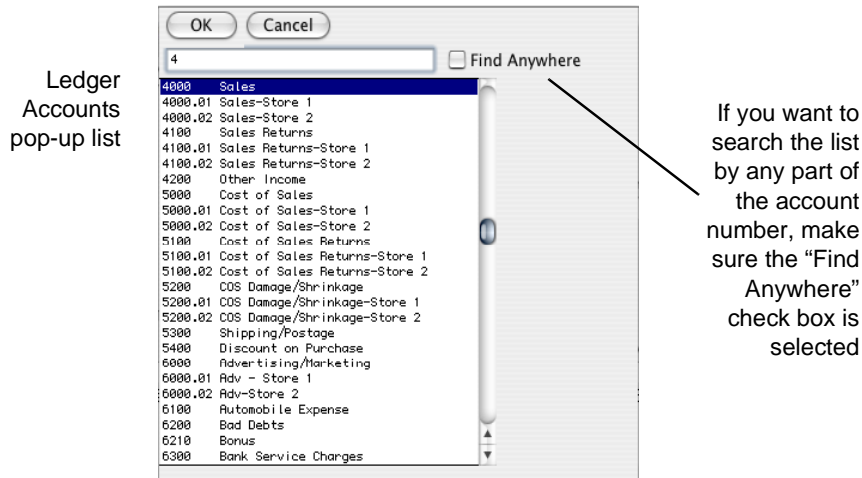
After you press TAB, the cursor moves to the Terms field. A pop-up list of terms appears:



If terms have not yet been set up, the cursor skips the Terms Field and moves to the Ledger Account field. To set up terms, see "Customer Terms" on page 50. If default terms were selected in the Customer setup window, those terms will be highlighted when this field is selected.

6 Select the desired term and click OK (or double-click the desired term) or click Cancel to not enter any terms.

The cursor moves to the Ledger Account field, and a pop-up list of accounts appears:



7 Select a sales account from the list and click OK (or double-click the account name).

You can type the first few characters of the account number or name to automatically select the desired account.

Since transactions that are dated prior to your current fiscal year do not affect the General Ledger balances, the specific ledger account you choose really doesn't matter. However, usually when you enter a transaction in the Sales Journal, you choose a sales account in the 4000-4999 range.

After a ledger account is entered, the cursor moves to the Job field. Unless jobs have been set up already, the cursor skips the Job field and moves to the Description field. Even if you want to use jobs, you don't need to set up any jobs until after your basic company setup is finished; a jobs report will not show any transactions dated prior to your current fiscal year.

8 Enter a description.

If you don't enter a description, the customer's name will automatically be copied to this field.

9 Enter the total amount of the prior outstanding invoice.

You don't need to enter a dollar sign (&) or any zeros for .00 cents.

10 Press TAB to add the line to the detail list.

Terms*		Invoice Total 250.00	
Ledger Account*	Job*	Description	Amount
4000 Sales	Parts	Kelley's Supply Shop	250.00

After pressing TAB, the invoice detail line is listed here....

...and the Invoice Total is updated

Note

You should enter the total for the outstanding invoice on one detail line.

11 Click Save

A warning dialog box with a yellow triangle icon. The text inside reads: "Save as outstanding item without affecting general ledger balances?". There are two buttons at the bottom: "No" and "Yes".

12 Click Yes.

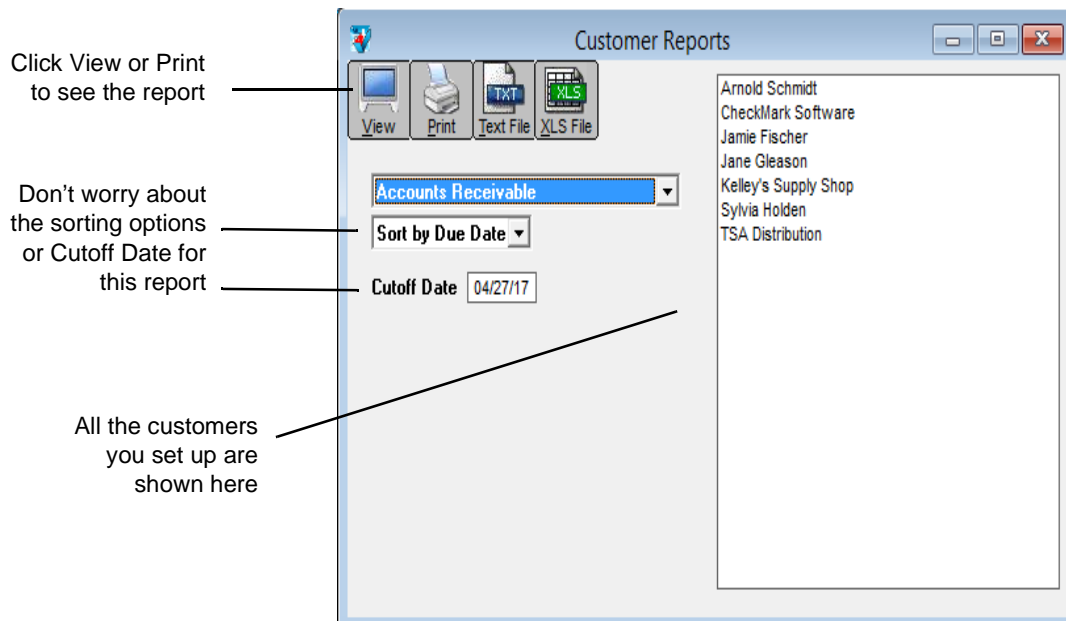
After clicking Yes, the document is saved, and the invoice number is automatically increased by one.

13 Repeat steps 2-12 for each outstanding receivable.

Verifying the Outstanding Receivables Setup

After entering all your outstanding receivables that are dated before your current fiscal year, you can use a Customers report to verify the setup.

1 Click Customer Reports in the Command Center.



2 Make sure Accounts Receivables is selected.

Don't select any customers from the customer list. When no customers are highlighted, all the customers with outstanding invoices will be reported.

Note

If you have entered current year transactions, you should change the Cutoff Date to the prior year-end date. Otherwise, the Cutoff Date is not important.

3 Click View or Print.

After clicking View, a report window appears:

Customer	Invoice	Date	Due Date	Amount
Arnold Schmidt	Inv3-98	04/29/04	05/29/04	200.00
Kelley's Supply Shop	Inv6-5	06/07/04	06/07/04	250.00
Lanson's	Inv3-97	04/29/05	04/29/05	130.00
Arnold Schmidt	Inv3-96	04/29/05	05/29/05	37.10
TSR Distribution	Inv3-92	06/01/05	07/01/05	10,375.00
Arnold Schmidt	Inv3-94	06/16/05	07/16/05	7,589.00
				18,581.10
	1100 Accounts Receivable			18,581.10

Report total

The report total and the Accounts Receivable balance should agree

This is the amount that was entered for the Accounts Receivable balance on the

4 Verify that the total for the “Amount” column on the reports equals the “Accounts Receivable” balance listed on the report.

Note

Customer reports are discussed in more detail in Chapter 10, “Customer, Vendor & Item Reports.”

What to do if your outstanding receivables don't balance

Several reasons could cause your outstanding receivables not to balance with the Accounts Receivable ledger balance:

- **An outstanding receivable was not entered.**

Solution: Enter the outstanding receivable in the Sales Journal.

- **The wrong amount was entered for an outstanding receivable.**

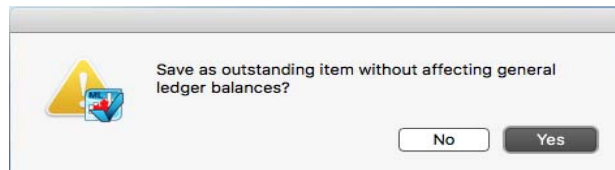
Solution: Delete the incorrect outstanding receivable by following the steps below, and then enter the correct outstanding receivable in the Sales Journal.

Deleting an incorrect outstanding receivable entry

Important

Deleting an outstanding receivable from Customer Payments in the following way will leave no record of the deletion. This procedure is used only to delete incorrect outstanding receivables that were entered with a date prior to your current fiscal year, and should not be used to delete outstanding receivables dated within or after your current fiscal year.

- 1 Click Customer Payments in the Command Center.
- 2 Select the Appropriate outstanding receivable from the list.
- 3 Choose the Delete button.



- 4 Click Yes.

The outstanding receivable is deleted and removed from the list. Since the outstanding receivable did not affect any general ledger balances when it was entered (because it had a date that was prior to your company's current fiscal year), it should not affect any general ledger balances when it is deleted.

- **Accounts receivable had an incorrect starting balance.**

Solution: Correct the accounts receivable balance by editing the amount on Account Balances.

Setting Up Outstanding Payables

Outstanding payables are those invoices that your company has not yet paid. Outstanding payables that are dated *prior* to your current fiscal year are entered as totals for each vendor in the Payables Journal. Transactions entered with dates prior to your current fiscal year *do not* affect ledger balances.

Outstanding payables that are dated within or after your current fiscal year should be entered as new transactions in Item Purchases or the Payables Journal windows. For more details, See Chapter 8, "Vendor Transactions."

The total for outstanding payables invoices that you enter with a date prior to your current fiscal year should match the beginning balance you set up for the Accounts Payable ledger account on Account Balances.

The steps for setting up outstanding payables are as follows:

- 1 Enter names and information for vendors with outstanding payables in Vendor Setup. (See Chapter 3)**
- 2 Enter all the prior outstanding payables for each vendor in the Payables Journal.**
- 3 Verify the outstanding payables setup by checking balances on an Accounts Payable report.**

The following sections explain steps 2 and 3.

Entering Outstanding Payables

Once entered, prior outstanding payables appear in Vendor Payments.

Before entering your outstanding payables you should have already set up vendor information.

- 1 Click Payables Journal in the Command Center.**

Make sure you enter a date that is prior to your current fiscal year

The screenshot shows the 'Payables Journal' window. At the top, there are icons for 'Save', 'Modify', and 'History', and a checkbox for 'Recurring'. Below these are input fields for 'Document #' (containing 'AP3-121'), 'Vendor*' (containing '1st Bank'), 'Date' (containing '08/26/15'), and 'Cheque Stub Description'. Below the 'Date' field is a 'Due Date' field, also containing '08/26/15'. There is an 'Address' field and a 'Notes' field. A 'Total' field shows '0.00'. At the bottom, there is a table with columns: 'Ledger Account*', 'Job*', 'Description', 'Amount', and a 'New Line' button. The table is currently empty.

When the Payables Journal window opens, the cursor is in the Document # field.

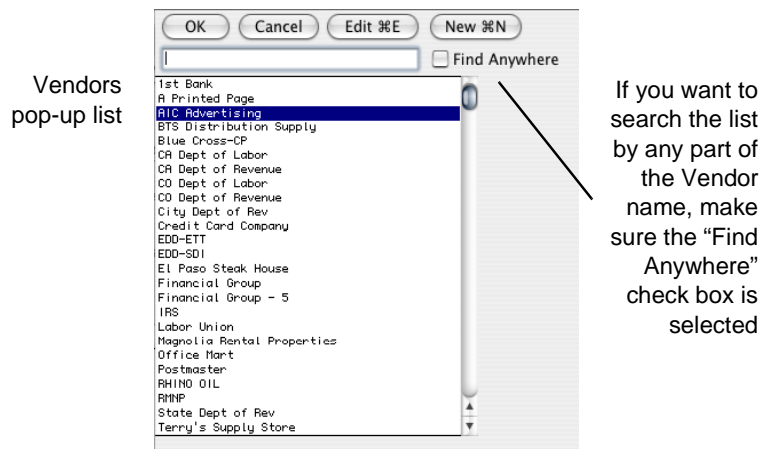
Note

For more details about the fields on the Payables Journal window, see “Sales Journal Field Descriptions” on page 143.

2 Enter or edit the document number.

Each Payables Journal document *must* have a document number associated with it. Document numbers can contain both letters and numbers, but must end in a number and are limited to eight characters. Document numbers are automatically increased by one after you save the transaction.

When the cursor enters the Vendor field, a pop-up list of vendors appears:



If the pop-up list doesn’t appear, vendors have not yet been set up. To set up vendors, see Chapter 3, “Customer, Vendor & Item Setup.”

3 Select a vendor from the list and click OK (or double-click a vendor name).

The vendor name, address, and any terms are entered in the Vendor and Due Date fields, and the cursor moves to the Date field.

4 Enter the outstanding payable’s date.

Enter the outstanding payable’s date using the format MM/DD/YY. For example, December 5, 2015 would be entered like this: 12/5/15. Make sure you enter a date that is *prior* to your company’s current fiscal year.

The initial due date for the payable is 30 days (as defined on the Preferences window under the File menu) after the document date unless other terms were set up for the vendor on the Vendor Setup window. To change the due or discount dates, click under the label “Due Date” and edit the values.

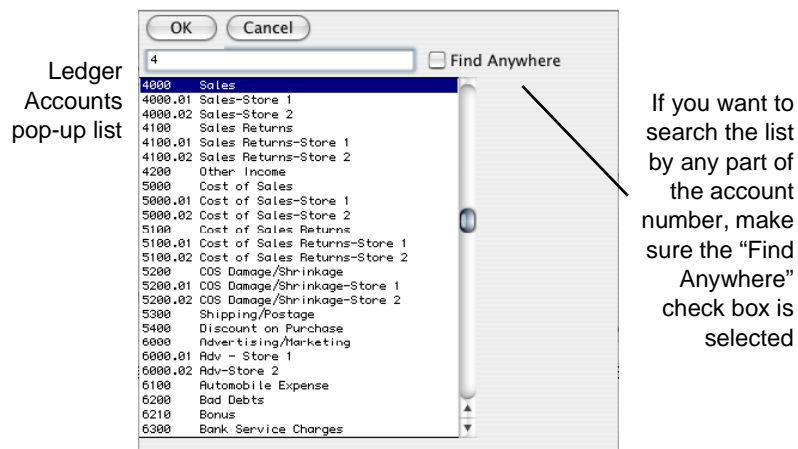
Note

You can enter dates in the DD/MM/YY format by selecting the “International date format [dd/mm/yy]” option on the Preferences window under the File menu.

5 Enter a cheque stub description.

The description will print on a cheque stub. You could enter the vendor’s reference (invoice) number or note here for reference. If you don’t enter a description, the vendor’s name automatically copied into this field when you save the transaction.

After pressing TAB, the cursor moves to the Ledger Account field, and a pop-up list of accounts appears:



6 Select an expense account from the list and click OK (or double-click the account name).

You can type the first few characters of the account number or name to automatically select the desired account.

Since transactions that are dated prior to your current fiscal year do not affect General Ledger balances, the specific ledger account you choose really doesn’t matter. However, usually when you enter a transaction in the Payables Journal, you should choose an expense account in the 6000-8999 range.

After a ledger account is entered, the cursor moves to the Job Field. Unless jobs have been set up already, the cursor skips the Job field and moves to the Description field. Even if you want to use jobs, you don't need to setup any jobs until after your basic company setup is finished; a jobs report will not show any outstanding transactions dated prior to your current fiscal year.

7 Enter a description.

If you don't enter a description, the vendor's name will automatically be copied to this field. Or you can set a **Preference** under the **File** menu to **Use Cheque Stub Description in Payables Journal**. For information on setting preferences see "Setting Program Preferences" on page 76.

8 Enter the amount of the prior outstanding payable.

You don't need to enter a dollar (\$) or any zeros for .00 cents.

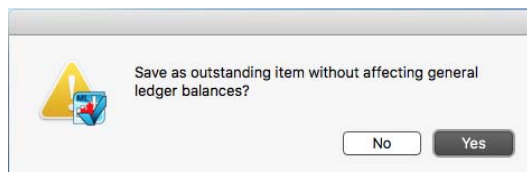
9 Press TAB to add the line to the detail list.

Terms* <input type="text"/>		Invoice Total 250.00	
Ledger Account*	Job*	Description	Amount
<input type="text"/>	<input type="text"/>	Kelley's Supply Shop	<input type="text"/>
4000 Sales	Parts		250.00

After pressing TAB, the invoice detail line is listed here....

...and the Invoice Total is updated

10 Click Save.



11 Click Yes

After clicking Yes, the document is saved, and the document number is automatically increased by one.

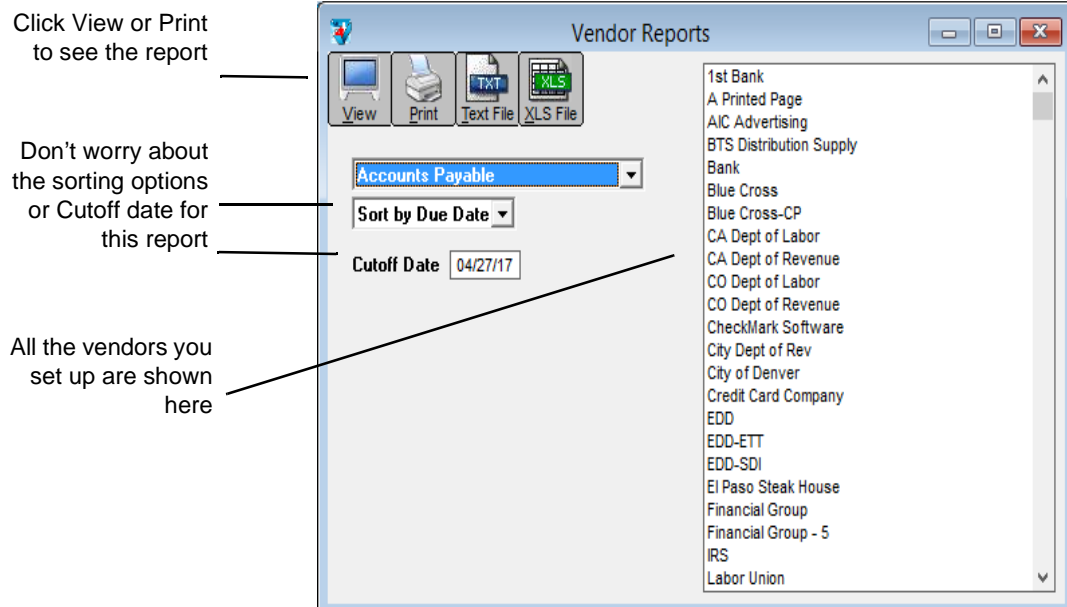
Note

For more detailed descriptions of the fields in the Payables Journal, see "Payables Journal Field Descriptions" on page 183.

Verifying the Outstanding Payables Setup

After entering all your outstanding payables that are dated before your current fiscal year, you can use a Vendors report to verify the setup.

1 Click Vendor Reports in the Command Center.



2 Make sure Accounts Payable is selected.

Don't select any vendors from the vendors list. When no vendors are highlighted, all the vendors with outstanding payables will be reported.

Note

If you have entered current year transactions, you should change the Cutoff Date to the prior year-end date. Otherwise, the Cutoff Date is not important.

3 Click View or Print.

After clicking View, a report window appears:

Vendor	Invoice	Date	Due Date	Amount
BTS Distribution Supply	AP3-46	06/10/05	07/10/05	11,550.00
	2100	Accounts Payable		11,550.00

Report total

The report total and the Accounts Payable balance should agree

This is the amount that was entered for the Accounts Payable balance on the Account Balances window

4 Verify that the total for the “Amount” column on the report equals the “Accounts Payable” balance listed on the report.**Note**

Vendor reports are discussed in more detail in Chapter 10, “Customer, Vendor & Item Reports.”

What to do if your outstanding payables don’t balance

Several reasons could cause your outstanding payables not to balance with the Accounts Payable ledger balance.

- **An outstanding payable was not entered.**

Solution: enter the out standing payable in the Payables Journal.

- **The wrong amount was entered for an outstanding payable in the Payables Journal.**

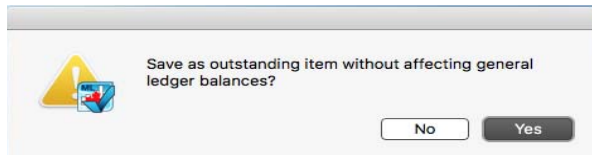
Solution: Delete the incorrect outstanding payable by following the steps below, and then enter the correct outstanding payable.

Deleting an incorrect outstanding payable entry

Important

Deleting an outstanding payable from Vendor Payments in the following way will leave no record of the deletion. This procedure is used only to delete incorrect outstanding payables that were entered with a date prior to your current fiscal year, and should not be used to delete outstanding payables dated within or after your current fiscal year.

- 1 Click Vendor Payments in the Command Center.
- 2 Select the appropriate outstanding payable from the list.
- 3 Choose the Delete button.



- 4 Click Yes.

The outstanding payable is deleted and removed from the list. Since the outstanding payable did not affect any general ledger balances when it was entered (because it had a date that was prior to your company's current fiscal year), it should not affect any general ledger balances when it is deleted.

- **Accounts payable had an incorrect starting balance.**

Solution: Correct the accounts payable balance by editing the amount on an Account Balances.

Setting Up Items

Items can be classified as inventory or non-inventory (for service sales).

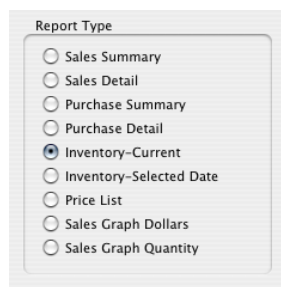
- 1 Enter the name and information for each inventory item by following the instructions see "Setting Up Items" on page 65.
- 2 Verify the items you set up by checking balances on an Inventory-current report.

Step 2 is explained in the following section.

Verifying the Items Setup

After entering all your inventory items, you can use an Inventory-current report to verify the setup. The total On Hand Cost for all your items should equal the general ledger balance for the inventory account. the following procedure shows you how to check these values.

- 1 Click Item Reports in the Command Center.
- 2 Select Inventory-current radio button.



You do *not* need to select any inventory items from the items list. When no items are highlighted, all inventory items will be reported.

- 3 Click View or Print.

After clicking View, a report window appears:

Item	Qty on Hand	Unit Cost	Total Cost
Dingbats-Store 1	1,534.00	9.6635	14,823.83
Dingbats-Store 2	3,536.00	10.4403	36,916.91
Dingwings-Store 2	2,228.00	15.4482	34,488.68
Ihizbats-Store 1	2,770.00	12.8959	35,721.60
Ihizbats-Store 2	1,180.00	11.9382	14,077.60
Dingwings-Store 1	3,580.00	14.8407	53,129.76
	1400	Inventory	189,070.38
			189,070.38

The report total and the Inventory balance should agree

This is the amount that was entered for the Inventory balance on the Account Balances window

4 Verify that the report total equals the “Inventory” balance listed.

These two amounts should agree.

Note

Item reports are discussed in more detail in Chapter 10, “Customer, Vendor & Item Reports.”

What to do if your inventory doesn’t balance

The following are some reasons that could cause your inventory not to balance with the Inventory ledger balance:

- **An incorrect starting inventory balance was entered.**

Solution: Correct the inventory balance by editing the amount in Account Balances.

- **Incorrect values were entered for an inventory item.**

Solution: Double check the values entered for an item on Item Setup.

Chapter 3

Customer, Vendor & Item Setup

This chapter discusses the following topics:

- Defining customer terms
 - Setting up customers
 - Setting up vendors
 - Setting up items
-

Customer Terms

Using customer terms is optional in MultiLedger. Customer terms determine how long a customer has until payment is due and whether they'll receive a discount for early payment. If you don't define customer terms for your company, an invoice's due date will be the same as the invoice date. You can define up to twelve customer terms.

Customer Terms Field Descriptions

The following section describes the fields on Customer Terms.

Description	Enter a name up to 13 characters long, including letters, numbers, and symbols. Terms are usually named for the time period and any discounts that should apply. For example, "2/10 Net 30" means the invoice's due date is 30 days after the invoice date, and that the customer will receive a 2% discount if they pay within 10 days.
Days til Due	Enter the number of days until the invoice is due. Days til Due determines the due date for invoices that use the term. For example, if you enter 30 for Days til Due for a "2/10 Net 30" term, the due date for an invoice using "2/10 Net 30" and dated 3/7/17 would be 4/6/17. Days til Due is also used to create aged accounts receivable reports and customer statements. The maximum number of Days til Due is 999.
Note	If no value is entered in til Due, then the invoice date is used as the due date, regardless of the name of the term.

Early Payment Discount

Early Payment Discount determines the discount percentage the customer will receive if an invoice is paid within the specified discount period. The Early Payment Discount is applied automatically on Customer Payments if the customer pays within the discount period.

For example, if you enter 2 for the Early Payment Discount and an invoice using that term has a total of \$1000.00 due, the discount would equal \$20.

Enter a whole number, up to two digits, for the Early Payment Discount. The maximum Early Payment Discount is 99.

Early Payment Due Days

Early Payment Due Days determines the number of days after the invoice date that an early payment discount applies. The discount date appears on Customer Payments.

Enter a whole number, up to two digits, for the Early Payment Due Days. The maximum Early Payment Due Days is 99.

Setting Up Customer Terms

1 Click Customer Terms in the Command Center.

The example below shows customer terms that are set up in the Retail Sample Company:

The screenshot shows a window titled "Customer Terms". On the left, there is a "Save" button with a floppy disk icon. In the center, there are four input fields: "Description" with the text "2/10 Net 30", "Days til Due" with the value "30", "Early Payment Discount" with the value "2", and "Early Payment Due Days" with the value "10". On the right, there is a list box titled "Terms" containing five items: "1:Cash", "2:Visa/MC", "3:Net 30", "4:2/10 Net 30" (which is highlighted in blue), and "5:Net 20".

2 Enter a name for the term.

Note

Enter your most common terms first so they appear in the Terms pop-up list during transaction entry. The first term in the pop-up list is highlighted automatically unless the customer has been set up with Default Terms.

3 Continue defining the term by filling in the appropriate fields.

See the section, “Customer Terms Field Descriptions,” earlier in this chapter for more information and tips.

4 Click Save.

The prefix number and colon (:) are automatically entered when you click Save.

5 Repeat steps 2-4 for up to 12 customer terms.

Modifying Customer Terms

Important

After modifying a term, any outstanding Customer Invoices or Sales Journal invoices using the old term have the new term’s name (If changed), but the Days til Due, Early Payment Discount, and Early Payment Due Days *will not* be changed unless the invoice is modified and resaved.

To edit or modify a term, select the term from the list, modify the information, and click Save.

Deleting Customer Terms

You cannot delete a single term from the list. You can, however, delete the entire list of terms.

To delete the entire list of terms, first select a term from the list. Then, while holding down the Ctrl key (Windows) or the COMMAND key (⌘) (Macintosh), click Save.

Important

After deleting the list of terms, any existing Customer Invoices or Sales Journal invoices using the old term will have no term name, but the Days til Due, Early Payment Discount, and Early Payment Due Days *will not* change unless the invoice is modified and resaved.

Customers

Customer Setup Field Descriptions

The following section describes the fields on Customer Setup.

Inactive	<p>Check this box to designate a customer as inactive. Inactive customers appear at the bottom of a customer list with a tilde (~) before their names.</p> <p>Marking a customer as inactive is an alternative to immediately deleting a customer. You can still view reports for inactive customers, and you can make an inactive customer active again by unchecking the Inactive box. An Inactive customer, however, is not deleted when you close the year.</p>
Delete when Close Year	<p>Marking the option “Delete when Close Year” leaves the customer as active, and as long as no outstanding invoices exist for the customer, that customer will be deleted when the year is closed.</p>
Name	<p>Enter a name up to 36 characters long, including spaces.</p>
Code	<p>You can use an optional code field to sort or classify customers. For details, see “Codes for Customers, Vendors, and Items” on page 100.</p>
Contact	<p>Enter a contact name up to 30 characters long, including spaces.</p>
Address	<p>Enter an address up to 30 characters long, including spaces.</p>
City, Province, Postal Code	<p>Enter city, province, and postal code up to 30 characters long, including spaces.</p>
Notes and Add’l Notes	<p>Enter any internal notes you may have for a customer, such as the preferred shipping method or an internal customer number. The Notes field and Add’l Notes field are each 30 characters long. The notes entered here appear in the Notes field in Customer Invoices and the Sales Journal, and on the Customer Information report.</p> <p>There is a check box on Preferences under the File menu, that when checked, allows the Note and Add’l Notes you’ve set up for a customer to print on Sales Journal invoices. They do not, however, print on Customer Invoices or appear in the General Ledger.</p>
Phone	<p>Enter a customer’s phone number up to 30 characters long, including spaces.</p> <p>The information entered here appears on the Customer Information report.</p>

Fax	<p>Enter a customer's fax number up to 30 characters long, including spaces.</p> <p>This information appears on the Customer Information report.</p>
E-mail	<p>Enter a customer's E-mail address up to 30 characters long. When you click the button at the top of the window, it will take you to your E-mail and automatically enter the E-mail address in this field.</p> <p>If you have an E-mail address setup, you can E-mail a quote or invoice directly to your customer.</p> <p>This information appears on the Customer Information report.</p>
Website	<p>Enter either a customer's website up to 30 characters long, including spaces. You must include the www. portion of the address. When you click the button at the top of the window, it will take you to the website listed in this field.</p> <p>This information appears on the Customer Information report.</p>
Terms	<p>When you click to the right of this label, a pop-up list of terms appears. If the pop-up list does not appear, terms have not yet been set up.</p> <p>The term entered here will be highlighted automatically in the pop-up list when you reach the Terms field in Customer Invoices or the Sales Journal.</p>
Business #	<p>Enter a customer's Business identification number up to 15 characters long, including spaces.</p> <p>This number appears on the Customer Information report.</p>
Salesperson	<p>When you click to the right of this label, a pop-up list of salespeople appears. If the pop-up list does not appear, salespeople have not yet been set up.</p> <p>The salesperson entered here will be highlighted automatically in the pop-up list when you reach the Salesperson field in Customer Invoices.</p>
Credit Limit	<p>Enter the credit limit for a customer. Enter a whole number, with no decimal points. If you exceed the credit limit when you save a Customer Invoice or Sales Journal invoice, an alert appears.</p> <p>Enter the credit limit as a whole number up to nine digits long.</p>
Sales Tax1	<p>When you click to the right of this label, a pop-up list of sales tax categories appears. If the pop-up list does not appear, sales tax categories have not yet been set up.</p> <p>The sales tax entered here will be highlighted automatically in the pop-up list when you reach the first Sales Tax field in Customer Invoices.</p>

Sales Tax 2

When you click to the right of this label, a pop-up list of sales tax categories appears. If the pop-up list does not appear, sales tax categories have not yet been set up.

The sales tax entered here will be highlighted automatically in the pop-up list when you reach the second Sales Tax field in Customer Invoices, unless you have the Skip Tax 2 During Invoice Entry box checked on the Preferences window under the File menu. You could use the default Sales Tax 1 and Sales Tax 2 fields to keep track of the different sales tax categories for a customer. For example, you could designate Sales Tax 1 as the customer's provincial tax and Sales Tax 2 as the customer's harmonized sales tax. That way, the correct sales tax categories will be selected automatically when you reach the Sales Tax fields on a Customer Invoice.

Sales Discount %

The Unit Price on items sold to a customer on Customer Invoices will be reduced by the percentage entered here.

The maximum Sales Discount % is 99.99.

Sales Account

When you click to the right of this label, a pop-up list of your chart of accounts appears. Select the account to associate with the customer and click OK. When the customer is selected in the Sales Journal, the account will be automatically highlighted in the Ledger Account pop-up list.

To remove the default account, click to the right of the label to open the pop-up list and click Cancel.

Pricing Level

Click the appropriate radio button to assign the correct pricing level for items for your customers. Pricing levels 1, 2, and 3 refer to the prices you set up for your items on Item Setup. If you do not assign a pricing level to a customer, Selling Price 1 will be selected automatically for items on Customer Invoices.

Setting Up Customers

1 Click Customer Setup in the Command Center.

The screenshot shows the 'Customer Setup' window. On the left, there are buttons for 'Save', 'Delete', 'Email', and 'Website'. Below these are checkboxes for 'Inactive' and 'Delete when Close Year'. The main form contains fields for: Name (CheckMark Software), Code, Contact (Kristi), Address (724 Whaler's Way, Bldg H), City, Province, Postal Code (Fort Collins, CO 80525), Notes, Add'l Notes, Phone (970-225-0387), Fax (970-225-0611), Email (kristi@checkmark.com), Web Site (www.checkmark.com), Terms*, Business Number, Salesperson*, Credit Limit (0), Sales Tax 1*, Sales Tax 2*, Sales Discount % (0.00), Sales Account*, and Pricing Level (1, 2, 3). On the right, there is a list of existing customers: Arnold Schmidt, CheckMark Software (highlighted), Jamie Fischer, Jane Gleason, Kelley's Supply Shop, Sylvia Holden, and TSA Distribution. Annotations include: 'Notes entered here appear on Customer Invoices and Sales Journal windows' pointing to the Notes field; 'Default selections made here save time during transaction entry' pointing to the Credit Limit, Sales Tax, and Sales Discount fields; and 'If you attempt to save an invoice that exceeds the credit limit entered here, a warning appears.' pointing to the Credit Limit field.

2 Enter a customer Name

Note

You can use an optional code field to sort or classify customers. For details, see “Codes for Customers, Vendors, and Items” on page 100.

3 Enter a contact name and customer’s address.

4 Enter any other relevant customer information.

See “Customer Setup Field Descriptions” on page 53 for more information and tips.

5 Click Save.

The customer name is added to the list on the right.

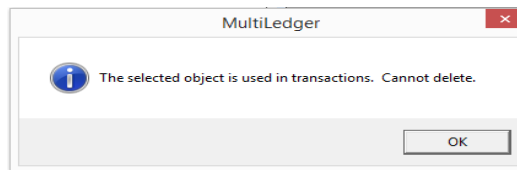
Modifying Customer Information

To modify existing customer information, first select the customer name from the list. Then modify the relevant customer information. Be sure to click Save after modifying any information, or your changes will be lost.

Deleting a Customer

You can delete a customer as long as the customer is not associated with any transactions in the open months. First, select the customer from the list, then click the Delete button.

If you try to delete a customer that is associated with transactions in the open months, the following message appears:



Important

Because of restrictions with the multi-user capabilities of MultiLedger, you must be the only user accessing the company files to delete a customer.

Note

As an alternative to deleting a customer, you can mark a customer as inactive by checking the "Inactive" box or selecting "Delete when Close Year on Customer Setup see "Customer Setup Field Descriptions" on page 53.

Vendors

Vendor Setup Field Descriptions

The following section describes the fields on Vendor Setup.

Inactive

Check this box to designate a vendor as inactive. Inactive vendors appear at the bottom of a vendor list with a tilde (~) before their names.

Marking a vendor as inactive is an alternative to deleting a vendor. You can still view reports for inactive vendors, and you can make an inactive vendor active again by unchecking the Inactive box. An Inactive vendor is not deleted when you close the year.

Delete when Close Year	Marking the option “Delete when Closing Year” leaves the vendor as active, and as long as no outstanding invoices exist for the vendor, that vendor will be deleted when the year is closed.
Name	Enter a vendor name up to 36 characters long, including spaces.
Code	You can use an optional code field to sort or classify customers. For details, see “Codes for Customers, Vendors, and Items” on page 100.
Contact	Enter a contact name up to 30 characters long, including spaces.
Address	Enter an address up to 30 characters long, including spaces.
City, Province, Postal Code	Enter the city, province, and postal code up to 30 characters long, including spaces.
Notes/Ref#	<p>Enter any notes you may have for a vendor up to 30 character long, including spaces.</p> <p>The notes entered here appear on Item Purchases and the Payables Journal, and on the Vendor Information report. They also print on cheques. They do not, however, print on Item Purchases or Purchase Orders or appear in the General Ledger.</p>
Add'l Notes	<p>Enter any internal notes you may have for a vendor up to 30 characters long, including spaces.</p> <p>The notes entered here appear on Item Purchases and the Payables Journal, and on the Vendor Information report. They do not, however, print on Item Purchases, cheques, or Purchase Orders, or appear in the General Ledger.</p>
Phone	<p>Enter a phone number up to 30 characters long, including spaces.</p> <p>This information appears on the Vendor Information report.</p>
Fax	<p>Enter a vendor’s fax number up to 30 characters long, including spaces.</p> <p>This information appears on the Vendor Information report.</p>
E-mail	<p>Enter a vendor’s E-mail address up to 30 characters long, including spaces. When you click the button at the top of the window, it will take you to your E-mail and automatically enter the E-mail address in this field.</p> <p>If you have an E-mail address setup, you can E-mail an item purchase invoice or purchase order directly to your vendor.</p> <p>This information appears on the Vendor Information report.</p>
Website	Enter a vendor’s website up to 30 characters long. you must include the www. portion of the address. When you click the button at the top of

the window, it will take you to the website listed in this field.

This information appears on the Vendor Information report.

Business # Enter a vendor's Business ID number up to 15 characters, including spaces.

Default Account When you click to the right of this label, a pop-up list of your chart of accounts appears. Select the account to associate with the vendor and click OK. When the vendor is selected in the Payables Journal or Disbursements Journal, the account will be automatically highlighted in the Ledger Account pop-up list.

To remove the default account, click to the right of the label to open the pop-up list and click Cancel.

Default Amount Enter an amount (such as for rent) that would automatically be entered when the vendor is selected in the Payables Journal or Disbursements Journal.

The Default Amount can be up to six places to the left and two places to the right of the decimal point (999999.99).

Due Days/Day of Month

☒ Day of Month

You can assign terms to a vendor, such as days until due, discount %, or the number of discount days you're given by the vendor.

If Day of Month is checked, the due date is the same day of each month. For example, if you enter 15 in the edit box, the due date will always be the 15th day of the month. The maximum number of Due Days is 31 if Day of Month is checked.

☐ Day of Month

If Day of Month is *not* checked, the due date is the number of days *after* the invoice date. For example, if you enter 15 in the edit box, the due date would be fifteen days after the invoice date. The maximum number of Due Days is 240 if the Day of Month is *not* checked.

Initially, when you set up a new vendor, Due Days is 30, which is based on the value entered for Default Vendor Due Days in Preferences under the File menu and Day of Month is not checked, if you don't have a value in Due Days, MultiLedger uses the invoice date as the due date and as the aging date for payables.

If you change a vendor's default settings on Vendor Setup, it will not change any outstanding payables for that vendor. Also, vendor terms (due dates) can be changed for individual Item Purchases or Payables Journal transactions on the transaction window.

Discount %

Enter the percentage, if any, by which this vendor discounts your purchases for an early payment. If you process the payable before the discount date has passed, the discount will be applied automatically on Vendor Payments.

The maximum Discount % is 99.99.

Discount Days

Discount Days determines the number of days after the invoice date that an early payment discount applies.

The maximum number of discount days is 99.

Credit Limit

Enter the credit limit extended to you from a vendor. Enter a whole number, with no decimal points. If you exceed the credit limit when you save an Item Purchase or Payables Journal Transaction, an alert appears. Enter the credit Limit as a whole number up to nine digits long.

Setting Up Vendors

1 Click Vendor Setup in the Command Center.

Check this box to mark a vendor to be deleted when the year is closed

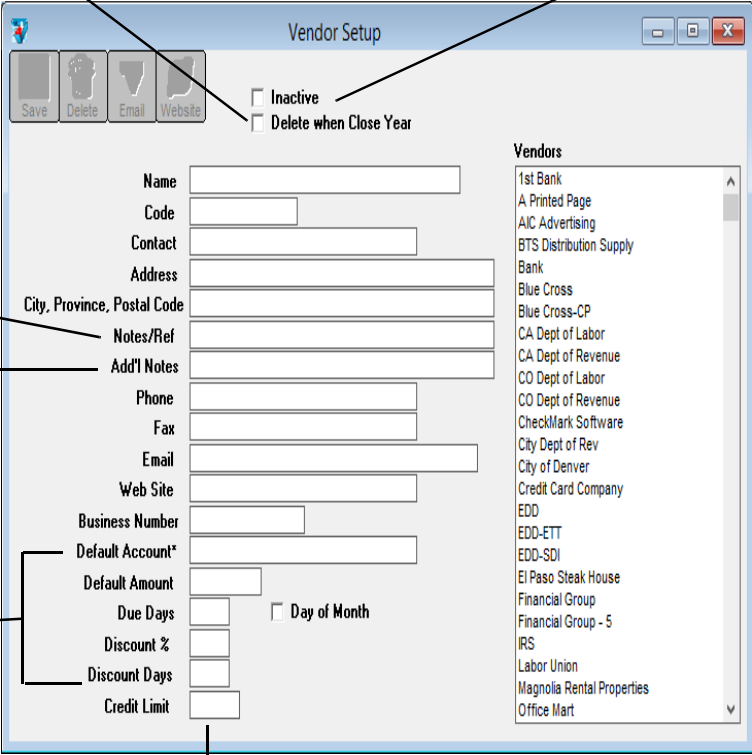
Check this box to mark a vendor as Inactive, but retain in list

Notes entered here appear on Item Purchases and Payables Journal windows, and print on checks

Notes entered here appear on Item Purchases and Payables Journal windows, but *do not* print on checks

Default selections made here save time during transaction entry

If you attempt to save an invoice that exceeds the credit limit entered here, a warning appears



The screenshot shows the 'Vendor Setup' window with the following fields and options:

- Buttons:** Save, Delete, Email, Website
- Options:**
 - ☐ Inactive
 - ☐ Delete when Close Year
- Fields:** Name, Code, Contact, Address, City, Province, Postal Code, Notes/Ref, Add'l Notes, Phone, Fax, Email, Web Site, Business Number, Default Account*, Default Amount, Due Days, Discount %, Discount Days, Credit Limit.
- Day of Month:** ☐ Day of Month
- Vendors List:**
 - 1st Bank
 - A Printed Page
 - AIC Advertising
 - BTS Distribution Supply
 - Bank
 - Blue Cross
 - Blue Cross-CP
 - CA Dept of Labor
 - CA Dept of Revenue
 - CO Dept of Labor
 - CO Dept of Revenue
 - CheckMark Software
 - City Dept of Rev
 - City of Denver
 - Credit Card Company
 - EDD
 - EDD-ETT
 - EDD-SDI
 - El Paso Steak House
 - Financial Group
 - Financial Group - 5
 - IRS
 - Labor Union
 - Magnolia Rental Properties
 - Office Mart

2 Enter a Vendor name.

Note

You can use an optional code field to sort or classify vendors. For details, see "Codes for Customers, Vendors, and Items" on page 100.

3 Enter a contact name and the vendor's address.

4 Enter any other relevant vendor information.

See “Vendor Setup Field Descriptions” on page 57 for more information and tips.

5 Click Save.

The vendor name is added to the list on the right.

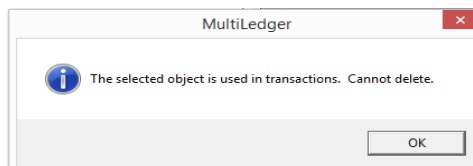
Modifying Vendor Information

To modify existing vendor information, first select the vendor name from the list. Then modify the relevant vendor information. Be sure to click Save after modifying any information, or your changes will be lost.

Deleting a Vendor

You can delete a vendor as long as the vendor is not associated with any transactions in the open months. First, select the vendor from the list, then click the Delete button.

If you try to delete a vendor that is associated with transactions in the open months, the following message appears:



Important

Because of restrictions with the multi-user capabilities of MultiLedger, you must be the only user accessing the company files to delete a vendor.

Note

As an alternative to deleting a vendor, you can mark a vendor as inactive by checking the “Inactive” box or mark “Delete when Close Year” on the vendor setup window, see “Vendor Setup Field Descriptions” on page 57.

Items

Item Setup Field Descriptions

The following section describes the fields on Item Setup.

Name	Enter the item name up to 36 characters long, including spaces.
Code	You can use an optional code field to sort or classify items. For details, see “Codes for Customers, Vendors, and Items” on page 100.
Selling Price 1, Selling Price 2, Selling Price 3	<p>Each item you set up can have three different pricing levels. Assigning multiple pricing levels is a two-step process. First, you set up the different pricing levels for items, then you assign the correct pricing level to your customers. Assigning pricing levels to customers is discussed earlier in this chapter.</p> <p>For example, you could set up the retail and wholesales prices for your items as Selling Price1 and Selling Price 2. Then, you could set up your retail customers with Selling Price 1 as their default, and your wholesale customers with Selling Price 2 as their default. That way you can be sure that you charge the right price to your different types of customers when you create an invoice.</p> <p>If you don’t assign default prices to your customers, Selling Price 1 will be entered automatically during invoice entry. You can change the selling price during invoice entry.</p> <p>If the item’s selling price is in whole dollars (such as \$145), you don’t need to enter a decimal point and “00” cents.</p>
Qty on Hand	The item’s quantity on hand is increased when you buy the item in Item Purchases and reduced when you sell the item in Customer Invoices.
Important	Any changes made to values on Item Shop do <i>not</i> affect account balances in the General Ledger. To change Qty on Hand value for an item and adjust the General Ledger balances, use Adjust Inventory. For more details, see “Adjust Inventory Window” on page 216. For Items that are non-inventory, such as labor or consulting, do <i>not</i> enter values for Qty on Hand, Last Unit Cost, or Total Cost, and do <i>not</i> check the Inventory Item check box.
Total Cost	Enter the total cost for the inventory items on hand. MultiLedger divides the value entered in Total Cost by the Qty on Hand to reach.

Avg Unit Cost	When an inventory item is bought in Item Purchases, the Qty on Hand and Avg Unit Cost of the item are adjusted to reflect new items added to those on hand. The weighted-average inventory pricing method is used to calculate the new Avg Unit Cost. The cost of each unit is added together, and then the total cost is divided by the total number of units to determine the new Avg Unit Cost. This means that the Avg Unit Cost of newly purchased inventory items affects the Avg Unit Cost of the old inventory.
Last Unit Cost	<p>This reflects the last cost paid for an item when it was purchased through the Item Purchases window.</p> <p>If you are setting up a new item on Item Setup and do not assign a Last Unit Cost, MultiLedger will use the Avg Unit Cost as the Last Unit Cost.</p>
Reorder Quantity	When you setup a Reorder Quantity for an item, that quantity will automatically fill the quantity field on an Item Purchase when the item is selected. This will also show on the Current Inventory report when the 'Qty Only' checkbox is selected.
Minimum on Hand	When you enter a minimum quantity on hand in this field, it will show on the Current Inventory report when the 'Qty Only' checkbox is selected.
Sales Income Acct	When you click in this box, a pop-up list of your chart of accounts appears. From the list of your chart of accounts, select a Sales Account (in the 4000-4999 range) to associate with the item. When the item is sold, the cost account associated with that item is automatically increased, and the inventory account you've selected on Interface Accounts is decreased.
Cost/Expense Acct	When you click in this box, a pop-up list of your chart of accounts appears. From the list of your chart of accounts, select a Cost Account (usually in the 5000-5999 range) to associate with the item. When the item is sold, the cost account associated with that item is automatically increased, and the inventory account you've selected on Interface Accounts is decreased.
Taxable Rate 1	<p>If checked, the sales tax category and corresponding rate that is entered in the first Sales Tax box on Customer Invoices will be calculated for the item.</p> <p>This box is automatically checked for new items. If the item is non-taxable, you should uncheck the box</p>
Taxable Rate 2	<p>If checked, the sales tax category and corresponding rate that is entered in the second Sales Tax box on Customer Invoices will be calculated for the item.</p> <p>This box is automatically checked for new items. If the item is non-</p>

	taxable, you should uncheck the box.
Commissionable	<p>If checked, a sales commission for the salesperson selected on Customer Invoices will be calculated on the item.</p> <p>This box is automatically checked for new items. If the item is non-commissionable, you should uncheck the box.</p>
Inventory Item	<p>When this box is checked, the item is costed automatically when the item is sold on Customer Invoices, and Qty on Hand is increased or reduced when the item is bought or sold.</p> <p>This box is automatically checked for new items. If the item is a non-inventory item, such as consulting or labor, you should uncheck the box.</p>
Important	<p>If an item is marked as an inventory item, an alert appears in Customer Invoices if you try to sell more of the item than you have on hand. If an item is a non-inventory item, be sure to uncheck the Inventory check box when you're setting up the item to avoid this alert.</p>
Inactive	<p>Check this box to designate an item as inactive. Inactive items appear at the bottom of an item list with a tilde(~) before their names.</p> <p>Marking an item as inactive is an alternative to deleting an item. You can still view reports for inactive items, and you can make an inactive item active again by unchecking the Inactive box. An inactive item, however, is deleted when you close the year, as long as there are no outstanding transactions associated with that item.</p>

Setting Up Items

There are two ways to set up items in MultiLedger:

- You can set up a new item while you are entering an Item Purchase, provided there is at least one other item set up already. When you reach the Items pop-up list on Item Purchases, click New. you can then set up information for the item. If you set up an item using this method, you do not have to enter values for Qty on Hand, Total Cost, or Last Unit Cost, because they will be entered automatically when you save the Item Purchase.
 - You can set up a new Item Setup. Setting up a new item in this manner is described below.
-

Entering New Items

1 Click Item Setup in the Command Center

The screenshot shows the 'Item Setup' window with various input fields and checkboxes. Annotations point to specific fields:

- Each item can have up to three different selling prices** points to the 'Selling Price 1', 'Selling Price 2', and 'Selling Price 3' fields.
- These fields are updated when you buy items in Item Purchases** points to the 'Qty on Hand' and 'Total Cost' fields.
- Choose a sales account and a cost of sales account for each item** points to the 'Sales Income Acct*' and 'Cost/Expense Acct*' fields.
- Use these checkboxes to define options for an item** points to the 'Taxable Rate 1', 'Taxable Rate 2', 'Commissionable', 'Inventory Item', and 'Inactive' checkboxes.

The 'Items' list on the right contains the following entries:

- DBS1\Dingbats-Store 1
- DBS2\Dingbats-Store 2
- DWS1\Dingwings-Store 1
- DWS2\Dingwings-Store 2
- Hourly Consultations
- Whizbats-Store 1
- Whizbats-Store 2

2 Enter the item's name and press TAB.

Note

You can use an optional code field to sort or classify items. For details, see “Codes for Customers, Vendors, and Items” on page 100.

3 Enter any other relevant item information.

See “Item Setup Field Descriptions” on page 63 for more information and tips.

4 Click Save.

The item name is added to the list on the right.

Modifying Item Information

To modify existing item information, first select the item name from the list, then modify the relevant item information, or your changes will be lost.

Important

Any changes made to values on the Items window do *not* affect account balances in the General Ledger. To change the Qty on Hand value for an item and adjust the General Ledger balances, use Adjust Inventory. For more details, see “Adjust Inventory Window” on page 216.

Deleting Items

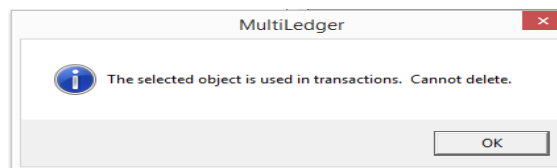
You can delete items provided no outstanding invoices associated with the item exist.

- 1 Click Item Setup in the Command Center.
- 2 Select the item from the list.
- 3 Click the Delete button.

Important

After deleting an item, you can no longer obtain any reports for that item.

If you try to delete an Item that has outstanding invoices, the following message appears:



Important

Because of restrictions with the multi-user capabilities of MultiLedger, you must be the only user accessing the company files to delete an item.

As an alternative to deleting an item you can mark an item as inactive by checking the Inactive box on the item setup window. See “Item Setup Field Descriptions” on page 63.

Chapter 4

Setup Options

This chapter shows you how to set up various options in MultiLedger. The following topics are discussed in detail in this chapter:

- Setting up budgets
 - Defining shipping methods
 - Using profit centers
 - Setting up jobs
 - Utilizing sales tax categories
 - Setting up salespeople
 - Customizing financial statements and formatting fields for printing cheques, invoices, customer statements, etc.
 - Setting up company preferences and user settings
 - Using the Print command
 - Setting up MICR Encoding Information
 - Setting up codes for customers, vendors, and items.
-

Setting Up Budget Amounts

You can set up and edit monthly budget amounts for income and expense accounts (account numbers 4000 and greater) for all open months.

Note

To see budget amounts in a report format, click Income Statement in the Command Center, click the Budget Report option or the Income vs. Budget option, select a month or range of months, then click View or Print.

You can also import or export budget amounts. For more details, see “Importing and Exporting Data” on page 222..

1 Click Budget Amounts in the Command Center.

You can set up budgets for accounts 4000 and higher

The screenshot shows the 'Budget Amounts' window. On the left is a 'Chart of Accounts' list with accounts 4000 through 6000.01. The account '4000.01 Sales-Store 1' is selected. On the right is a table with columns for 'Annualize', 'Budget Amount', and 'Month'. The 'Annualize' column has a '0.00' input field. The 'Budget Amount' column shows '0.00' for all months. The 'Month' column shows dates from '01/31/16' to '12/31/16'. A 'Save' button is in the top left, and an 'Annualize' button is in the top right.

Annualize	Budget Amount	Month
0.00	0.00	01/31/16
	0.00	02/29/16
	0.00	03/31/16
	0.00	04/30/16
	0.00	05/31/16
	0.00	06/30/16
	0.00	07/31/16
	0.00	08/31/16
	0.00	09/30/16
	0.00	10/31/16
	0.00	11/30/16
	0.00	12/31/16

All budget amounts are initially set to 0.00.

2 Select the fiscal year you want from the pull-down menu.

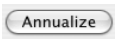
The default selection is the first open year.

- 3 Select the appropriate income or expense account from the list on the left.

4000 Sales	0.00	01/31/04
4000.01 Sales-Store 1		
4000.02 Sales-Store 2	0.00	01/31/04
4100 Sales Returns	0.00	02/29/04
4100.01 Sales Returns-Store 1	0.00	03/31/04
4100.02 Sales Returns-Store 2	0.00	04/30/04
4200 Other Income	0.00	05/31/04
5000 Cost of Sales	0.00	06/30/04
5000.01 Cost of Sales-Store 1	0.00	07/31/04
5000.02 Cost of Sales-Store 2	0.00	08/31/04

- 4 Enter the budget amount in the edit box for each month on the right and press TAB.

You can also use the down arrow keys on your keyboard to move down to another amount or click any amount to edit it.



To copy the amount in the edit box to all months, click the annualize button. After you click, Annualize, you can still modify any month's amount before saving. As you enter budget amounts for the account, the total for the year is shown at the bottom of the budget amounts:

The total for the year is shown here

48500.00	01/31/05
48500.00	02/28/05
48500.00	03/31/05
48500.00	04/30/05
48500.00	05/31/05
48500.00	06/30/05
48500.00	07/31/05
48500.00	08/31/05
48500.00	09/30/05
48500.00	10/31/05
48500.00	11/30/05
48500.00	12/31/05
582000.00	

- 5 Click Save after editing the budget amounts for each account.

Be sure to click Save before selecting another account, or else your changes will be lost.

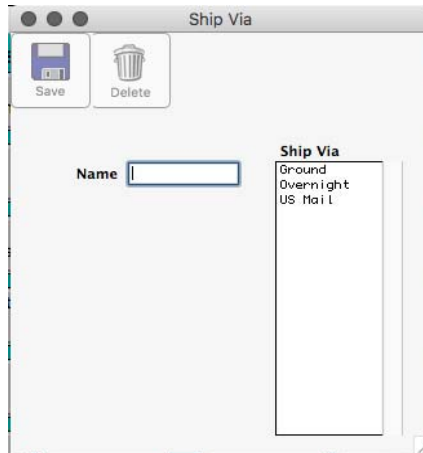
Setting Up Shipping Methods

You can set up a list of common shipping methods that will appear as a pop-up list on Customer Invoices.

1 Click Ship Via in the Command Center.

You can set up an unlimited number of shipping methods.

Methods appear in alphabetical order



2 Enter a name for the Ship Via method in the edit box, then click Save.

The name of the methods appears in the list above. You can set up an unlimited number of Ship Via methods.

Note

All Ship Via methods appear in alphabetical order regardless of the order in which they were entered.

Modifying a Ship Via Method

First, select method from the list. Then, modify the name, and click Save.

Deleting a Ship Via Method

First, select the method from the list, then click Delete.

Setting Up Profit Centers

If your company has several departments or divisions, you might want to individually track their income and expenses - that's where profit centers come in. Each portion of your company (whether it's a department, store, or division) can be assigned a profit center name and account numbers.

You can create income statements for your profit centers. For details, see "Profit Center Income Statements" on page 290.

To set up profit centers, you need to complete two steps:

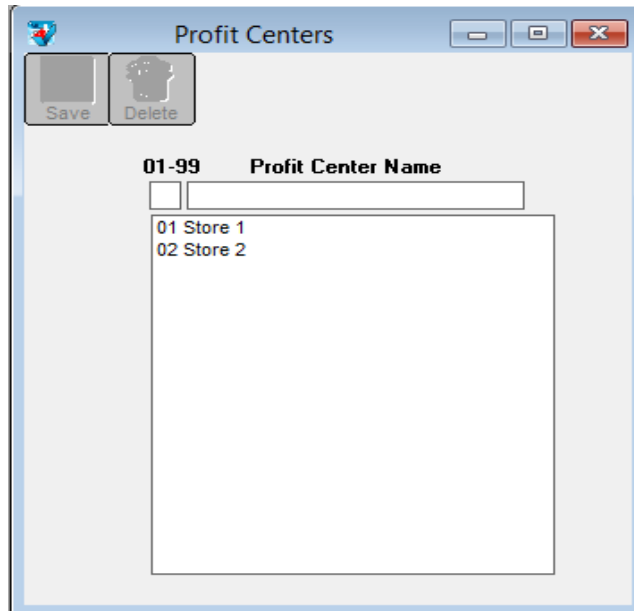
- Enter the general profit center names on the Profit Centers window under the Setup menu. Profit center names must be entered to produce an income statement report for a particular profit center.
- Enter specific profit center account numbers and names in your company's chart of accounts.

These two steps are discussed in the following sections.

Setting Up Profit Centers on the Profit Centers Window

- 1 Choose Profit Centers from the Setup menu.

You can have up to 99 Profit Centers for a company



The screenshot shows a window titled "Profit Centers" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar are two buttons: "Save" and "Delete". The main area of the window contains a table with two columns: "01-99" and "Profit Center Name". The "01-99" column has a small text box for input. The "Profit Center Name" column contains a list of entries: "01 Store 1" and "02 Store 2".

01-99	Profit Center Name
01	Store 1
02	Store 2

- 2 Enter a number for the profit center that is between 1 and 99.

Note

Leading zeros for single-digit profit centers are automatically added for you.

- 3 Enter a name for the profit center and press TAB.
- 4 Click Save.

Repeat this step for up to 99 profit centers.

Don't forget to set up the profit centers in your chart of accounts too.

Setting Up Profit Centers in the Chart of Accounts

You should set up a general account followed by specific profit center accounts. For example, you could have a general sales account such as the following:

4000 Sales

You could use the following profit centers for two stores:

4000.01 Sales - Store 1

4000.02 Sales - Store 2

Notice that each profit center account you enter into your chart of accounts has a four digit number followed by a decimal point and the appropriate profit center number (01-99). These profit center numbers correspond to those set up on the Profit Centers window.

When you create a consolidated income statement, the general account “4000 Sales” will be used for the consolidated description. If no 4000 account has been set up in the chart of accounts, the first profit center account description will be used for the consolidated description.

You should follow the same procedure for entering profit center accounts into your chart of accounts as you do for entering any other account. For details, see “Setting Up the Chart of Accounts” on page 22.

What accounts can I set up as profit centers?

You can set up profit centers in your chart of accounts for any type of account from 4000 and greater including income accounts (such as sales) and operating expense accounts (such as advertising).

You cannot set up profit centers for asset (such as inventory, in the 1000-1999 range), liability (in the 2000 range), or equity accounts (in the 3000 range)

Setting Program Preferences

In MultiLedger you can set both program Preferences and User Settings Options set on Preferences apply to all users in a particular set of company files. Options set on User Settings, on the other hand, apply to each individual user. For more information on User Settings, see the next section, “Setting User Settings”

You can use Preferences under the File menu to set various MultiLedger options, such as checking for duplicate documents or hiding the cash balance on transaction windows.

After choosing Preferences from the File menu, the following window appears:

Select each option according to the following guidelines

Check for Duplicate Documents

If checked, a warning appears when you try to save a document number that's already been used in that journal window. MultiLedger looks for duplicate document numbers in the current month, the previous month and the future month, all based on the transaction date, when this option is checked. This box is automatically checked for new companies.

Please note that some journal windows use the same numbering system. See “Document Numbers” on page 115 for more details.

Include Tax 1 in Tax 2 Computation (GST)

If checked, Tax 2 calculates a percentage of Tax 1. This accommodates the Canadian GST.

Skip Tax 2 During Invoice Entry	If Checked, the second Sales Tax field is skipped on Customer Invoices. This box is automatically checked for new companies.
Remove Item Code Field on Invoice	This option will remove the item codes when printing invoices.
International Date Format (dd/mm/yy)	If checked, dates can be entered in the international day/month/year format instead of month/day/year format.
Show Code Field on Reports	If this option is checked at the time you select a report to be viewed or printed, the code set up for the Customer, Item, or Vendor will appear. This affects most reports printed or viewed from the Customer Reports, Vendor Reports, and Item Reports, except mailing labels for customers and vendors and Customer Statements.
Hide Unit Cost in Customer Invoice	If checked, the Unit Cost field for items doesn't show on Customer Invoices.
Print Customer Notes on Sales Journal	If checked, the Notes and Add'l Notes you've set up for a customer print on Sales Journal invoices.
Use Cheque Stub Description in Payables Journal	If checked, information entered in the Cheque Stub Description field on the payables journal will automatically be copied into the Description field on the next line
Hide Cash Balance	If checked, the cash balance is replaced by asterisks (***) on Customer Payments, Vendor Payments, Receipts Journal, and Disbursements Journal. This is helpful if you want them to allow users to enter transactions in these journals, but do not want them to see the balance in the cash account.
Print Cheque Dates in CPA Format (YYYY)	CPA stands for Canadian Payments Association. Mark this option if you are in Canada and must print cheques in accordance to the regulations that the CPA sets. See the Canadian Payments Association's website at www.cdnpay.ca for more information.
Item Purchase/PO Tax Label	You can use this field to change the shipping amount label that prints on invoices. "Shipping" is automatically assigned. If you are using preprinted invoices that already have this label printed in them, you can remove this text.
Currency Symbol	You can use this field to change from the dollar currency symbol (\$) to another currency symbol such as £ on cheques. Please note that this option simply changes the symbol that appears on cheques, invoices and customer statements; it does not convert any currency values.
Default Vendor Due Days	You can use this field to change the number of due days assigned to new vendors. Thirty days is assigned by default.

Mailing Label Options

Label Left	Enter the number of inches from the left hand page edge.
Label Top	Enter the number of inches from the top of the page edge.
Label Height	Enter the height of each label in inches.
Label Width	Enter the width of each label in inches
Across	Enter how many labels are across the label sheet
Repeat Factor	Enter how many mailing labels should be printed for each selected customer or vendor. For example, a Repeat Factor of “3” will cause three mailing labels to be printed for each selected customer or vendor.
<hr/>	
Note	Enter inches to (.01) hundredths of an inch.

Setting User Settings

In MultiLedger you can set both program Preferences and User Settings. Options set on Preferences apply to all users in a particular set of company files. Options set on User Settings, on the other hand, apply to each individual user. For more information on Preferences, see the previous section, “Setting Program Preferences.”

You can use User Settings under the File menu to set various MultiLedger options, such as automatically launching the last opened company and automatically showing scheduled recurring entries when you open a company. After choosing User Settings from the File menu, the following window appears:



Select each option according to the following guidelines:

Open Last Company on Launch	If checked, the last set of company files that was used will open automatically when you launch MultiLedger. If you want to open another set of company files, simply choose Close Company from the File menu, then choose Open Company from the File menu and select a set of company files using the dialog box that appears. Or choose Open Recent Company and select a company from the list.
Prompt If No Backup in This Many Days	<p>If checked, MultiLedger will ask you to make a backup of your company files when you attempt to close the company or Exit/Quit MultiLedger. Enter the number of days you want between backups in the edit box.</p> <p>After the number of days you enter has passed, you will be asked whether you want to make a backup of your company files when you close the company or Exit MultiLedger. If you click Yes on the alert, a Save As dialog appears. You should follow the instructions in Chapter 12, “Backing Up & Restoring” to make a backup of your company files. If you click No on the alert, no backup is made and the company files close or MultiLedger quits as normal.</p> <p>If the “Prompt If No Backup In # Days” check box is checked and you enter zero (0) or leave the edit box blank, you will be alerted to make a backup every time you close the company or quit MultiLedger.</p>
Show Scheduled Recurring Entries	If checked, the Schedules Recurring Entries window will appear each time you open a set of company files that has recurring entries due. For more information on entering and using scheduled recurring entries, see “Recurring Entries” on page 124.
Use <Enter> Key to Move Between Edit Fields	<i>PC only</i> , if checked, you can use your <Enter> key to go from field to field. Otherwise, you must use the <Tab> key.
Sort Customers by Name	If codes are setup for customers, all lists will sort by the code as the default. To change it to sort by Customer name, this preference must be checked.
Sort Vendors by Name	If codes are setup for vendors, all lists will sort by the code as the default. To change it to sort by Vendor name, this preference must be checked.
Sort Items by Name	If codes are setup for items, all lists will sort by the code as the default. To change it to sort by Item name, this preference must be checked.
Save Window Placement	When checked, if you resize or reposition a window within the MultiLedger program, the new sizes and positions are saved.

Check for Latest Version on Launch

An internet connection is required. When checked, MultiLedger will determine if any patches or updates are available when you open the program.

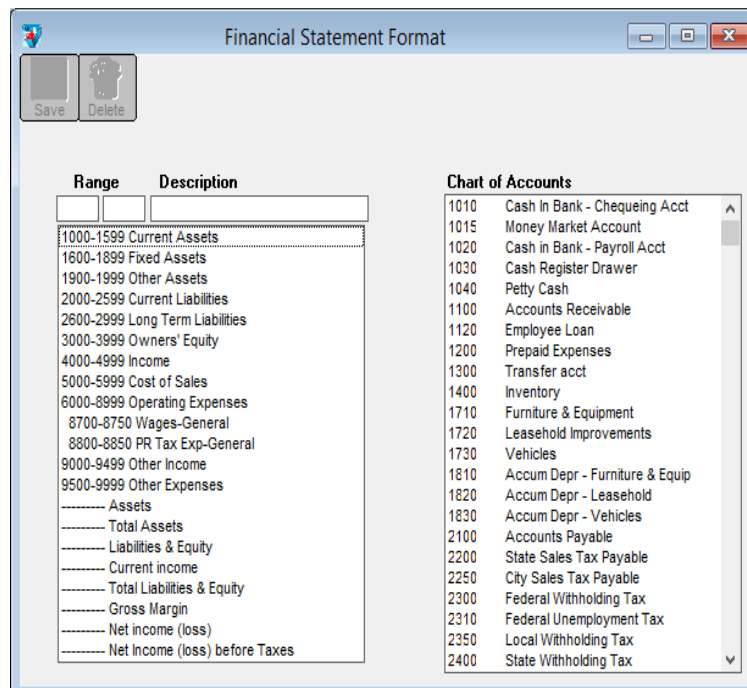
Note

When you mark a checkbox to change the sort, the change will take effect when the company is re-opened.

Customizing Financial Statements

You can customize the account headings that appear on your balance sheet and income statement. You can also group accounts so they will appear as one line summaries on financial statements.

1 Click Financial Statements in the Command Center.

**Note**

Balance Sheet and Income Statement titles and footers can be changed in the Report window. To customize the headings, ranges, and account groupings, see the following sections.

Customizing Heading Descriptions

- 1 Click the Heading Description you want to modify.
- 2 Edit the highlighted Heading Description in the edit box.
- 3 Click Save.

Repeat the steps above for all Heading Descriptions you want to change. You may need to use the Vertical scroll bar to see the complete list of modifiable Heading Descriptions.

Customizing Heading Ranges

Each heading has an associated account number range made up of a lower and upper limit. This range determines the account numbers for the heading description. For example, the heading “Current Assets” has a range from a lower limit of 1000 to an upper limit of 1599.

- 1 Click the range that you want to modify.

You can change the upper limit only of the following range:

1000-1599 Current Assets

1700-1899 Fixed Assets

2000-2599 Current Liabilities

- 2 Click in the edit box, then change the upper limit for the range.
- 3 Click Save.

The lower limit of the next range in the list will automatically be adjusted.

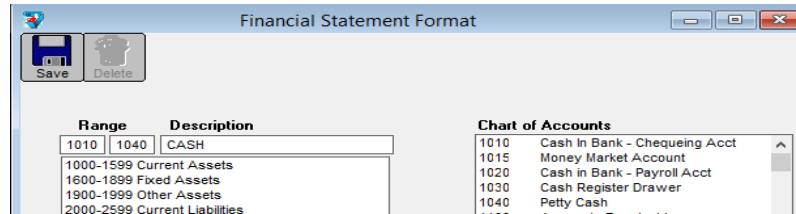
Repeat the steps above for all of the ranges that you want to change.

Customizing Account Groupings

You can group accounts to appear as one line summaries on balance sheets and income statements. After grouping accounts for a financial report, you can still see the individual accounts that make up the one line summary by selecting the Show Detail Accounts option on the Income Statement or Balance Sheet Reports. Accounts must be consecutive and cannot be part of more than one grouping, nor can a group span more than one heading.

- 1 Click in the edit box on the far left above Description.
 - 2 Type in the first account number for the grouping, then press TAB.
 - 3 Type in the last account number for the grouping, then press TAB.
 - 4 Type in the description for the grouping, then click Save.
-

You can group accounts to appear as one line on financial statements



Modifying or Deleting Custom Account Groupings

- 1 Click the Group Description so that it appears in the edit box.
- 2 Modify the Range and/or the Group Description in the edit box, or click Delete to remove it.

Jobs Set Up

You can use MultiLedger to set up jobs or projects and track their income and expenses. You can have up to 9999 jobs.

Note

You can also use Profit Centers to keep track of different jobs or projects. For more information on using Profit Centers, see "Setting Up Profit Centers" on page 73.

For details about creating job reports, see "Job Reports" on page 303.

Job Setup Field Descriptions

This section discusses the individual fields on Job Setup.

Job #	You can enter up to 9999 jobs. You don't have to enter leading zeros.
Completed	Check this box when a job is complete. Completed jobs are deleted when you close the year.
Name	Enter a job name up to 30 characters long, including spaces.
Est. Income	Enter how much income you expect this project to earn. The amount entered here appears on the Job Summary report, so you can compare estimated income to actual income for a job.
Est. Expense	Enter how much you expect this project to cost. The amount entered here appears on the Job Summary report, so you can compare estimated expense to actual expense for a job.
Prior Income	Enter how much money this project has already earned (from periods prior to your current fiscal year).

Prior Expense Enter how much money this project has already cost (from periods prior to your current fiscal year).

Important When you close the year, the current year's income and expenses for a job are automatically added to the job's Prior Income and Prior Expense. Job detail is not maintained after you close the year.

Setting Up Jobs

1 Job Setup in the Command Center.

The screenshot shows a window titled "Job Setup". At the top left are "Save" and "Delete" buttons. Below them are input fields for "Job #", "Name", "Est. Income", "Est. Expense", "Prior Income", and "Prior Expense". There is also a "Completed" checkbox. On the right side, there is a list box titled "Jobs" containing the following entries:

- 0001 Job 1
- 0002 Job 2
- 0003 Job 3

2 Enter a new job number between 1 and 9999.

When you save the job, leading zeros are automatically added.

3 Enter a job name.

This is a close-up of the "Job #" and "Name" input fields. The "Job #" field has a small dropdown arrow, and the "Name" field is a standard text box.

4 Enter any other relevant job information.

For more details, see "Setting Up Jobs" on page 83.

5 Click Save.

After you click Save, the job number and name are added to the jobs list.

When entering transactions, you can quickly associate job numbers (through a pop-up list of jobs) with any item line to track income and expenses.

Important

If you want to make entries without having the job field pop-up each time, you can go under the edit menu and select “Skip Job” or hit Ctrl K (Windows) or Command K (⌘- Macintosh) on the keyboard. Do the same thing to return to having the field pop-up.

Modifying a Job

First, select the job from the list on the right. Then, edit the necessary job information and click Save.

You cannot modify a job number once it has been saved. Modifying a job number and clicking Save will add the new job number to the list but will not remove the old one.

Deleting a Job

You can delete a job that has had no activity in the 30 open months. To delete a job, first select the job from the list on the right, then select Delete from the Edit menu. Jobs that have had activity in any of the 30 open months cannot be deleted mid-year.

You can also delete a job at year end. To delete a job at the end of the year, check the Completed option and the job will be deleted when you close the year.

Sales Tax Set Up

MultiLedger lets you set up as many as 100 different Sales Tax Categories for tracking purposes. You can also get detailed Sales Tax reports. For information on these reports, see “Sales Tax Report” on page 298.

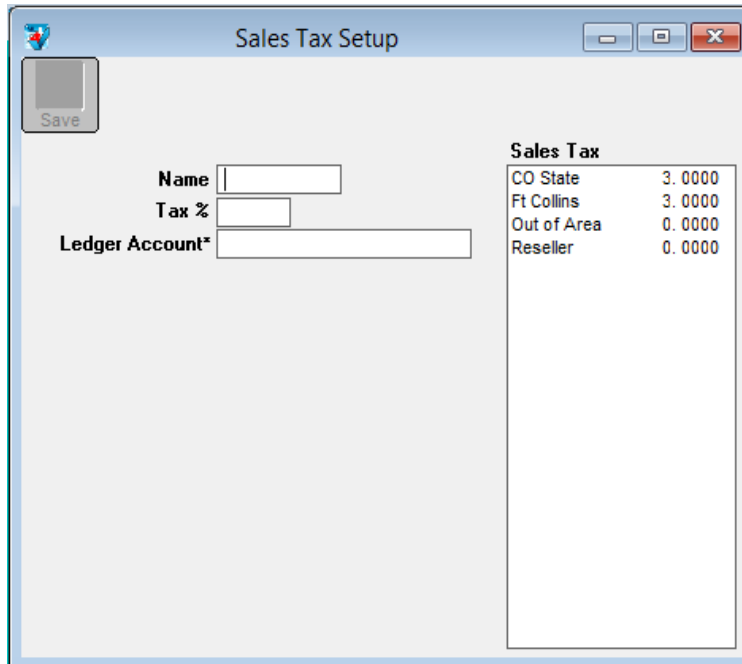
Sales Tax Setup Field Descriptions

The following section describes the fields on Sales Tax Setup.

Tax Name	Enter a name up to 13 characters long, including spaces.
Note	The sales tax categories appear in the pop-up list on Customer Invoices in the order that you enter them. You may want to enter the most common sales tax categories first.
Note	If you type a minus sign (-) in front of the sales tax name, the sales tax name won't print on invoices.
Tax %	Enter the Tax % as a percentage. For example, a tax rate of 3% should be entered as 3. You can enter a percentage that is up to two places to the left and four places to the right of the decimal point (99.9999).
Note	If you try to enter a percentage that is more than two places to the left or more than four places to the right of the decimal point, MultiLedger will truncate the number, not round it up.
Ledger Account	When you click in this box, a pop-up list of your chart of accounts appears. From the list of your chart of accounts, select a Liability Account (in the 2000 range) to associate with the sales tax category. When the sales tax category is used on Customer Invoices, the liability account associated with that category is automatically increased.

Setting Up Sales Tax Categories

- 1 Click Sales Tax Setup in the Command Center.



CO State	3.0000
Ft Collins	3.0000
Out of Area	0.0000
Reseller	0.0000

- 2 Type in a name for the sales tax category in the Tax Name edit box.
- 3 Enter the percentage for the sales tax in the Tax % edit box.
- 4 Select a general ledger account (usually a liability account in the 2000 range) from the Ledger Account pop-up list for this sales tax category, then click Save.

Modifying Sales Tax Categories

Important

After modifying a sales tax category, any outstanding invoices using the old sales tax category *will not* be changed to the modified sales tax category.

To edit or modify a sales tax category, select the category from the list, modify the information, and click Save.

Deleting Sales Tax Categories

You cannot delete sales tax categories.

Salesperson Setup

You can track sales of commissionable items by salesperson. If no salespeople are set up, the Salesperson field on Customer Invoices will be skipped automatically during invoice entry. You can set up as many salespeople as you need.

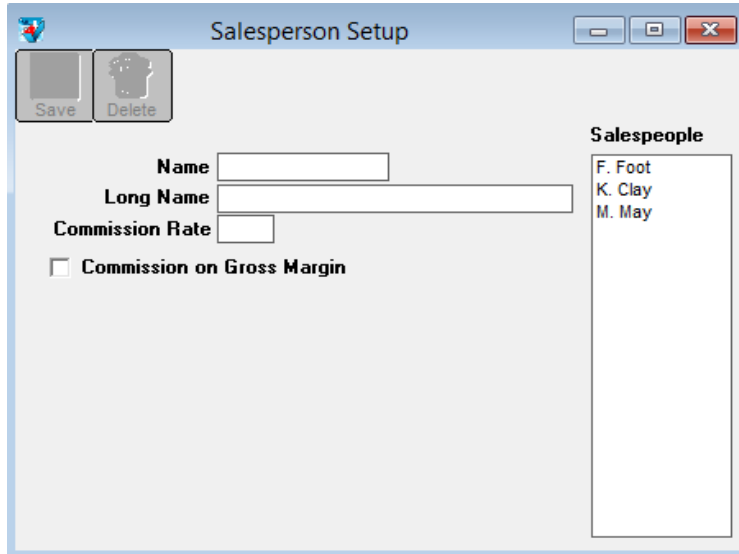
Salesperson Setup Field Descriptions

This section describes the fields on Salesperson Setup.

Name	<p>Enter a name up to nine characters long.</p> <p>The name you enter appears in the Salesperson pop-up list on Customer Invoices in alphabetical order.</p>
Long Name	<p>Enter a name up to thirty characters long.</p> <p>The name you enter appears on the Salesperson report.</p>
Commission Rate	<p>Enter the salesperson's commission rate as a percentage. For example, a commission of 15% should be entered as 15. You can enter a percentage that is up to two places to the left and two places to the right of the decimal point (99.99).</p> <p>Commissions are calculated only on items that have been set up as commissionable on Item Setup.</p> <p>Each salesperson can have only one commission rate. If a salesperson receives different commissions for different types of sales, you may want to set up the salesperson more than once with a slightly different name and a different commission rate in order to keep track.</p>
Commission on Gross Margin	<p>Check this option if the salesperson's commission should be calculated based on sales minus cost of sales.</p> <p>If not checked, the commission will be calculated based on gross sales.</p>

Setting Up Salespeople

- 1 Click Salesperson Setup in the Command Center.



- 2 Enter the salesperson's name.
- 3 Enter the salesperson's full name.
- 4 Enter the salesperson's commission percentage.
- 5 If necessary, check the Commission on Gross Margin option.
- 6 Click Save.

The salesperson's name is added to the salesperson list.

Modifying Salespeople Information

To modify an existing salesperson, select the salesperson's name from the list and edit the relevant information. Click Save when finished.

Important

If you modify the salesperson's commission rate, all existing sales for that salesperson will be re-calculated at the new rate.

Important

If you change the checkbox for Commission on Gross Margin from its original setting, all existing sales for that salesperson will be re-calculated.

Deleting Salespeople

To delete a salesperson, select the salesperson's name from the list and choose Delete from the Edit menu.

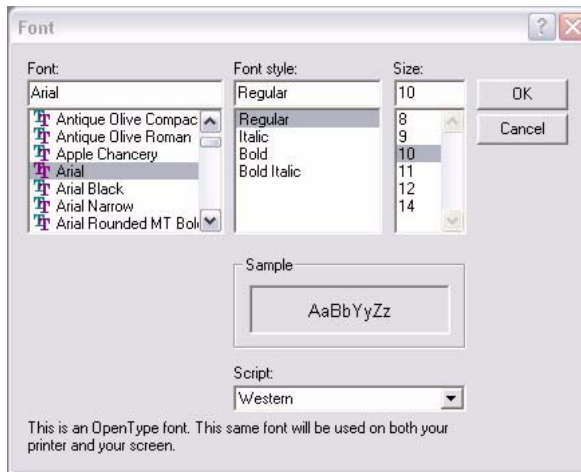
You cannot delete a salesperson if he/she is associated with any invoices in the 30 open months.

Selecting the Font for Printing

MultiLedger allows you to select the font used for printing all transactions, reports, cheques, and mailing labels.

1 Choose Print Font from the File menu.

Fonts that appear here are the ones installed on your particular computer system



2 Click a font in the list and a point size.

Fonts that appear are the ones that are installed on your particular system. You can use point sizes from 9 to 12 with MultiLedger on Mac and 8 to 14 with MultiLedger on Windows.

Using the Print Screen

With the Print command, you can print cheques, invoices, quotes, packing slips, labels, Item Purchases documents, purchase orders and deposits.

Printing Options

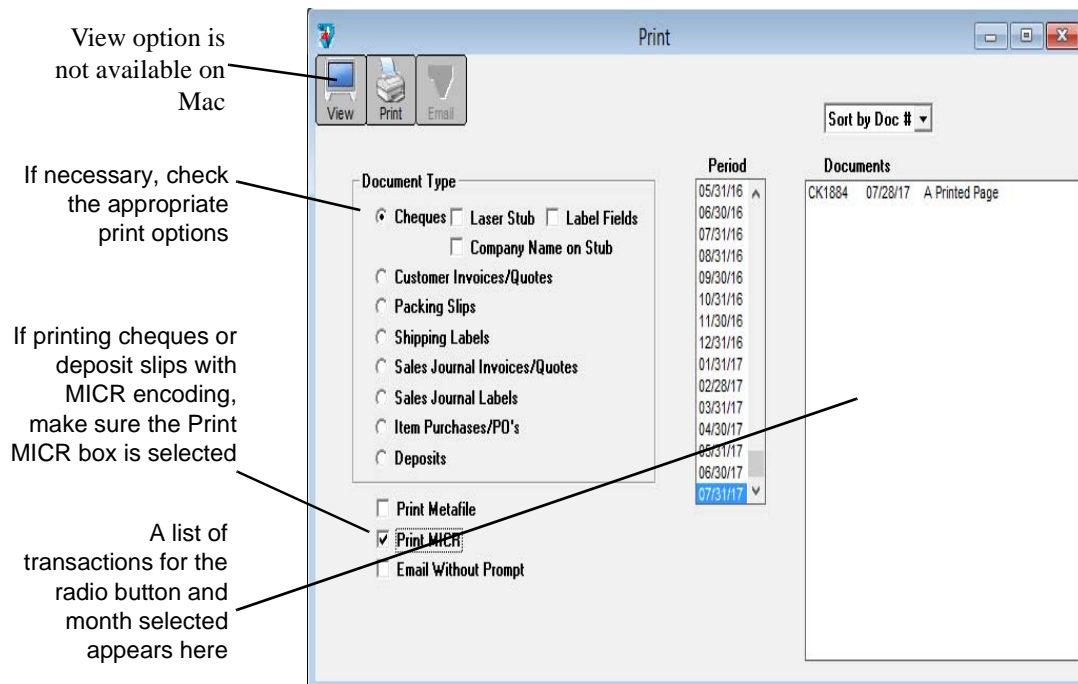
The following section describes what can be printed with the Print command and the available options.

Cheques	Cheques created with Vendor Payments and the Disbursements Journal for the selected month are shown.
Laser Stub	Check this option to print a second stub at the bottom third of the page for use with laser cheques.
Label Fields	Check this option to print the “Pay”, “To the Order of”, “Amount”, and “Authorized Signature” field labels on blank cheque stock used for MICR encoding.
Company Name on Stub	Check this option to print your Company Name at the top of the cheque stub.
Customer Invoices & Quotes	Invoices and quotes created in Customer Invoices for the selected month are shown.
Packing Slips	Invoices created in Customer Invoices for the selected month are shown. The packing slip prints information from the invoice excluding any dollar amounts.
Shipping Labels	<p>Invoices created in Customer Invoices for the selected month are shown. This allows you to print the customer name and Ship To address from the Customer invoice. If no Ship To address has been entered on the Customer Invoice, the customer’s name and address as it appears on Customer Setup prints.</p> <p>To adjust the printing dimensions for the label, use Preferences under the File menu. For details, see “Setting Program Preferences” on page 76.</p>
Sales Journal Invoices	Invoices created in the Sales Journal for the selected month are shown.
Sales Journal Labels	Invoices and quotes created in the Sales Journal for the selected month are shown. This allows you to print the customer name and address from the Customer field on the invoice. To adjust the printing dimensions for the label, use Preferences under the File menu. For details, see “Setting Program Preferences” on page 76.
Item Purchases & PO’s	Payables and purchase orders created in Item Purchases for the selected month are shown.

Deposits	Deposits created in Customer Payments and Receipts Journal for the selected month are shown. This will print a deposit slip with MICR information with up to 17 individual invoices. You can include more than 17 invoices per deposit slip, but invoices over 17 will appear as one lump sum, rather than individual invoices. Be sure Print MICR is selected and that you have set up MICR Encoding Specifications. For more information, see “Setting Up the MICR Encoding Information” on page 93.
Print Metafile (Windows) or Print PDF/PICT File (Macintosh)	Check this option for cheques, invoices, quotes, item purchases and purchase orders to have an Open File dialog box appear after clicking Print or OK in a Print dialog box. Select the appropriate metafile or PDF/PICT file from the list and click OK. (Metafiles and PDF/PICT files can be created in a graphics program) Use the same field positions as the default. To adjust where the various fields print on forms, use the Format command under the File menu. For more details, see “Positioning Print Fields for Windows Metafiles or Macintosh PDF or PICT Files” on page 98.
Print MICR	Check this option to activate the Bank information, routing number and account number fields to enable the MICR encoding to print on the cheques.
Email Without Prompt	Selecting this option will send the emailed document immediately without any warning or message when selecting the Email button.
.Sort by Doc # or by Date	This drop down list will allow you to sort the way you print your invoices either by the document number (default) or by the date.

How to Use the Print Command

1 Choose the Print window from the Command Screen



2 Select the correct month from the Period list.

3 Click the appropriate radio button to see a list of documents available for printing.

4 Check any appropriate print options such as laser stub, Print Metafile (Windows), or Print PDF/PCT File (Macintosh).

5 Select Sort by option.

6 Select the documents for printing.

Select a document by clicking its document number or select more than one document by clicking and dragging through the list. You can select a non-consecutive series of documents by holding down the Ctrl key (Windows) or shift key (Macintosh) while clicking the desired lines.

Important

If no single document or group of documents is selected, all documents will be printed.

Cheques, Customer Invoices and Quotes, Sales Journal Invoices, and Item Purchases and Purchase Orders followed by an asterisk (* - Windows) or bullet (• - Macintosh) have already been printed.

You can also use the Find and Find Again commands under the Edit menu to find a particular document, customer, or vendor.

7 Select the print options you want, and click Print.

How to use the E-mail Command

You can email Customer Invoices, Sales Journal Invoices/Quotes and Item Purchases/PO's.

To send an email, follow the same steps as you would to print a document which is covered above in **How to use the Print Command**, but instead of clicking the **Print** button, click on the **Email** button.

Windows: Utilizes Messaging Application Program Interface (MAPI) that is a part of the Windows operating system. This feature may require additional setup in your email program. This feature does not necessarily interface with an internet based email program.

Macintosh: Requires OS X to use this feature. Emailing documents will only work with the Apple Mail program. To set Mail as the default mail program first launch the Mail program. Under the Mail menu, select Preferences. On the General tab, select the Mail program as the default. Close the Preferences window.

Setting Up the MICR Encoding Information

1 Open up the Chart of Accounts window from the Command screen.

2 Highlight a Cash Account in your Chart of Accounts list.

This activates the Save button so you can begin entering the MICR information.

3 Enter your bank's nine digit ACH number.

This is usually the first nine digits at the bottom of a pre-printed cheque.

4 Enter your nine digit deposit routing number.

This will print on Deposit Slips printed from this window and also deposit slips directly printed from Customer Payments. For more information, see "Recording Customer Payments" on page 154. The Routing # and Bank information will print unless you don't have the print option to **Print MICR** checked in the **Print** window of the Command screen. For information on Printing documents see "How to

Use the Print Command” on page 92.

5 Enter your company’s bank account number, up to 15 digits.

Note

In most cases, the MICR software automatically prints the symbols. If you have to manually enter the symbols:

Enter a “D” (capital D) to type a MICR hyphen: **␣S**

Enter a “C” (capital C) to type this symbol: **␣**

Enter an “A” (capital A) to type this symbol: **␣**

6 Enter your bank’s name and address in the appropriate fields.

7 Enter your bank’s Fractional Routing #.

Some cheques (not all) have a number printed near the bank name or near the top of the cheque. This number is also called a Non-MICR ACH#.

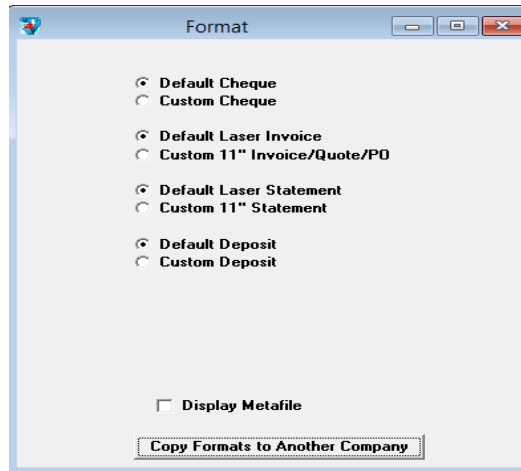
8 Repeat steps 2-7 for all accounts that you wish to print MICR.

9 Print cheques or deposit slips as you normally would.

Make sure the Print MICR option is selected in the Print window of the Command screen. For information on how to print see “How to Use the Print Command” on page 92.

Formatting Cheques, Invoices, Statements & Deposits

The Format window under the File menu is used to position print fields for cheques, invoices, purchase orders, quotes, customer statements and deposit slips. You can position print fields for any compatible printer



Print fields for the Default items have been positioned to fit forms from CheckMark's Forms division. (Forms can be ordered by calling 1-800-444-9922 or online at www.checkmark.com.)

You might want to customize the position of print fields for the following reasons:

- You need to fine tune the preset print fields for your specific printer.
- You want to print on pre-printed forms other than those made by CheckMark Forms.
- You want to print forms saved as metafiles (Windows) or PDF/PICT Files (Macintosh). Metafile is a Windows-based format and a PICT File is a Macintosh-based format for a graphics document created by many graphics programs. PDF files can also be used on the Macintosh version of MultiLedge.

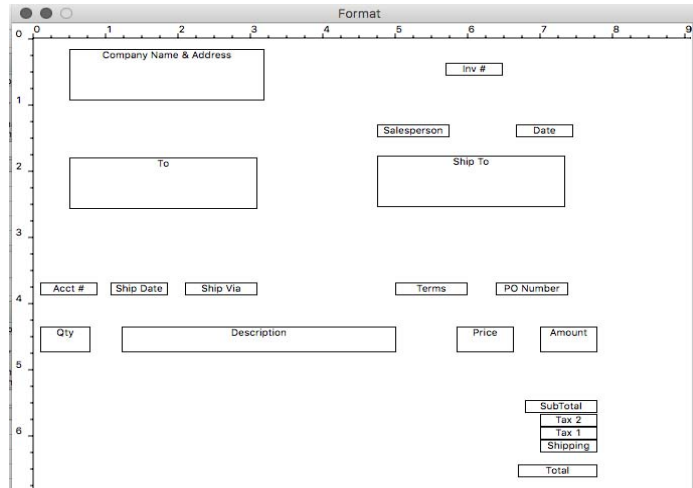
Customizing Print Field Positions for Your Printer

The initial positions of the print fields for Custom options are based on CheckMark Forms. To customize the preset print fields for your printer or to create a format other than that used by CheckMark Forms, do the following:

1 Click the appropriate "Custom" radio button.

Clicking the Custom 11" Invoice/Quote/PO radio button opens the

following formatting window:



2 Drag the print fields to their new positions.

Select a group of print fields by dragging over the fields or by holding down the SHIFT key while clicking individual fields. Moving one of the fields moves the entire group.

To restrict movements to vertical positioning, hold down the Alt key (Windows) or the OPTION key (Macintosh) while dragging the field or fields.

To restrict movements to horizontal positioning, hold down the Ctrl key (Windows) or Command key (⌘ - Macintosh) while dragging the field or fields.

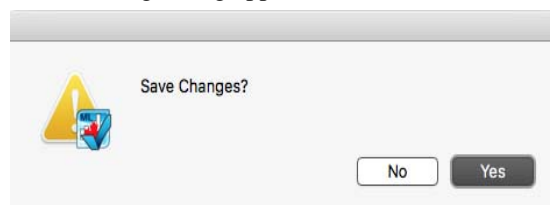
You can use the arrow keys to move the fields.

Note

Double-click a field to activate or de-activate. If the field label is red, it is inactive.

3 When you are finished repositioning the print fields, click the window's close box.

The following dialog appears:



4 Click Yes to save the changes you made to the print field positions.

Click **No** to return to the Format window without saving any position changes.

Note

To return any custom format to its original settings, hold down the Ctrl key (Windows) or Command key (⌘- Macintosh) while clicking the appropriate default radio button.

Positioning Print Fields for Windows Metafiles or Macintosh PDF or PICT Files

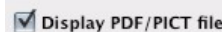
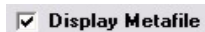
If you've created your own form as a Windows metafile (.wmf) or a Macintosh PICT file (.pct) or PDF (.pdf) in a graphics program, or you want to use one of the sample metafiles, PDFs or PICTs that came on the MultiLedger master disk, MultiLedger can show the metafile, PDF or PICT file on your screen to help you position print fields.

MultiLedger can also print the metafile, PDF, or PICT file along with the corresponding transaction information.

- 1 **Create the invoice, cheque, quote, purchase order, or customer statement form using any graphics program that can save Windows metafiles or Macintosh PDF/PICT files.**
- 2 **Save the graphics file (in the graphics program) in the metafile format (.wmf) or PDF/PICT format (.pdf/.pct). You can save the metafile or PDF/PICT in the same folder that contains your company's data files. Close the metafile or PDF/PICT file.**
- 3 **Open your MultiLedger company files.**
- 4 **Choose Format from the File menu.**

You can align the print fields according to the following directions:

- 1 **Check the Display Metafile option (Windows) or Display PDF/PICT File option (Macintosh):**



- 2 **Click the appropriate "Custom" radio button.**

For example, clicking the Custom 11" Invoice/Quote/PO radio button with Display Metafile or Display PDF/PICT File checked causes a standard Open File dialog box to appear on your screen.

Note

Invoices, quotes, and purchase orders use the same format.

- 3 **Open the appropriate Metafile or PDF/PICT File.**

Note

On Windows: Several sample forms in the metafile format are included in the "Metafile" folder installed in the MultiLedger directory.

Note

On Macintosh: Several sample forms in the PDF/PICT format are included in the “Sample PDF/PICTs” folder installed in the MultiLedgerf folder.

Your company name and address from Company Information will print on invoices and statements that use these metafiles or PDF/PICT Files. For example, if you click “11_Inv.wmf” in the scroll box, and then click Open, the following formatting window would appear:

4 Drag the print fields you want to reposition to their new positions.

Note

You cannot reposition the background metafile or PDF/PICT File. For example, the text “Acct#” is part of the metafile or PDF/PICT file—not a print field. To edit the text, graphics, or background for this particular metafile or PDF/PICT File, you must use a graphics program that can edit Windows metafiles or Macintosh PDF/PICT Files.

5 When you are finished repositioning the print fields, close the window.

6 Click Yes to save the changes you made to the print field positions.

Click **No** to return to the Format window without saving any position changes.

Note

To return any custom format to its original settings, hold down the Ctrl key (Windows) or Command key (⌘ - Macintosh) while clicking the appropriate default radio button.

Codes for Customers, Vendors, and Items

You can use an optional code field to sort or classify customers, vendors, and items. Codes can be entered up to 15 alpha-numeric characters and are entered in the Customer, Vendor, or Item setup windows.

For example, if you want to sort vendors by an account number, you would setup a code in the code field on vendor setup and it will show as below on all vendor lists:

C123\ACME Office Supplies

Characters up to and including the backslash (\) won't automatically print on cheques, invoices, mailing labels, or customer, vendor, and item reports. The code, however, will appear on transaction journal reports.

Note

To have MultiLedger print the codes you've set up for customers, vendors, and items on reports, check the "Show Code Field on Reports" option on Preferences under the File menu.

Chapter 5

Multi-User MultiLedger

This chapter discusses the following topics:

- Utilizing the multi-user capabilities
 - Assigning users and passwords
 - Locking and unlocking months
-

Using Multi-User MultiLedger

MultiLedger has built-in multi-user capabilities that allow up to 10 users to access your company's accounting data over a network simultaneously. This means that one or more users can be entering invoices or payables while another user might be viewing financial reports. All data is stored and updated in one location on your network. When information is saved, records are locked to prevent overwriting of data.

To utilize the multi-user capabilities, the volume (hard drive) or folder containing your company's data files must be shareable with other users connected to your network.

Important

If you are using all Macintosh computers and use a Mac OSX computer as a dedicated server to allow access to your MultiLedger company files between Mac OSX, OSX will work fine. HOWEVER, you should not open MultiLedger files on the OSX computer that is acting as the host, since it is not recognized as a user and corruption problems can occur.

Important

OSX Server has a problem handling "byte-range locking" requests from Windows (ie., SMB) users and Mac users simultaneously. You'll need a Windows Server.

Installing MultiLedger for Multi-User

You will need to install MultiLedger on each user's computer, as described in Chapter 1, "Getting Started."

Mapping the Drive on Windows

For better data access over a network, you should map your network drive to a letter. Each operating system handles this differently. For more information, see the documentation that came with your operating system.

Using the Multi-User Capabilities

All that is required to initiate multi-user operation is to place the company files on a shared disk.

Note


Daily backups are strongly recommended for shared data. For more information on backing up company files, read Chapter 12, “Backing Up and Restoring Company Files.”

Using MultiLedger in a multi-user environment is very similar to using it in a single user environment. The main difference is that simultaneous access to the same data must be regulated, either by disallowing certain operations at a given time, or by delaying a particular operation until requested data is available.

Access Limitations

Access limitations are indicated by the following messages:

- **“Exclusive access required or maximum number of users exceeded. Operation not allowed.”**
Only one user may access company files during certain operations, e.g., closing the year, deleting a customer. The maximum number of users you can have is 10.
- **“Operation not allowed if more than one user accessing data.”**
Certain operations may be performed by only one user at one time, such as Customer Payments, Vendor Payments, Finance Charges, Bank Reconciliation, and Chart of Accounts.

Delays in accessing data occur in two situations, each signaled by the appearance of the network cursor ():

- When the cursor is blinking, another user is accessing data needed for the current operation, so the program is waiting until the required data becomes available. When the data is no longer in use, the operation will proceed. On Windows, holding down the Escape (esc) key will abort the operation. On Mac, hold down the command key and period at the same time. This is typified by two users trying to simultaneously save a transaction, or a user attempting to save a transaction at the same time another user is generating a balance sheet.

- When the cursor appears without blinking, another user has added data, and the program is incorporating this additional data; the duration depends on the amount of data involved. Once the data has been incorporated, the program will continue. An example of this would be selecting the Customer report after customers have been added by another user.

Multi-User Restrictions

The fundamental restriction is allowing only one user to access transactions at one time. Access occurs whenever transactions are saved (including customer/vendor payments, import, backing up, etc.), or reports requiring a “balanced” state (Balance Sheet, Trial Balance, or General Ledger listing) are being created. If simultaneous transaction access is attempted, the blinking network cursor will appear until the operation is completed. The delay will be equal to the time needed to perform the operation, which in most cases is relatively short.

There are several special cases of restricted access. A receivable/payable cannot be modified if the Customer/Vendor Payments screen is in use. Deletions (accounts, customers, vendors, items, salespeople) require that only one user is accessing company files.

The following table shows the access controls for the menus that are not multi-user. Operations are classified as single (available to only one user at a time), and exclusive (available only if no other user has opened the same company).

Operation	Access
Profit Center	Single
Chart of Accounts	Single
Customer/Vendor Payments	Single
Adjust Inventory	Single
Finance Charges	Single
Bank Reconciliation	Single
Close Year	Exclusive
Delete (account, vendor, customer,...)	Exclusive
Back Up Company	Exclusive
Rebuild Files	Exclusive
Import chart of accounts	Exclusive

All other operations are available to multiple users, subject to the restrictions and delays previously described. Note that for certain operations, even though multiple users are not prohibited, a “reasonable” use of the program is assumed. An instance of this would be Account Balances. More than one user can enter balances—if they are entering the same month, then the last one saved will overwrite any previous values. (While saving, no other user may access transactions.)

Network Considerations

For windows permitting multiple access, if two users access the same data and save it, the last one to save will overwrite any previous changes. For example, if two users modify the Preferences window, one enables the check for duplicate documents and the other disables it, the stored value will be that of the user who saves last.

Network timing will determine the data available to a user at any particular time. If, for example, a transaction journal report is being created while another user adds an entry to the journal, the entry will not be included; however, if the report is recreated, the new entry will appear. In general, data is made available at the time it is requested; for example, the customer list is updated when the customer setup or customer reports screens are entered.

Since more than one user can be entering into the same journal, we recommend you check “Check for Duplicate Document Numbers” on the Preferences window under the File menu.

Users and Passwords

MultiLedger allows you to set up individual users with unique passwords, then assign the menu commands that each user should have access to.

Setting Up Users and Passwords

You can set up as many as 20 users and passwords in MultiLedger.

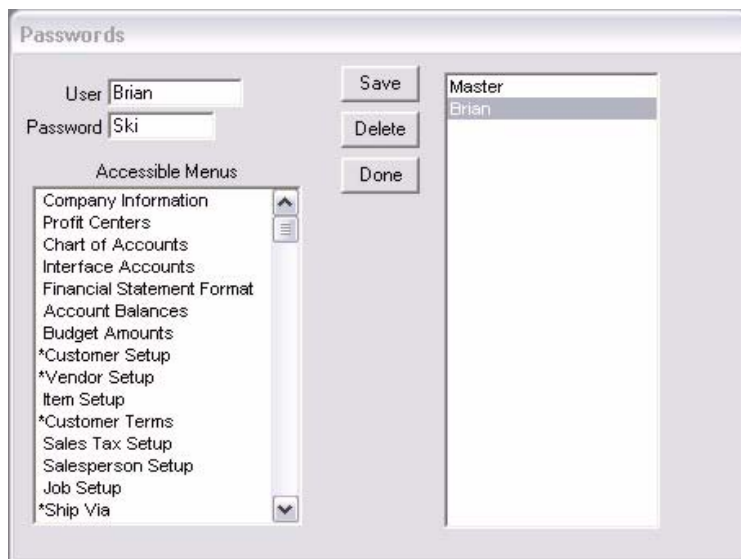
Note

Although you can set up as many as 20 users, the maximum number of users that can access your company’s data files simultaneously is 10.

The number of users who currently have the company files open is displayed at the bottom of the Command Center.

- 1 Click **Company Information in the Command Center**, then click **Passwords**.

The following window appears:



2 Type in a user's name (up to 20 characters).**3 Type in a password (up to 10 characters).**

The password can be letters, numbers, or a combination of both.

Passwords are not case-sensitive, meaning entering "SKI" is the same as entering "ski".

4 Click the menu commands from the Accessible Menu Commands list that this user should have access to, then click Save.

To deselect a menu command, simply click it so that the asterisk (Windows) or checkmark (Macintosh) is removed. You can select or deselect a range of menu commands by clicking on the first one and dragging down the list.

You can continue entering new users and passwords, or, if you're finished, click **Done**.

When you create a new company with MultiLedger, a user named Master is automatically set up for you. The Master initially has no password, but has access to all menu commands. If you will be using passwords for your company, you need to assign a password to the Master before any other users and passwords are activated. Please note that you can change the name Master to a user's name. However, the first user's name in the list is always considered the Master and always has access to all menu commands.

Note

The posting category on transaction journal windows and the Bank Reconciliation cannot be changed if you do not check *Interface Accounts*.

Note

Renumber Accounts in the File menu will be active or inactive when you check or uncheck the *Chart of Accounts*.

Note

The Cash Flow Statement and Financial Snapshot will be active or inactive when you check or uncheck the *Balance Sheet*.

Modifying and Deleting Users and Passwords

Only the Master can modify or delete users and passwords. Please note that while you can change the name Master and the password, you cannot change the accessible menu commands or delete the Master.

- 1 **Click Company Information in the Command Center, then click Passwords.**
- 2 **Highlight a user's name from the list on the right.**

You can change any information for this user. After making changes, be sure to click Save before selecting another user or clicking Done, or else your changes will be lost.

To delete the user, click Delete. When you are finished making changes in this window, click Done to return to the Company Information window.

How Passwords Work

If you've set up users and passwords for your company, you'll be prompted to enter a password when you open your company files. Highlight a user's name in the list, type the correct password, then press TAB. When you are prompted for the password, you get three chances to enter a correct password before you are exited from the program.

After opening a company using a password, if a user tries to access a window that he/she doesn't have password access to, the following message appears:



Locking and Unlocking Months

MultiLedger has a feature that allows you to lock transactions through a specific month-end date, and unlock a month or range of months if changes are necessary. This feature can be password protected. For more information on setting up passwords, See "Setting Up Users and Passwords" on page 106.

How to Lock a Month

When you are ready to lock a month, the procedure is simple:

- 1 Click **Company Information** in the Command Center.
- 2 Click the month you want to lock entries through in the **Lock Entries Thru** list.

For example, if you want transactions locked through April 2017, you would highlight 04/30/17. Transactions with dates from your first open month through April 2017 cannot be entered, modified, imported, or deleted, but reports for those months can still be viewed and printed.

The screenshot shows a 'Company Information' window with the following fields and values:

Field	Value
Company Name	Sample Co
Trade Name	
Address	000 H Broadway
City, Province, Postal Code	Vancouver, BC V8K 0Z1
Ending Date of Prior Year	12/31/16
Business Number	99999999
Province ID	11111
Contact	Joe Smith
Phone	604-555-1111
Email	j.smith@sample.co

Below the fields is a 'Lock Entries Thru' list with a scroll bar. The list contains the following dates:

Month
01/31/17
02/28/17
03/31/17
04/30/17
05/31/17
06/30/17
07/31/17
08/31/17
09/30/17
10/31/17
11/30/17
12/31/17
01/31/18
02/28/18
03/31/18
04/30/18
05/31/18
06/30/18

To the right of the list is a 'Passwords' button and a summary of counts:

Category	Count
Accounts	54
Customers	3
Vendors	3
Items	2
Salespeople	3
Jobs	3

How to Unlock a Month

If a month is locked, but you need to make a change in that month, you can always unlock the month.

- 1 Click **Company Information** in the Command Center.
- 2 Click the selected month in the **Lock Entries Thru** list to deselect it, which unlocks all months, or highlight a month from the **Lock Entries Thru** list that is before the month you want to make changes in.

For example, if you need to make a change in April 2017, you could highlight 03/31/17 in the list to keep transactions prior to April 2017 locked.

Chapter 6

Introduction to Transactions

This chapter discusses the following topics:

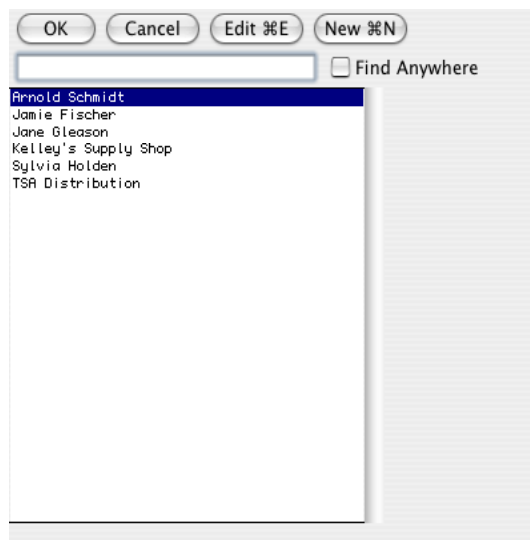
- Using MultiLedger's transaction windows
 - Working with pop-up lists
 - Using MultiLedger's Find command for pop-up lists
 - Adding or Editing names in a pop-up list
 - Valid document numbers and transaction dates
 - Adding comment lines to transactions
 - Modifying and deleting transactions
 - Entering void documents
 - Working with recurring entries
-

Moving Between Fields

Recording a transaction in MultiLedger is similar to filling out a paper form—you enter information under heading or field names. You can enter information in any order you want by clicking in each field's edit box. However, the quickest way to move the cursor (a flashing vertical bar in the edit box) to the next field is to press TAB or ENTER on Windows or TAB or RETURN on Macintosh. To move to a previous field, click in that field's edit box.

Using Pop-Up Lists

Whenever the cursor enters a field that has an asterisk (*) after its name, such as the Customer, Vendor, or Item fields, a pop-up list like the following one appears:



Pop-up lists consist of customers, vendors, terms, salespeople, items, jobs, shipping methods, sales tax categories, or account numbers. These lists make data entry fast and easy. For example, by selecting a customer name from a pop-up list, the customer's name, and address are all automatically added to the transaction.

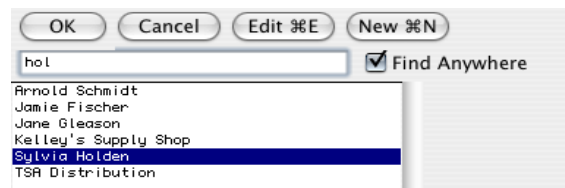
Note

You can set up certain defaults for customers, vendors, and items on the individual Setup window that will be automatically selected in a pop-up list during transaction entry. For example, you can assign default Customer Terms for a customer on Customer Setup, then that term will be automatically selected in the pop-up list for the customer when you create a Customer Invoice.

Finding a Name in a Pop-Up List

MultiLedger offers you several ways to quickly find a name in a pop-up list:

- You can use the Find box to search for names, account numbers, jobs, etc. For example, you can type in all or part of a customer's name, and the program will find the first occurrence of those letters. You can then use the arrow keys on your keyboard to move through the list.



The Find feature is case-sensitive if the **“Find Anywhere”** box is not checked: typing in “ACT” will find “ACT Services” but not “Action Services.” It will search on the beginning characters of a name or number, and assumes that the first character of a name is capitalized. For example, typing in “Action” will find “Action Services” but not “Uniform Action” or “action plus.”

If you have the **“Find Anywhere”** box checked, it is not case-sensitive and MultiLedger will search for the first occurrence of the letter sequence you enter. For example, typing in “ve” will find “Inventory” before it will find “Vehicle.” The Find Anywhere box should be checked before you type information to search for. Otherwise, it will search on the beginning characters only.

or

- Press the up arrow or down arrow keys on your keyboard to move through the list.

or

- Use the pop-up list's scroll bar to scroll the list up or down, and click a name when it scrolls into view.

Note

You can type the first letter of a name to scroll to that letter group in the list, and then use the down arrow key to quickly move to the desired name.

Entering Information with a Pop-Up List

You can enter information into a transaction from a pop-up list in one of two ways:

- If the name in the list is not already highlighted, click it once to highlight it, then click OK or press TAB, RETURN (Macintosh), or ENTER (Windows) to enter the information into the transaction.

or

- Double-click a name in the list.

Adding or Editing Names in a Pop-Up List

You can access Customer, Vendor, and Item Setup windows directly from a pop-up list. For those pop-up lists that don't have the option of New or Edit, you can access the Setup windows without having to close a transaction window by choosing the appropriate option from the Command Center or the pull-down menus.



To add a new customer, vendor, or item through a pop-up list, click New (Alt-N on Windows or ⌘N on Macintosh). The appropriate Setup window will open. After setting up the new customer, vendor, or item, click Save on the Setup window or press ENTER. You return to the transaction window and the new customer, vendor, or item is highlighted in the pop-up list. Press TAB to add the customer, vendor, or item to the transaction.

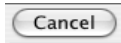


To edit information for an existing customer, vendor or item through a pop-up list, first highlight the name in the list. Then, click Edit (Alt-E on Windows or ⌘E on Macintosh). The appropriate Setup window will open. After editing the customer, vendor, or item, click Save or press ENTER on the Setup window. You return to the transaction window and the edited customer, vendor, or item is highlighted in the pop-up list. Press TAB or click OK to add the customer, vendor, or item to the transaction.

Skipping a Pop-Up List

A pop-up list will be skipped if no information is set up for it.

If Skip Jobs under the Edit menu is checked (Ctrl-K on Windows or Command (⌘) K on Macintosh), the Job field on all transaction windows will be skipped.



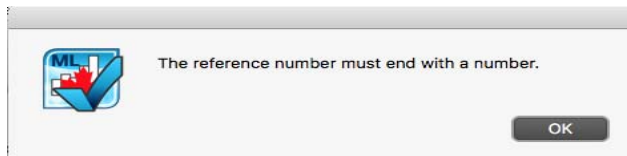
Click Cancel (Alt-F4 on Windows or Command (⌘) period on Macintosh) to close a pop-up list without entering any information.

Document Numbers

Each transaction (document) must have a document number that identifies it. Depending on the transaction window, these document numbers are labeled as Document #, Invoice #, Doc #, Cheque #, Deposit #, or Ref #.

Although document numbers can contain up to eight characters, such as letters, numbers, or dashes, the last character must be a numeral. For example, "INV-1138" would work, but "1138-INV" would not.

If a document number is missing or does not end with a numeral, the following message appears when you try to save the document:



Click OK and re-enter the document number.

After you save a transaction, the document number automatically increases by one. The next document number is saved for each transaction window and will automatically be entered when the window is opened again.

Sales Journal and Customer Invoices share the same last document (invoice) number. Saving a document number in one will automatically increment the next document number in both windows by one. For example, after saving the document number "1138" in the Sales Journal, the next document number in either the Sales Journal or Customer Invoices would be "1139."

The Payables Journal and Item Purchases also share the same last document number, as do the Disbursements Journal and Vendor Payments, and the Receipts Journal and Customer Payments.

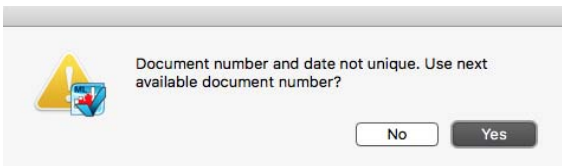
Quotes and Purchase Orders use their own unique numbers. For example, when you save a Quote, you can assign the quote a document number such as “QU 100.” Then, the next time you save a Quote, it will automatically be assigned document number “QU 101.” When you convert a Quote or Purchase Order to a transaction, it will be assigned the next available document number for that transaction.

Checking for duplicate document numbers

MultiLedger allows you to save a transaction in the same journal with the same document number (but not also the same date), unless you have Check for Duplicate Documents checked on Preferences under the File menu.

Some transaction windows access the same journal in MultiLedger and will check for a duplicate document number entered in either transaction window. For more information on which journals use the same numbering system, see the “Document Numbers” section above.

If you have Check for Duplicate Documents on Preferences checked and a duplicate document number is found, the following message appears:



Click Yes to assign the next available document number, or click **No** to return to the transaction window, then assign the transaction a new document number.

Working with 30 Open Months

MultiLedger allows you to work in any month in the open 30 months. For example, if your company operates on a calendar year, you could enter and modify transactions for January, 2016, through June, 2018, before you would be required to close 2016.

Important	Once a year has been closed, it cannot be reopened.
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Important	<i>We cannot stress enough the importance of making frequent backups of your company files. For more information on backing up, see Chapter 12, “Backing Up and Restoring Company Files.”</i>
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Locking and Unlocking Months

Having 30 months open does not mean that you have to compromise the security of your company files. MultiLedger has a feature that allows you to lock a month when transaction entry should be closed, and unlock a month if changes are necessary. For more information on locking and unlocking months, see “Locking and Unlocking Months” on page 108.

Transaction Dates

You can use the +/- keys on your keyboard to increment/decrement the date in any transaction window. You can also type over the date to modify it.

Date Formats

Enter dates in the MM/DD/YY format. For example, to enter February 15, 2017, you would enter the date like this: 2/15/17. Notice that you do not have to enter any leading zeros.

If you want to enter dates in the DD/MM/YY format, check the “International Date Format [dd/mm/yy]” option on Preferences under the File menu.

Valid Transaction Dates

The following table shows the dates that are allowed for each transaction window:

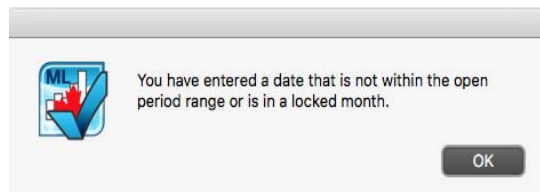
Transaction Window	Valid Dates
Item Purchases Customer Invoices Vendor Payments Customer Payments Disbursements Journal Receipts Journal General Journal Finance Charges Adjust Inventory	Any date from 30 open months, provided the month isn't locked. No date prior to the current fiscal year is allowed.
Payables Journal Sales Journal	Any date from the 30 open months, provided the month isn't locked. For setting up a company's outstanding receivables and payables, you can enter a date prior to your current fiscal year.

Note

To see what the current fiscal year is, click Company Information in the Command Center.

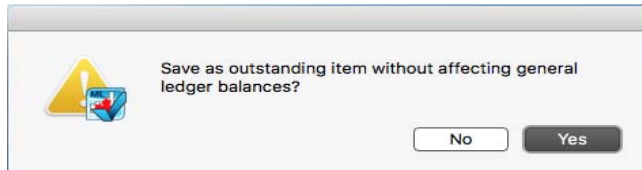
Date Alert Messages

If you enter an invalid date and try to move the cursor out of the Date field on a transaction window, the following message appears:



Click OK and change the highlighted date to a valid one.

If you enter an invoice in the Sales Journal or Payables Journal with a date prior to your current fiscal year, the following alert appears:

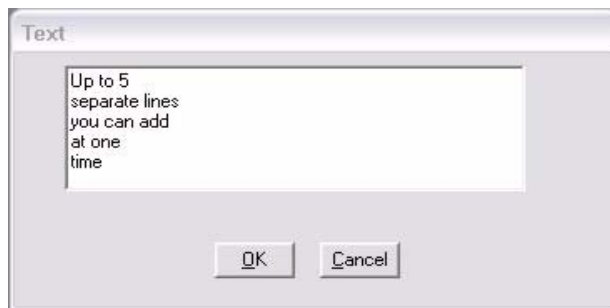


Click Yes to save the transaction. Saving the transaction adds the detail to your Accounts Receivable or Accounts Payable report, but does not affect any ledger balances. Invoices entered in the Sales Journal or Payables Journal with a date prior to your current fiscal year should be invoices that your company has not yet received payment for or that your company has not yet paid as of the first day of your current fiscal year.

Click No to not save the transaction.

Adding Comment Lines to Transactions

You can add comment lines to transactions by choosing Insert Line (Ctrl-I on Windows or ⌘I on Macintosh) from the Edit menu. A five line edit box appears:



Enter the comment, up to five lines long and click OK. The comment lines are added to the transaction detail list.

If you try to wrap the text, it may not show up as entered. It is best to force the line a line break with the Enter key on your keyboard.

Comment lines appear in transaction journal reports and when you print the transaction. You can add as many comment lines as necessary.

Note

You can add comment lines between detail lines on a transaction. Simply select the detail line you want the comment line to appear before, choose Insert Line (Ctrl-I on Windows or ⌘I on Macintosh) from the Edit menu, then type in the comment line and click OK.

Important

You cannot add comment lines to Receipts Journal transactions created in Customer Payments or Disbursements Journal transactions created in Vendor Payments.

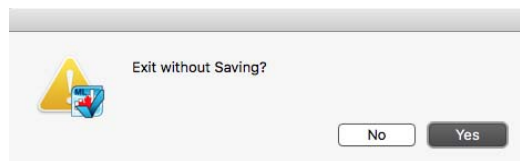
Modifying or Removing Comment Lines

To modify or remove a comment line, click the comment line on the transaction window. The Insert Line edit box with the comment line highlighted appears. Choose Cut from the Edit menu (or press delete) or edit the line and then click OK. You can only edit one line at a time.

Saving a Transaction

After all the necessary information for a transaction has been entered, click the Save button on the transaction window or press the ENTER (Macintosh only) key on your keyboard. MultiLedger automatically posts the transaction to the general ledger.

If you don't want to save the document, simply close the transaction window without clicking Save, the following alert appears:



Click No.

Modifying or Deleting a Transaction

You can modify or delete any transaction within the months that have activity, provided the month isn't locked.

If, while entering a transaction, you decide that you no longer want to record it, simply close the transaction window, then click No on the alert that appears.

Note

If the invoice or payable you want to modify has a Customer Payment or Vendor Payment associated with it, you should delete the Customer Payment or Vendor Payment first before modifying the invoice or payable.

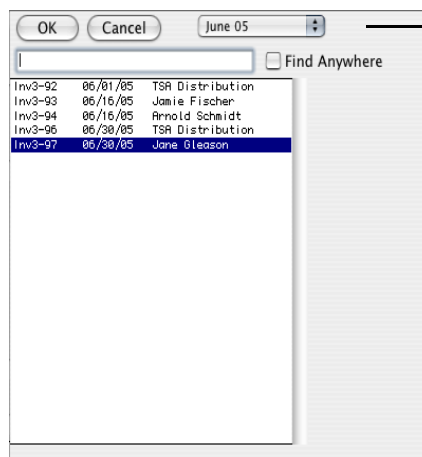
If the transaction has already been saved, do the following beginning with step 1. If the transaction has not yet been saved, start with step 6.

If the transaction has been saved, start here.

- 1 Open the window that was used to create the transaction.**
- 2 Make sure the cursor is in the document number field.**
- 3 Click the Modify button.**



When you click Modify, a pop-up list of documents (showing numbers, dates, and descriptions) from the month selected in the pull-down menu appears.



Initially, this is the month with the most recent transaction date, but you can change it to any of the months that have activity.

If the transaction you're looking for does not appear, be sure you have the correct month and year selected in the pull-down menu and that you are looking in the correct transaction window. If a month appears grayed out in the pull-down menu, it is locked.

- 4 Double-click the desired document, or click the desired document so that it's highlighted, and then click OK. To select multiple documents to modify, hold down the SHIFT key while clicking each document or click and drag the desired documents.**

The following choices appear:



- 5 Click Modify to modify the transaction, Cancel to exit the transaction without making changes, Delete to remove the transaction, or Skip to move to the next document without cancelling the remaining selected transactions.**

If you click Delete, you're done and don't need to follow steps 6 through 8.

If you click Modify, the original transaction appears.

Note

If you click Cancel while modifying multiple documents, all documents you are modifying are closed and you are returned to the transaction window.

Note

If you click Skip while modifying multiple documents, it will skip the document on the screen and move on to the next one.

If the transaction has not been saved yet, start here

- 6 If necessary, click the detail line or field to be modified or deleted.**

The information for the detail line appears in the appropriate fields.

- 7 Modify the necessary information.**

To modify a field in a detail line, select the field that you want to modify, make the changes, and press TAB to move through the remaining fields and replace the old detail line in the list with the new information.

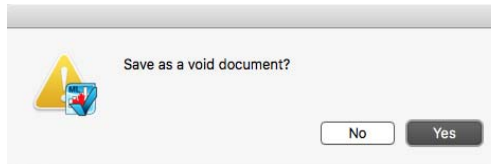
To delete a detail line, enter a zero (0) in the highlighted Amount field and press TAB to remove the line from the list.

- 8 Click Save to save the changes.**

If you don't want to save the changes, close the transaction window without clicking Save, then click No on the alert that appears to not save the changes.

Entering a Void Document

A void document can be recorded in the Payables, Sales, Receipts, or Disbursements Journals. Enter the transaction information as you normally would, except don't enter any ledger account or amount. After you click Save, the following message appears:



Click Yes to save the void document. Click No to return to the transaction window without saving the void document.

To void a transaction that has already been saved, follow the guidelines in “Modifying or Deleting a Transaction” on page 120. If you delete all detail lines and then click Save, you will get the message noted above. Click Yes to save the void document. Click No to return to the transaction window without saving the void document. You could also delete the document, and re-enter it as a Void document as described above.

Note

If the disbursement was created in Vendor Payments or the receipt was created in Customer Payments, you cannot save the document as Void. You can, however, save the document with a zero balance. The outstanding payable(s) or receivable(s) associated with the payment will again appear in Vendor Payments or Customer Payments.

For more information on modifying Disbursements created in Vendor Payments, see “Modifying or Deleting Payments Before Saving a Cheque” on page 198. For more information on modifying Receipts created in Customer Payments, see “Modifying or Deleting Payments After Saving a Deposit” on page 159.

Note

If the document you want to void has a comment line inserted using Insert Line under the Edit menu (Ctrl-I on Windows or ⌘I on Macintosh), you cannot save the document as Void. You can, however, save the document with a zero balance.

Recurring Entries

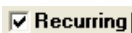
Transactions entered in the following journals can be saved as Recurring entries:

- Customer Invoices
- Sales Journal
- Item Purchases
- Payables Journal
- Disbursements Journal
- Receipts Journal
- General Journal

You can define any transaction as Recurring, with a frequency ranging from none to annually. MultiLedger can alert you when Recurring entries defined as weekly, bi-weekly, monthly, quarterly, semi-annually, or annually come due. Some excellent uses for recurring entries include rent, 941 payments, and bank charges.

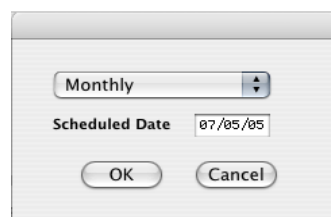
Creating a Recurring Entry

The following procedure for creating a Recurring entry uses the Disbursements Journal as an example. You can, however, create a Recurring entry in the other journals listed above as well.



- 1 **Click Disbursements Journal in the Command Center.**
- 2 **Check the Recurring check box.**
- 3 **Enter the cheque as you normally would, then click Save.**

A frequency dialog appears.



- 4 **Choose the desired frequency from the pop-up menu.**

The Scheduled Date indicates when the next entry should be created and changes depending on the frequency you select.

5 Click OK

A cheque is created and the transaction is marked to recur based on the frequency you selected. Click Cancel to return to the Disbursements Journal without saving the recurring information.

Working with Recurring Entries

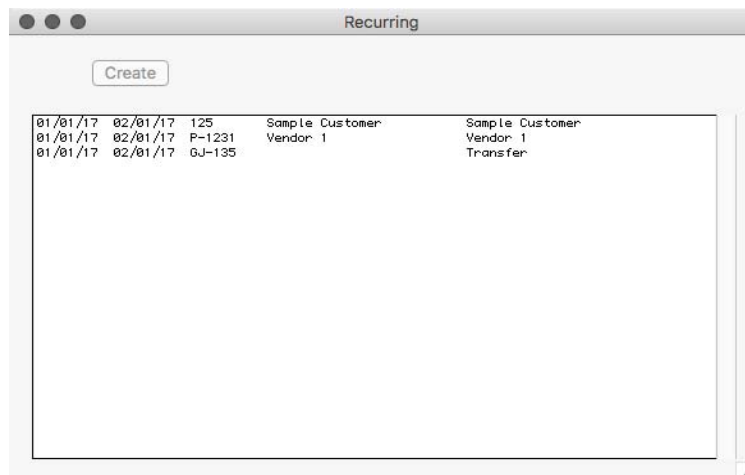
When a recurring entry comes due, MultiLedger will alert users who have Show Scheduled Recurring Entries checked on User Settings (under the File menu). You can either create the recurring entry from the Recurring Alert dialog, or you can create it from the Recurring window..

The Recurring Alert Dialog

When recurring entries are due, the Recurring Alert dialog will appear when you open the company files in MultiLedger. You can create the transaction directly from this window, or you can click Cancel and create the transaction later from the Recurring window. For more information on the Recurring window, see the next section.

Note

If you have scheduled recurring entries and the Recurring Alert dialog does not appear when you open your company files, make sure the Show Scheduled Recurring Entries option is checked on User Settings under the File menu.



To create a transaction directly from the Recurring Alert dialog, do the following:

1 Select the recurring entry you want to save as a transaction.

You can select more than one recurring entry at a time. To select a contiguous selection, simply click and drag through the list. To select non-contiguous selections, hold the Ctrl key (Windows) or the SHIFT key (Macintosh) while clicking each recurring entry.

This window displays the last used date of the recurring transaction, the scheduled date, the next available document number that will be used for the transaction, the customer/vendor name (if applicable), and a description for the transaction.

2 Click Create

All selected recurring entries are created in their appropriate transaction journals and the Recurring Alert dialog closes. You can modify or delete the transaction as you would any transaction. For more information on modifying and deleting transactions, see “Modifying or Deleting a Transaction” on page 120.

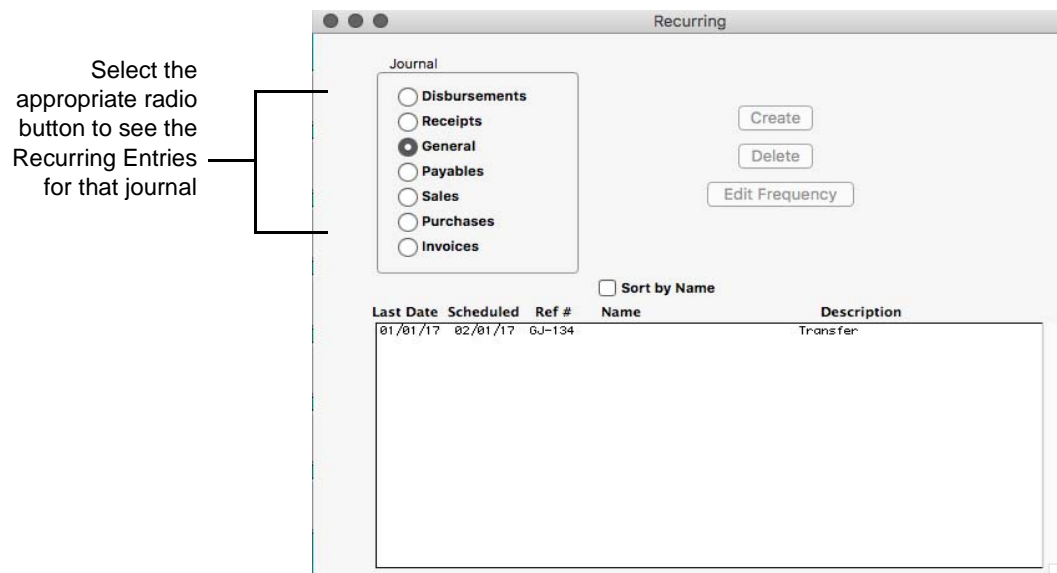
You can see the created transactions by viewing the appropriate Transaction Journal report. For more information on Transaction Journal reports, see “Transaction Journals Reports” on page 278.

The Recurring Window

The Recurring window allows you to do the following:

- Modify the frequency of recurring entries
- Delete a recurring entry
- Convert a recurring entry into a transaction

1 Click Recurring in the Command Center.



2 Select the radio button for the recurring entry you want to work with.

A list of recurring entries for that journal appears.

3 Select the recurring entry you want to create, delete, or edit the frequency for.

You can select a continuous range by clicking and dragging. You can select a discontinuous range by holding down the Ctrl key (Windows) or the SHIFT key (Macintosh) and clicking each desired transaction.

The following descriptions outline each option:

Create

When you click Create, the appropriate transaction journal window appears with the details of the transaction automatically filled in for you and you have three options, Create, Cancel, or Skip.

If you click Create, you can modify any information, such as changing the amount or document number, then click Save. The transaction is saved and the schedule date for the next occurrence of the recurring entry is advanced based on the frequency you originally defined.

If you click Cancel, a blank transaction journal window appears. Click the window's close box to return to the Recurring window and start over.

If you click Skip, it will skip the entry on the screen and move on to the next entry. When you're done creating your recurring entries, the one(s) you skipped will still show on the list with the same scheduled date as it had before you started.

Delete

Click Delete to stop the entry from recurring. Transactions already created based on the recurring entry will be unaffected.

Edit Frequency

When you click Edit Frequency, the frequency dialog appears. Make any necessary changes, then click OK. Click Cancel to close the frequency dialog without saving any changes.

Viewing and Printing Recurring Entries

You can view or print a list of Recurring Entries for a particular journal.

- 1 **Click Transaction Journals in the Command Center.**
- 2 **Check the Last Used Recurring Entries check box.**
- 3 **Click the appropriate radio button.**

The last-used recurring entries for the journal appear, regardless of the month you select in the Month list.

- 4 **Click View or Print.**
-

Chapter 7

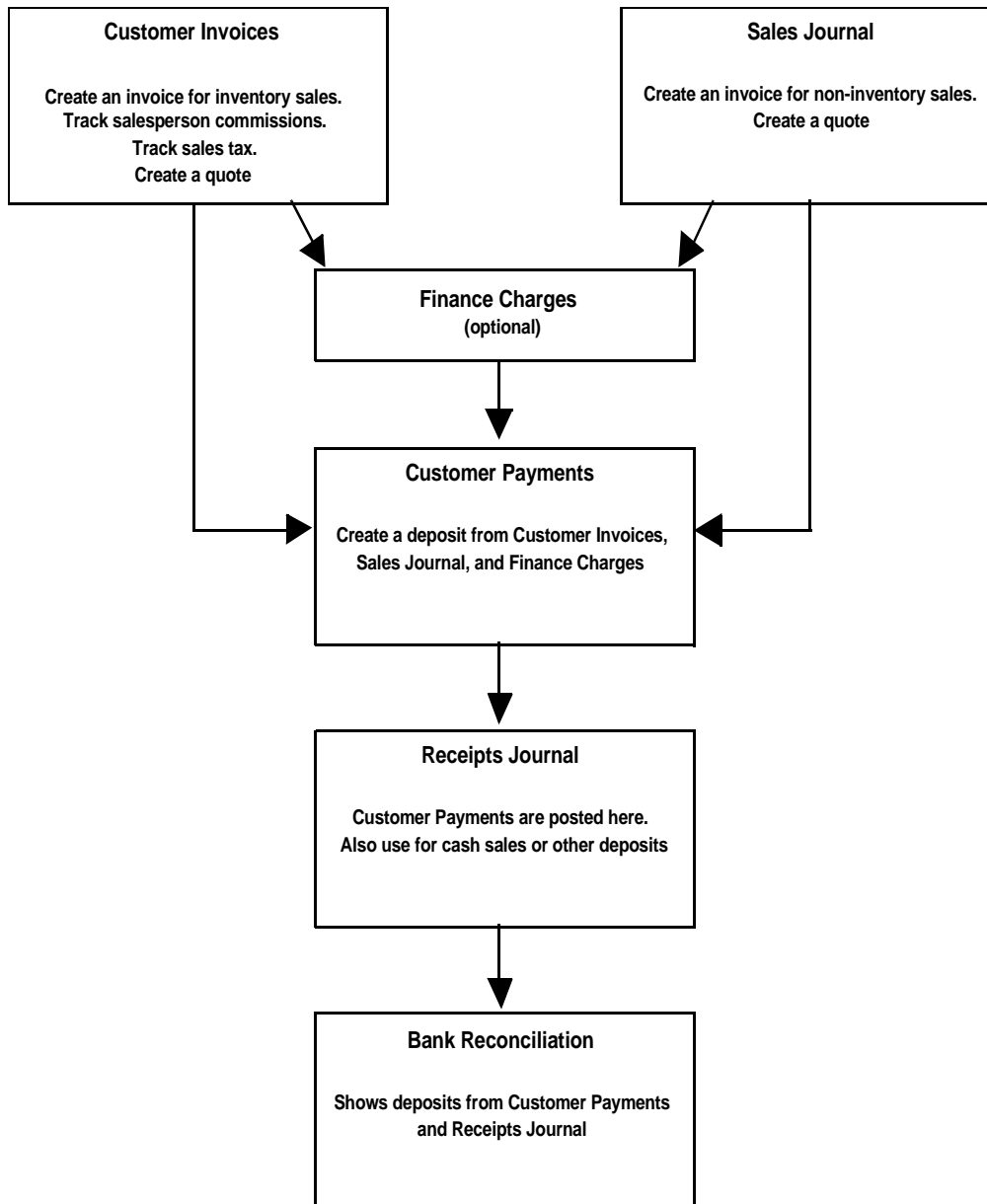
Customer Transactions

This chapter discusses the following topics:

- Recording sales
 - Modifying or deleting sales
 - Recording customer payments
 - Working with quotes
 - Working with customer credits and refunds
 - Handling finance charges
-

Customer Transactions Flowchart

The following flowchart is designed to give you a basic overview of customer-based transactions. The rest of this chapter describes each option in detail.



Recording Sales

MultiLedger offers great flexibility for recording sales. Depending on the type of sale you want to record, the three windows you can use are:

- Customer Invoices
- Sales Journal
- Receipts Journal

These windows are discussed in the following table.

If you want to....	Use this transaction window
Record a sale of inventory items and create an outstanding receivable	Customer Invoices
Record a service sale that creates an outstanding receivable	Customer Invoices or Sales Journal
Create a recurring transaction	Customer Invoices, Sales Journal, or Receipts Journal
Create a quote	Customer Invoices or Sales Journal
Record commissionable sales for your salespeople	Customer Invoices
Create outstanding receivables that are dated prior to your Start Month (for setting up your company with MultiLedger)	Sales Journal
Record a cash sale or part of a deposit that doesn't involve inventory or create an outstanding receivable	Receipts Journal

If you need to track inventory or salesperson commissions, your choice is simple—you should use Customer Invoices.

If you do *not* need to track inventory and want the sale to create an outstanding receivable, you can use either Customer Invoices or the Sales Journal. Both windows can record non-inventory sales, such as consulting, labor, or some other service.

Customer Invoices

Customer Invoices offers more flexibility than the Sales Journal for recording a sale that creates an outstanding receivable. It's the only one to use if you want to account for inventory sales, but it also offers many convenient features for non-inventory sales as well:

- You can select up to two sales tax categories and MultiLedger will automatically calculate the sales tax on taxable items and on shipping if the checkbox is selected.
- Since items (non-inventory as well as inventory) already have ledger accounts associated with them, you don't have to worry about picking the right ledger account for each item; you just pick the right item.
- MultiLedger will automatically insert the Selling Price for a selected item (non-inventory and inventory). This can mean fewer mistakes during transaction entry.
- The Amount for each detail line will automatically be calculated based on Quantity times Selling Price. You can still modify the calculated amount.
- You can create a Quote which can be modified or converted to a Customer Invoice at any time.
- You can track commissionable sales for your salespeople.
- You can utilize the default pricing level you set up for customers.

Sales Journal

The Sales Journal offers the simplest means for recording a sale that creates an outstanding receivable. For many, it's the quickest way to enter a sale when they don't need to keep tabs on an inventory.

Although the Sales Journal does not automatically calculate a sales tax based on a percentage, you can manually figure the tax and enter it as a detail line on the invoice.

The Sales Journal is also used to enter any outstanding invoices that are dated prior to your Start Month when you initially start your company using MultiLedger.

Receipts Journal The Receipts Journal gives you a way to record a cash sale or part of a deposit that doesn't involve inventory or an outstanding receivable.

Customer Invoices

Use Customer Invoices when you want to create an invoice that records inventory sales, track sales commissions, enter tax rates, enter a shipping date, and so on. You can also record service sales (such as consulting) with Customer Invoices by setting up a service as a non-inventory Item (for details, see "Setting Up Items" on page 65).

Saving an invoice automatically updates the general ledger and creates an outstanding receivable. Use Customer Payments to record the amount a customer pays against the invoice.

Note Before an inventory or non-inventory item can be sold in Customer Invoices, the item should have been set up on the Items window. For more details, see "Setting Up Items" on page 65.

Important Do *not* use Customer Invoices to enter outstanding receivables dated prior to your Current fiscal year. Use the Sales Journal to enter these outstanding receivables when setting up your company with MultiLedger.

Customer Invoices Field Descriptions

This section discusses the individual fields on Customer Invoices.

Quote When you save a Customer Invoice with Quote checked, the transaction does not affect the General Ledger, and can be modified, deleted, or converted to a Customer Invoice at any time. For more details on working with Quotes, see "Quotes" on page 161.

Recurring If you have Customer Invoices that occur on a regular basis, you can save them with Recurring checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries,

Print on Save If checked, the Print dialog box appears immediately after an invoice is saved.

Modify Item Description If checked, when item is selected, you get a text box in which you can change description or add to it. This can be selected or de-selected for individual line items on the an invoice. The modified item will appear as changed on the invoice, in the transaction journal and in the General Ledger.

Invoice # Enter an invoice number up to eight characters long to identify the invoice. The last character *must* be a number.

After the invoice is saved, the invoice number (or last number of a combination of characters) is automatically increased by one.

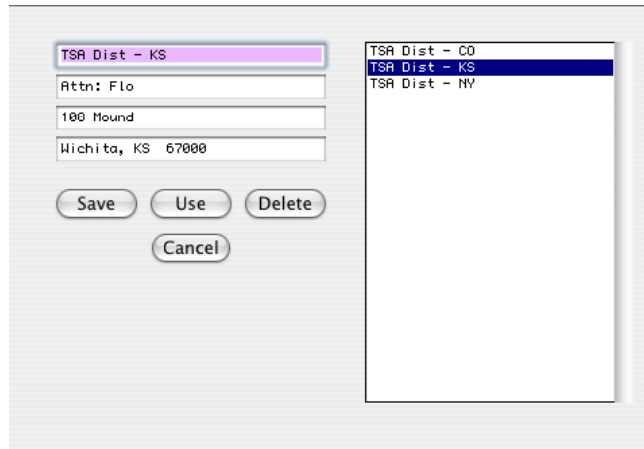
You can have MultiLedger automatically warn you if you attempt to save a transaction with a duplicate document number by checking Check for Duplicate Documents on Preferences under the File menu. For more details, see "Setting Program Preferences" on page 76.

Customer Select a customer from the pop-up list. The customer's address, Discount Percentage, and notes set up for the customer are entered automatically too. Notes appear during transaction entry, but do not print on the invoice. If the pop-up list does not appear, customers have not yet been set up.

You can add a new customer or edit existing customer information without closing the Customers pop-up list by clicking New (Alt-N on Windows or ⌘N on Macintosh) or Edit (Alt-E on Windows or ⌘E on Macintosh).

Any Discount % set up for a customer will reduce the Selling Price for each item sold by the percentage shown.

Ship To Once a customer name is entered, you can select an existing or add a new shipping address to this invoice by clicking anywhere in the Ship To box. The following edit box appears:



The screenshot shows a dialog box for editing a shipping address. On the left, there are four text input fields: the first contains 'TSA Dist - KS', the second 'Attn: Flo', the third '100 Mound', and the fourth 'Wichita, KS 67000'. Below these fields are four buttons: 'Save', 'Use', 'Delete', and 'Cancel'. To the right of the input fields is a list box containing three items: 'TSA Dist - CO', 'TSA Dist - KS' (which is highlighted with a blue background), and 'TSA Dist - NV'.

Enter a Ship To address, then click Save. Ship to addresses appear in the order in which they are entered. To use a Ship To address on this invoice, select the address in the list, then click Use.

After you click Use, the information is entered into the invoice, and the cursor moves to the Date field. To *not* enter a Ship To address, click in the Ship To box, then click Cancel. To remove a Ship To address from an invoice, click in the Ship To box, then click Cancel.

Important

You can modify existing addresses if necessary, but it's best not to Delete Ship To addresses.

Date

Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.

The invoice date, along with any selected terms, determine the invoice's due and discount dates.

Statement Description

Enter a description up to 25 characters long. You could enter a purchase order number or some other reference number. The description will print on a customer statement but not on the invoice. If you don't enter a description, the customer name will be automatically copied to this field when you save the invoice.

Sales Tax

Select a Sales Tax category from the pop-up list. If the pop-up list does not appear, sales tax categories have not yet been set up.

You can have up to two sales tax categories per invoice. The first sales tax field could be used for a provincial tax and the second sales tax field could be used for harmonized tax. If no tax should be applied, click Cancel in the pop-up list. These tax rates only apply to items that have been set up with Taxable Rates 1 and 2 checked and to shipping if the checkbox is selected.

You can set up default sales tax categories for your customers that will be selected automatically when you reach the Sales Tax pop-up list. The second Sales Tax field is skipped automatically unless you uncheck the "Skip Tax 2 During Invoice Entry" option on Preferences under the File menu.

If "Include Tax 1 in Tax 2 Computation" is checked on Preferences, the calculated tax value in the second Sales Tax field includes the amount in Tax 1, as well the amount of all items on the invoice.

Taxable

If checked, the shipping amount will be included in the sales tax calculation.

Ship Chg	<p>If shipping is charged to a customer, enter a dollar amount.</p> <p>To account for a shipping charge in your chart of accounts, set up the account using Chart of Accounts, and then assign it to the Shipping Charged on Interface Accounts.</p>
Terms	<p>Select the terms from the pop-up list. If the pop-up list does not appear, terms have not yet been set up.</p> <p>You can choose default terms for your customers on Customer Setup that will be selected automatically when you select the customer from the pop-up list.</p> <p>Terms determine the discount date and when payment is due for the invoice. If terms are not entered, the invoice's date becomes the due date.</p>
Ship Date	<p>The Ship Date is filled in automatically with the invoice date. If necessary, enter a new date.</p>
Salesperson	<p>Select the salesperson from the pop-up list. If the pop-up list does not appear, salespeople have not yet been set up.</p> <p>You can choose a default salesperson for a customer on Customer Setup that will be selected automatically when you reach the Salesperson pop-up list.</p> <p>Sales of commissionable items appear on Salespeople reports.</p>
Order #	<p>Enter a purchase order number up to 13 characters long.</p>
Ship Via	<p>Select the Ship Via method from the pop-up list. If the pop-up list does not appear, shipping methods have not yet been set up.</p> <p>You can either enter a name from this pop-up list or click Cancel in the pop-up list box and type a 13 character name that's not in the Ship Via list. If you type the Ship Via method in, MultiLedger won't save the Ship Via method for future use.</p>
Item	<p>Select the item from the pop-up list. If the pop-up list does not appear, items have not yet been set up.</p> <p>You can add a new item or edit information for an existing item without closing the Items pop-up list by clicking New (Alt-N on Windows or ⌘N on Macintosh) or Edit (Alt-E on Windows or ⌘E on Macintosh).</p>
Note	<hr/> <p>By selecting the option to Modify Item Description, you can change or enter additional text in the item description line. This text will show on an invoice and in the transaction journal reports.</p> <hr/>

Important

If the item you select does not have a sales account (in the 4000 range) assigned to it when you save the invoice, MultiLedger warns you that the sale will be incorrectly posted to the first account in your chart of accounts (usually the cash account). You should assign the correct sales account to the item on Item Setup, then you should modify the invoice and resave it in order for it to post to the correct account.

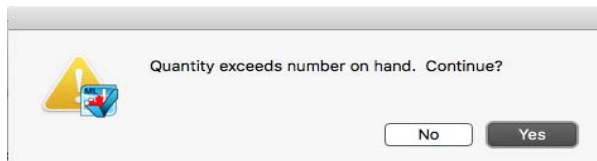
Job

Select a job from the pop-up list. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (Ctrl-K on Windows or ⌘K on Macintosh) under the Edit menu is checked.

Quantity

Enter a quantity that is up to seven digits to the left of the decimal point and three digits to the right (9999999.999).

MultiLedger warns you if you attempt to sell more of an item than you have on hand. If you enter a quantity that is greater than what you have on hand for the item, the following alert appears:



Click Yes to accept the quantity entered or click No to return to the invoice so that you can change the amount.

Selling Price

When the cursor enters the Selling Price field, the selected item's Selling Price, as defined on Item Setup, is entered and highlighted automatically. You can have up to three different selling prices per item. You can also assign a default pricing level to your customers. That way, the correct pricing level is entered automatically for the selected customer. If the customer on this invoice does not have a default pricing level assigned, Selling Price 1 is used.

You can change the Selling Price for a particular invoice by editing the highlighted amount. If you want to permanently change the Selling Price associated with a particular item, you should change the Selling Price on Item Setup.

Unit Cost When the cursor enters the Unit Cost field, the selected inventory item's Average Unit Cost, as defined on Item Setup, is entered and highlighted automatically. You can enter a unit cost up to six places to the left and four places to the right of the decimal point (999999.9999).

The Unit Cost shown here is used to cost the inventory item when the invoice is saved. The cost of the item is a calculation based on Quantity times Unit Cost. When you save the invoice, the Cost Account assigned on Item Setup is increased (debited) and the Inventory account is decreased (credited).

If you change the Unit Cost on Customer Invoices, the Average Unit Cost for the inventory item is automatically adjusted for future invoices.

If the item's quantity on hand is *greater* than zero, then the Avg Unit Cost is used as the Unit Cost to cost the item.

If the item's quantity on hand is *less than or equal to zero*, then the Last Unit Cost is used as the Unit Cost to cost the item.

Note Please note that you can hide the Unit Cost field on customer invoices by checking Hide Unit Cost in Customer Invoice on Preferences under the File menu. For more details on this option, please see "Setting Program Preferences" on page 76.

Amount When the cursor enters the Amount field, the amount will be calculated automatically based on Quantity times Selling Price.

**New Line
(Windows Only)** To enter another detail line to the invoice, click New Line or press ENTER.

Invoice Total This shows the total for the invoice as you add items to the invoice. When you save the invoice, the Invoice Total amount increases the Accounts Receivable account assigned on Interface Accounts.

Recording a Sale with Customer Invoices

1 Click Customer Invoices in the Command Center.

Invoice number must end in a number

Information entered here prints on a customer statement, but not on the invoice

Click in the Ship To field to add a ship to address or select an existing one

Check Taxable to have sales tax calculate on the shipping amount

Press TAB or RETURN (Macintosh) or Press New Line or ENTER (Windows) after the Amount field to add another detail line to the invoice

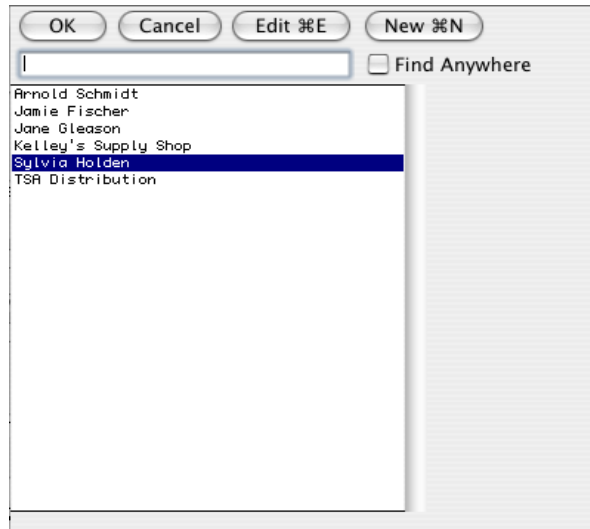
The screenshot shows the 'Customer Invoices' window with the following fields and data:

- Invoice #:** Inv-233
- Customer*:** Arnold Schmidt
- Date:** 04/29/17
- Statement Description:** PO 123
- Bill Address:** Arnold, 4040 Lamplight Lane, Fort Collins, CO 80525
- Ship To*:** Arnold's 2nd Address, 111 Pig lane
- Sales Tax*:** CO State 3.0000 (5.25), Ft Collins 3.0000 (5.25)
- Invoice Total:** 185.50
- Shipping:** Net 30
- Terms*:** Net 30
- Ship Date:** 04/29/17
- Slsperson*:**
- Order #:**
- Ship Via*:**
- Disc %:** 0.00
- Item*:** DBS11Dingbats-Store 1
- Job*:** 0001
- Quantity:** 5.00
- Sell Price:** 35.0000
- Unit Cost:** 9.5326
- Amount:** 175.00

Buttons: Save, Modify, History, Quote, Recurring, Print on Save, Modify Item Description, New Line.

2 If necessary, enter or change the invoice number, press TAB.

The Customers pop-up list appears:

**3 Select a customer from the pop-up list, and press TAB.**

For details about using pop-up lists, see "Using Pop-Up Lists" on page 112.

Note

After selecting a customer, you can see the customer's transaction history by clicking on the History button at the top of the window. The current date is used as the Cutoff Date for the report.



Transaction Detail 04/29/17					
Retail Sample Co. -Corp					
Transaction Detail					
04/29/17					
Customer	Date	Type	Doc #	Sale	Receipt
CheckMark Software	08/25/16	Sale	Inv-232	350.00	

Click the window's close box to close it and return to Customer Invoices.

4 Continue filling in the rest of the fields with the appropriate information.

For field explanations, see "Customer Invoices Field Descriptions" on page 133.

Note

You can add comment lines to the invoice at any time by choosing Insert Line from the Edit menu (Ctrl-I on Windows or ⌘I on Macintosh). You can also add additional description to the Item description line. For more details, see "Adding Comment Lines to Transactions" on page 119.

5 After you have entered an item, quantity, selling price, and amount, press TAB to add the item to the invoice.

As you add items to the invoice, the Invoice Total field is updated:



Invoice Total 1431.00

After the first item is added, the Save button is enabled.

Important

If the item you select does not have a sales account (in the 4000 range) assigned to it when you save the invoice, MultiLedger warns you that the sale will be incorrectly posted to the first account in your chart of accounts (usually the cash account). You should assign the correct sales account to the item on Item Setup, then you should modify the invoice and resave it in order for it to post to the correct account.

New Line

6 On Windows, if necessary, click New Line or press ENTER to begin entering another item.

On Macintosh, if necessary, press TAB or RETURN again to begin entering another item.

7 When you are finished entering all the information for the document, click Save.

If the Invoice Total exceeds the customer's credit limit, an alert appears allowing you to continue to save or cancel.

After the invoice is saved, the transaction is automatically posted to the general ledger, and the invoice number is increased by one.

Printing a Customer Invoice

MultiLedger offers you two ways to print an invoice:

- Check “Print on Save” on the Customer Invoice window. When you save an invoice, a standard Print dialog box appears. Select your print options and click OK or Print.
or
- Use the Print on the Command Center. After saving a Customer Invoice, do the following:

- 1 Click Print from the Command Center.**
- 2 Select the correct month.**
- 3 Click the Customer Invoices & Quotes radio button.**
- 4 From the list of documents, select the invoices that you want to print.**

If no invoices are highlighted, all invoices and quotes for the selected month will be printed.
- 5 If necessary, check Print Metafile (Windows) or Print PDF/PICT File (Macintosh).**

For more information on using Metafiles or PDF/PICT Files, see “Using the Print Screen” on page 90.
- 6 Click Print.**
- 7 Select your print options and click OK or Print.**

For more details about the Print command, see “Using the Print Screen” on page 90.

Note

MultiLedger’s flexibility allows you to adjust where the Customer Invoice fields print on an invoice form. For more information, see “Customizing Print Field Positions for Your Printer” on page 95.

Note

MultiLedger also prints packing slips based on Customer Invoices. Packing slips contain most customer invoice information except dollar amounts. For more information on printing packing slips, see “Using the Print Screen” on page 90.

Modifying or Deleting an Invoice



When the cursor is in the Invoice # field, the Modify button is enabled. Click Modify to see a list of Customer Invoices that you can modify or delete. If the Customer Invoice you’re looking for doesn’t appear, you may have to select another month from the pull-down menu.

Sales Journal

Use the Sales Journal when you want to create an invoice that records sales that do not involve inventory, such as service sales or consulting, and creates an outstanding receivable. If you need to record inventory sales, use Customer Invoices. Sales tax and shipping amounts are not automatically calculated in the Sales Journal, but can be added as detail lines.

Saving a Sales Journal invoice automatically updates the general ledger and creates an outstanding receivable. You can use Customer Payments to record the amount a customer pays against the invoice.

Note

When setting up your company with MultiLedger, you should use the Sales Journal to enter outstanding receivables that are dated prior to your Start Month. An outstanding receivable will be created without affecting the general ledger account balances. For more information, see "Setting Up Prior Outstanding Receivables" on page 30.

Sales Journal Field Descriptions

This section discusses the individual fields on the Sales Journal.

Quote

When you save a Sales Journal invoice with the Quote option checked, the transaction does not affect the General Ledger, and can be modified, deleted, or converted to a Sales Journal invoice at any time. For more details on working with Quotes, see "Quotes" on page 161.

Recurring

If you have Sales Journal invoices that occur on a regular basis, you can save them with Recurring checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries, see "Recurring Entries" on page 124.

Invoice #

Enter an invoice number up to eight characters long to identify the invoice. The last character *must* be a number.

After the invoice is saved, the invoice number (or last number of a combination of characters) is automatically increased by one.

Customer

Select a customer from the pop-up list. The customer's name, address, and any notes set up for the customer are entered automatically too. Notes appear during transaction entry, but do not print automatically on the invoice.

You can add a new customer or edit existing customer information without closing the Customers pop-up list by clicking New (Alt-N on Windows or ⌘N on Macintosh) or Edit (Alt-E on Windows or ⌘E on Macintosh).

You can have the Notes and Add'l Notes you've set up for a customer print on Sales Journal invoices by selecting "Print Customer Notes on Sales Journal" on Preferences under the File menu.

Date Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.

The invoice date, along with any selected terms, determine the invoice's due and discount dates.

Statement Description Enter a description up to 25 characters long. You could enter a purchase order number or some other reference number. The description will print on a customer statement but not on the invoice. If you don't enter a description, the customer name will be automatically copied to this field when you save the invoice.

Terms Select the terms from the pop-up list. If the pop-up list does not appear, terms have not yet been set up.

You can choose default terms for your customers on Customer Setup that will be selected automatically when you reach the Terms pop-up list.

Terms determine the discount date and when payment is due for the invoice. If terms are not entered, the invoice's date becomes the due date.

Ledger Account Select the ledger account from the pop-up list. For more information on using pop-up lists, see "Using Pop-Up Lists" on page 112.

When you save the invoice, the account entered here is increased by the amount for the detail line. Usually, this is an income account in the 4000–4999 range.

Job Select the job for this detail line from the pop-up list. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (Ctrl-K on Windows or ⌘K on Macintosh) under the Edit menu is checked.

Description When the cursor enters this field, the customer's name is automatically copied to it and highlighted.

You can enter up to 25 characters of descriptive text for a particular detail line in the invoice. The text entered in the Description field prints on invoices along with the amount (unlike the Statement Description field, which prints just on customer statements).

Amount Enter an amount for the detail line. If the amount has zero cents, you don't have to enter .00.

**New Line
(Windows Only)**

To enter another detail line to the invoice, click New Line or press ENTER.

Invoice Total

This shows the total for the invoice as you add detail lines to the invoice's detail list. When you save the invoice, the Invoice Total amount increases the Accounts Receivable account in the General Ledger.

Recording a Sale with the Sales Journal

1 Click Sales Journal in the Command Center.

Information entered here prints on a customer statement, but does not print on the invoice

Invoice number must end in a number

Press TAB or RETURN (Macintosh), Press New Line or ENTER (Windows) after the Amount field to add another detail line to the invoice

The screenshot shows the 'Sales Journal' window with the following fields and data:

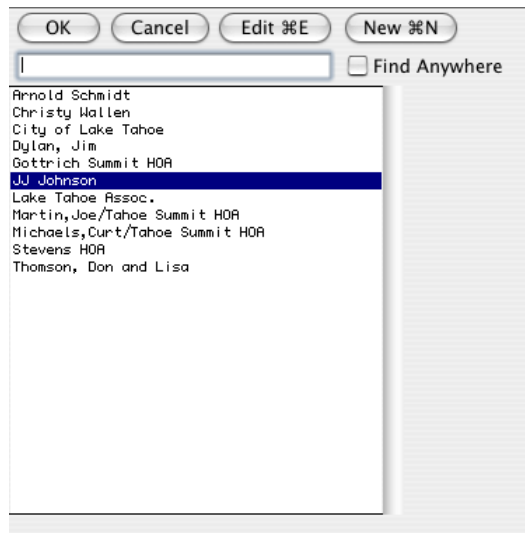
- Invoice #**: Inv-234
- Customer***: CheckMark Software
- Date**: 04/29/17
- Statement Description**: Consulting
- Bill Address**: Kristi, 724 Whaler's Way, Bldg H, Fort Collins, CO 80525
- Notes**: (Empty)
- Terms***: Net 30
- Invoice Total**: 550.00

Ledger Account*	Job*	Description	Amount
4000.02 Sales-Store 2	0001	CheckMark Software	550.00

Buttons: Save, Modify, History, Quote, Recurring, New Line.

2 If necessary, enter or change the invoice number.

The Customers pop-up list appears:



3 Select a customer from the pop-up list and press TAB.

For details about using pop-up lists, see "Using Pop-Up Lists" on page 112.

Note

After selecting a customer, you can see the customer's transaction history by clicking the History button at the top of the window. The current date is used as the Cutoff Date for the report.

Customer	Date	Type	Doc #	Sale	Receipt
CheckMark Software	08/25/16	Sale	Inv-232	350.00	

Click the window's close box to close it and return to the Sales Journal.

4 Continue filling in the rest of the fields with the appropriate information.

For field explanations, see "Sales Journal Field Descriptions" on page 143.

Note

You can add comment lines to the invoice at any time by choosing Insert Line from the Edit menu (Ctrl-I on Windows or ⌘I on Macintosh). For more information, see "Adding Comment Lines to Transactions" on page 119.

5 After you have entered a ledger account (usually an income account in the 4000-4999 range) and amount (Job and Description are optional), press TAB to add the detail line to the invoice.

As you add detail lines to the invoice, the Invoice Total field is updated:

Invoice Total 4025.00

New Line

6 On Windows, if necessary, click New Line or press ENTER to begin entering another item.

On Macintosh, if necessary, press TAB or RETURN again to begin

entering another item.

- 7 When you're finished entering all the information for the invoice, click Save.**

If the Invoice Total exceeds the customer's credit limit, an alert appears allowing you to continue to save or cancel.

When the invoice is saved, the transaction is posted automatically to the general ledger, and the invoice number is increased by one.

Printing a Sales Journal Invoice

Use Print on the Command Center to print Sales Journal invoices. After saving an invoice, do the following:

- 1 Click Print in the Command Center.**
- 2 Select the correct month from the list on the right.**
- 3 Click the Sales Journal Invoices radio button.**
- 4 From the list of documents, select the invoices that you want to print.**

If no invoices are highlighted, all invoices will be printed.
- 5 If necessary, check Print Metafile (Windows) or Print PDF/PICT File (Macintosh).**

For more information on using Metafiles or PICT Files, see "Using Pop-Up Lists" on page 112.
- 6 Click Print.**
- 7 Select your print options and click OK or Print.**

For more details about the Print command, see "Using the Print Screen" on page 90.

Note

MultiLedger's flexibility allows you to adjust where the invoice fields print on an invoice form. For more information, see "Customizing Print Field Positions for Your Printer" on page 95.

Modifying or Deleting Sales Journal Invoices



When the cursor is in the Invoice # field, the Modify button is enabled. Click Modify to see a list of Sales Journal invoices that you can modify or delete. If the Sales Journal invoice you're looking for doesn't appear, you may have to select another month from the pull-down menu.

Receipts Journal

You can use the Receipts Journal to record a deposit that is the result of income not associated with an accounts receivable transaction. You can also record miscellaneous deposits, such as bank interest or a refund that you've received. Please note that because you can't associate a Receipts Journal deposit with a customer name, deposits entered with the Receipts Journal *do not* affect customer transaction history.

Note

Customer payments against outstanding invoices should be recorded in Customer Payments.

Receipts Journal Field Descriptions

The following section discusses the individual fields in Receipts Journal.

Recurring

If you have Receipts Journal transactions that occur on a regular basis, you can save them with the Recurring option checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries, see "Recurring Entries" on page 124.

Print on Save

If checked, the program will print a deposit slip with the total amount of the receipt. For more information on printing deposit slips, see "Using the Print Screen" on page 90.

Cash Account

The account shown will be increased by the Deposit Total when you save the document. This account is initially the account number that was assigned to the Cash Account on Interface Accounts. To change accounts, click the account shown and select another cash account from the pop-up list of accounts.

Deposit

Enter a document number up to eight characters long to identify the receipt. The last character *must* be a number.

After the deposit is saved, the deposit number (or last number of a combination of characters) is automatically increased by one.

Description

Enter a description up to 25 characters long. A description must be

entered before the transaction can be saved.

Date Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.

Ledger Account Select a ledger account from the pop-up list. For more information on using pop-up lists, see "Using Pop-Up Lists" on page 112.

When you save the receipt, the account entered here is increased by the amount for the detail line. Usually, this is an income account in the 4000–4999 range.

Job Select a job for this detail line from the pop-up list. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (CTRL - K on Windows or ⌘K on Macintosh) under the Edit menu is checked.

Description When the cursor enters this field, the description for the deposit is automatically copied to it and highlighted.

You can enter up to 25 characters of descriptive text for a particular detail line on the deposit.

Amount Enter an amount for the detail line. If the amount has zero cents, you don't have to enter .00.

**New Line
(Windows Only)** To enter another detail line to the deposit, click New Line or press ENTER.

Cash Balance This shows the current balance (from the general ledger) for the account listed for Cash Acct.

You can hide the Cash Balance on this window by choosing Hide Cash Balance on Preferences (under the File menu).

Deposit Total This shows the total for the deposit as you add detail lines to the deposit. When you save the deposit, the Deposit Total amount increases the account selected for Cash Acct.

Recording a Deposit with the Receipts Journal

1 Click Receipts Journal in the Command Center.

Click in the box to change cash accounts

Press New Line or ENTER (Windows) or TAB or RETURN (Macintosh) after the Amount field to add another detail line to the invoice

Cash Account*	Deposit #	Description	Date	Cash Balance	Deposit Total
1010 Cash In Bank - Chequeing Acct	Dep-121	Refund	04/29/17	99,658,319.70	6,500.00

Ledger Account*	Job*	Description	Amount
6000 Advertising/Marketing		Refund	6500.00

2 If necessary, enter or change the deposit number.

The cursor moves to the Description field.

3 Type in a description for this deposit.

4 Verify that the date for the deposit is correct.

5 Select a cash account for the deposit.

When you open the Receipts journal, the default cash account assigned on Interface Accounts is shown.

To change cash accounts, click in the box and select an account from the pop-up list.

For details about using pop-up lists, see "Using Pop-Up Lists" on page 112.

- 6 Continue filling in the rest of the fields with the appropriate information.**

For field explanations, see "Receipts Journal Field Descriptions" on page 149.

Note

You can add comment lines to the transaction at any time by choosing Insert Line from the Edit menu (CTRL - I on Windows or ⌘I on Macintosh). For more information, see "Adding Comment Lines to Transactions" on page 119.

- 7 After you've entered a ledger account (usually this is an income account in the 4000-4999 range) and amount (Job and Description are optional), press TAB to add the detail line to the deposit.**

As you add detail lines to the deposit, the Deposit Total field is updated.

- 8 On Windows, if necessary, click New Line or press ENTER to begin entering another item.**

On Macintosh, if necessary, press TAB or RETURN again to begin entering another item.

- 9 When you are finished entering all the information for the transaction, click Save.**

When the transaction is saved, it is posted automatically to the general ledger, and the deposit number is increased by one.

Modifying or Deleting Receipts Journal Documents



When the cursor is in the Deposit # field, the Modify button is enabled. Click Modify to see a list of Receipts Journal transactions that you can modify or delete. If the transaction you're looking for doesn't appear, you may have to select another month from the pull-down menu. Please note that the transactions that appear here also include deposits recorded in Customer Payments. For more details, see "Modifying or Deleting a Transaction" on page 120.

The Customer Payments Window

You can use Customer Payments for any of the following situations:

- You need to record a deposit consisting of payments for outstanding receivables, such as invoices or finance charges.
- A customer fails to pay an invoice or finance charge, and you want to record this as a bad debt or reverse the original sale.
- A customer overpays an invoice and you want to record the overpayment and keep the credit balance to apply to future invoices.
- You need to apply the amount of an advance deposit to an outstanding invoice.
- An outstanding receivable dated prior to your current open months was entered incorrectly when your company was set up with MultiLedger.
- You need to write a refund cheque for a customer credit.

Customer Payments Field Descriptions

This section describes the fields on Customer Payments.

Cash Acct The cash account assigned on Interface Accounts is shown. You can change the cash account by clicking the account number or name and selecting a new account from the pop-up list.

Disc/Adj Acct You can change the discount or adjustment account by clicking the account number or name and selecting a new account from the pop-up list.

This account can be used to record customer discounts or to reverse an original sale, and is typically *not* the Accounts Receivable account. Once you've selected an account as the Disc/Adj Acct, you can change the account, but you cannot remove it.

Deposit # Enter a document number up to eight characters long to identify the invoice. The last character *must* be a number.

After the deposit is saved, the invoice number (or last number of a combination of characters) is increased automatically by one.

Date Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.

Statement Desc	The information that appears here is the text that was entered for Statement Description on Customer Invoices or the Sales Journal . The text appears for reference purposes only; you cannot modify the text on this window. To change the information that appears here, you should modify the original invoice using Customer Invoices or the Sales Journal.
Total Paid	As you apply payments, the Total Paid field shows the total for the deposit.
Total Discount	As you apply discounts, the Total Discount field shows the total discounted for the deposit. This will be the total amount recorded to the account you selected in the Disc/Adj Acct field.
Cash Balance	This field shows the general ledger balance for the selected Cash Acct.
Print Deposit Slip on Save	If checked, it will print a deposit slip with up to 18 individual invoices when you click Save. You can include more than 18 invoices per deposit slip, but invoices over 17 will appear as one lump sum, rather than individual invoices. For more information on printing deposit slips, see "Using the Print Screen" on page 90.
Refund	When you select a credit amount in the list, the Refund button is enabled. For more information on writing a refund cheque to a customer, see "Writing a Refund Cheque for the Customer Credit" on page 167.

Recording Customer Payments

When you save customer payments as a deposit, MultiLedger increases the selected cash account and decreases your accounts receivable account (as assigned on Interface Accounts) by the amount of the deposit. While an individual deposit can have only one cash account and one discount/adjustment account, you can choose different cash accounts and different accounts for any discounts or adjustments for separate deposits.

1 Click Customer Payments in the Command Center.

Click in the boxes to change accounts for the deposit or adjustment

Choose to sort the list by due date, name, document number or term

List of outstanding receivables and credits

This column shows terms. You can sort by term to pay all of the same type of invoices together

Due/Disc Date	Term	Invoice#	Customer Name	Amt Due	Amt Paid	Disc/Adjust
08/25/13	1:Cash	Inv-231	Kelley's Suppl	10000.00	0.00	0.00
09/15/13	3:Net 30	Inv-229	Arnold Schmidt	57.10	0.00	0.00
08/25/16	Inv-232	CheckMark Soft	350.00	0.00	0.00	
05/29/17	3:Net 30	Inv-233	Arnold Schmidt	185.50	0.00	0.00

For field explanations, see "Customer Payments Field Descriptions" on page 153.

2 Select a cash account for the deposit.

When you open Customer Payments, the default cash account assigned on Interface Accounts is shown. You can change the cash account by clicking the account number or name and selecting a new account from the pop-up list.

3 If necessary, select an account for any discounts or adjustments.

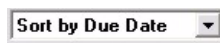
You can add or change the discount or adjustment account by clicking the account number or name and selecting a new account from the pop-up list (if no account is shown, click just to the right of the Disc/Adj Acct label). Once you've selected an account as the Disc/Adj Acct, you can change the account, but you cannot remove it.

4 If necessary, enter or change the deposit number.

After the deposit is saved, the deposit number (or last number of a combination of characters) is increased automatically by one.

5 Verify that the deposit date is correct.**6 Select the invoice that's been paid.**

You can sort the receivables by date, name, document number or term by clicking the appropriate option in the drop down menu.



When you select an outstanding receivable, the customer name, due date, discount date, invoice total, and discount or adjustment (if any) automatically fill in the appropriate fields above the outstanding receivables list.

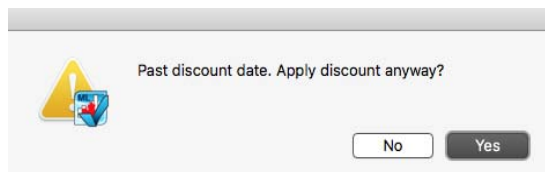
7 If you want to print a deposit slip with MICR information, be sure you have “Print Deposit Slip on Save” checked.

When you click Save, you will get a print dialog to print the deposit slip. For information on setting up the Deposit Slip with MICR information, see “Using the Print Screen” on page 90.

Note

A deposit slip will print and total up to 17 individual invoices. If there are more than 17 invoices on a deposit, invoices over 17 will appear as one lump sum, rather than individual invoices. For more information, see “Using the Print Screen” on page 90.

If the deposit date is later than the invoice's discount date, the following dialog appears:



Click Yes to still apply the discount to the invoice.

Click No to *not* apply the discount.

Note

To apply full payment quickly without any discount or adjustment, hold down the Control key (Ctrl) on Windows or the Command key (⌘) on Macintosh while you click the outstanding receivable. The amount due will be listed automatically as the amount paid. You could then go to step 9, skipping steps 7 and 8.

- 8 If necessary, edit the highlighted amount in the Amt Paid edit box to match the actual customer payment and press TAB.**

The cursor moves to the Disc/Adjust edit box:

Amt Paid	Disc/Adjust

- 9 If necessary, change or enter any discount amount or adjustment and press TAB.**

After entering any adjustment or discount, press TAB to apply the payment

Sort by Due Date ▾						
				98.00	2.00	
Due/Disc Date	Term	Invoice#	Customer Name	Amt Due	Amt Paid	Disc/Adjust
11/01/16		123	Sample Custome	500.00	0.00	0.00
01/01/17		124	Sample Custome	1000.00	0.00	0.00
01/31/17	01/11 2:2/10 Net 125	125	Sample Custome	100.00	98.00	2.00
01/31/19	1:Net 30	125	Sample Custome	527.00	0.00	0.00

After the payment and discount are applied, the payment is added to the Total Paid field for the deposit, the discount is added to “Total Discount” field and the Save button is enabled.

2,000.00 Total Paid

Note

If you find that you’ve made a mistake, you can easily correct it *before* saving the deposit. See “Modifying or Deleting Payments Before Saving a Deposit” on page 159

- 10 Continue recording the payments for the deposit. After the amount shown for Total Paid matches the amount of the deposit that you are making, click Save.**

When you save the deposit, the Total Paid amount and any discounts or adjustments increase the accounts that you selected.

Customer Payments

☐ Print Deposit Slip on Save

Cash Account* 1010 Cash In Bank - Chequeing Acct **Dep-121** **Deposit #**

Disc/Adj Account* 1200 Prepaid Expenses **04/30/17** **Date**

Customer Jane Gleason **735.00** **Total Paid**

Due/Disc Date/% 03/30/17 03/10/17 **15.00** **Total Discount**

Statement Desc Jane Gleason **99,658,319.70** **Cash Balance**

Sort by Due Date

Due/Disc Date	Term	Invoice#	Customer Name	Amt Due	Amt Paid	Disc/Adjust
08/25/13	1:Cash	Inv-231	Kelley's Suppl	10000.00	0.00	0.00
09/15/13	3:Net 30	Inv-229	Arnold Schmidt	57.10	0.00	0.00
08/25/16		Inv-232	CheckMark Soft	350.00	0.00	0.00
03/30/17 03/10 4:2/10 Net		Inv-234	Jane Gleason	750.00	735.00	15.00
05/29/17	3:Net 30	Inv-233	Arnold Schmidt	185.50	0.00	0.00

Note

If you discover a payment error *after* saving the deposit, see "Modifying or Deleting Payments After Saving a Deposit" on page 159.

Modifying or Deleting Payments Before Saving a Deposit

If you've made a mistake (such as entering a payment incorrectly or entering a payment for the wrong invoice), you can quickly fix the problem *before* saving the deposit:

- 1 **Select the appropriate outstanding receivable.**
- 2 **Change the highlighted amount paid (or press DELETE or BACKSPACE to remove it), then press TAB.**
- 3 **If necessary, modify the amount in the Disc/Adjust edit box.**
- 4 **Press TAB to re-enter the modified payment (or remove the old one) on the line.**

Modifying or Deleting Payments After Saving a Deposit

When you save a deposit using Customer Payments, MultiLedger uses the Receipts Journal to post the transaction to the general ledger. You can use the Receipts Journal to modify or delete the deposit that contains the incorrect customer payment. Customer Payments and the general ledger will automatically be updated to reflect the change.

To modify or remove a payment from a saved deposit:

- 1 **Click Receipts Journal in the Command Center, and click Modify.**

Please note that the list of deposits that appears also contains any deposits made in the Receipts Journal.

- 2 **Select the deposit from the transactions list.**

If the transaction you're looking for doesn't appear, you may have to select another month from the pull-down menu.

- 3 **Modify the payment amount for a detail line or enter 0.00 in the Amount edit box to remove a payment from the deposit.**
- 4 **Press TAB to replace the detail line in the list, then click Save.**

The invoice associated with the payment will again appear as outstanding on Customer Payments.

If you delete a deposit that was made in Customer Payments from the Receipts Journal, all the customer payments that made up the deposit will again appear as outstanding on Customer Payments.

For more details about modifying transactions, see "Modifying or Deleting Receipts Journal Documents" on page 152.

When a Customer Fails to Pay an Invoice

If a customer fails to pay an invoice, you can remove the receivable in a way that records it as a bad debt or reverses the original sale.

Using the Disc/Adjust account on Customer Payments to reverse a receivable or record the receivable as a bad debt gives you a complete audit trail.

You can also delete the original receivable using Customer Invoices or the Sales Journal. Deleting the original invoice leaves no record of the transaction. For more information on deleting invoices, see "Modifying or Deleting an Invoice" on page 142 or see "Modifying or Deleting Sales Journal Invoices" on page 149.

- 1 Click Customer Payments in the Command Center.**
- 2 Click just to the right of Disc/Adj Acct* and select an account for the bad debt (usually in the 6000-8999 range) or select the original sales account for the invoice from the pop-up list.**

If a bad debt account is not listed, you can create one by following the steps in "Setting Up the Chart of Accounts" on page 22.

- 3 Select the unpaid invoice.**

After selecting the invoice, the invoice's amount appears in the Amt Paid edit box.

- 4 Press DELETE or enter zero in the Amt Paid edit box and press TAB.**

This removes the amount from the Amt Paid edit box and moves the cursor to the Disc/Adjust edit box. With no amount or a zero amount entered for the Amt Paid field, saving the deposit will not affect your cash account.

- 5 Enter the amount of the receivable in the Disc/Adjust edit box and press TAB.**

- 6 You could change the deposit number to an appropriate document number, such as "VD [date]," to indicate a void deposit.**

- 7 Click Save.**

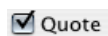
Here's how this procedure affects your books:

- MultiLedger *increases* the account selected for the Disc/Adj Acct field by the amount shown for the Disc/Adjust amount.
 - MultiLedger *decreases* your accounts receivable account by the Disc/Adjust amount.
 - The cash account selected for the "Cash Acct" field is not affected because a zero amount was entered for the "Amt Paid" field.
-

Quotes

For quotes involving inventory, you should use Customer Invoices. For other quotes, you can use the Sales Journal. Saving an invoice as a Quote does not create an outstanding receivable and does not affect the general ledger until the quote is converted to an invoice. A quote can be modified, deleted, or converted to an invoice at any time.

Creating Quotes



- 1 **Click Customer Invoices or Sales Journal in the Command Center.**
- 2 **Check the Quote check box.**
- 3 **Enter the Quote information as you normally would enter an invoice.**

For detailed information on entering a Customer Invoice, see "Recording a Sale with Customer Invoices" on page 139. For detailed information on entering a Sales Journal invoice, see "Recording a Sale with the Sales Journal" on page 145.

Note

You may want to change the document number for Quotes, so as not to confuse them with actual Customer Invoices or Sales Journal invoices. For example, you could use "QU [document number]," to indicate a quote. The document number you enter the first time for a quote will automatically be incremented by one for each new quote you save.

- 4 **Click Save.**

Working with Quotes

You can modify, delete, or convert a Quote to an invoice at any time.

- 1 **Click Customer Invoices or Sales Journal in the Command Center.**
- 2 **Check the Quote check box.**
- 3 **Click Modify.**

A list of Quotes entered with that journal appears. If the Quote you are looking for does not appear in the list, you may have to select a different month from the pull-down menu.

- 4 **Select the Quote from the list, then click OK.**

You have four options: Modify, Cancel, Delete, and Create Invoice/Item Purchase.

Modify

If you click Modify, you can change any information for the Quote. After you modify information, click Save to save the Quote with changes.

Cancel	If you click Cancel, you return to Customer Invoices or the Sales Journal.
Delete	If you click Delete, the Quote is deleted, and you are returned to Customer Invoices or the Sales Journal.
Create Invoice/Item Purchase	<p>If you click Create Invoice/Item Purchase, an invoice is created using the information from the Quote and the following happens:</p> <ul style="list-style-type: none">• The document number changes from the Quote document number to an invoice document number. The new invoice is one greater than the last invoice saved.• The date for the new invoice defaults to the last date saved.• The quote itself is deleted when you create an invoice from it.• You can modify anything on the new invoice before saving it.

Printing Quotes

- 1 **Click Print from the Command Center.**
- 2 **Select the month.**
- 3 **Select the Customer Invoices/Quotes or the Sales Journal Invoices/Quotes radio button.**

A list of available invoices and quotes appears.

- 4 **Select the quote(s) you wish to print.**

If no quotes are highlighted, then all invoices and quotes will print.

- 5 **If necessary, select Print Metafile (Windows) or Print PDF/PICT File (Macintosh).**
- 6 **Click Print.**

A standard Print dialog appears.

For more details on using the Print command, see "Using the Print Screen" on page 90.

Note

Quotes use the same format as Customer Invoices. You can, however, have a separate Metafile (Windows) or PDF/PICT File (Macintosh) for quotes. For information on using Metafiles or PDF/PICT Files, see "Positioning Print Fields for Windows Metafiles or Macintosh PDF or PICT Files" on page 98.

Viewing Quotes

- 1 Click Transaction Journals in the Command Center.
- 2 Select a month from the month list box on the right.
- 3 Click the Quotes radio button.
- 4 Select the quote(s) you want to view, then click View.

If the quote you are looking for does not appear, you may need to select another month from the list.

Special Customer Situations

Recording Advance Deposits

Advance deposits are recorded in the Sales Journal. This section briefly shows you how to enter the minimal information for the advance deposit. For more details about entering information in the Sales Journal, see "Recording a Sale with the Sales Journal" on page 145.

- 1 Click Sales Journal in the Command Center.
- 2 If necessary, enter or change the highlighted document number and press TAB.
- 3 Select a customer from the Customer pop-up list.
- 4 If necessary, change the date.
- 5 Select a cash account (in the 1000-1999 range) for the advance deposit from the Ledger Accounts pop-up list.
- 6 Enter a *negative* amount for the advance deposit.

Enter a negative amount for
an advance deposit

Amount
-350.00

The minus sign debits (increases) the selected cash account.

- 7 Click Save.

The advance deposit will appear on the Customer Payments window as a credit and can be applied as payment toward a future invoice.

Reversing a Receivable

If you want a complete audit trail, you can use the Disc/Adjust Acct on Customer Payments to reverse a receivable.

Important

If there is a payment associated with the receivable you want to reverse, you should delete the payment in the Receipts Journal before deleting or modifying the receivable.

You can also delete the original Customer Invoice or Sales Journal invoice. Deleting the original invoice leaves no record of the transaction. For more information on deleting invoices, see “Modifying or Deleting an Invoice” on page 142 or see “Modifying or Deleting Sales Journal Invoices” on page 149.

- 1 **Click Customer Payments in the Command Center.**
- 2 **Select the Disc/Adj account.**

Usually, this is the same sales account (4000–4999) that was used in the original sale, *not* the Accounts Receivable account.
- 3 **Select the outstanding invoice.**
- 4 **Enter zero in the Amt Paid edit box and press TAB.**
- 5 **Enter the amount of the receivable in the Disc/Adjust edit box and press TAB.**
- 6 **You could change the deposit number to an appropriate document number, such as “VD [invoice #],” to indicate a void sale.**
- 7 **Click Save.**

Recording Customer Credit Memos

Recording Customer Credit for Returned Inventory

- 1 **Click Customer Invoices in the Command Center.**
- 2 **Enter the credit memo information.**

You could enter an invoice number, such as CM[date], to help identify the credit memo. Follow the guidelines in “Recording a Sale with Customer Invoices” on page 139, *except* for the following fields:

Item Select the returned item from the Item pop-up list.

Quantity Enter a *negative* quantity for the returned inventory:

Quantity
-10

Amount The Amount of the credit will show automatically as *negative* amount:

Amount
-350.00

3 Press TAB to add the credit memo to the detail list, and then click Save.

The customer credit will appear on Customer Payments as a credit and can be applied as payment toward a current or future invoice.

Recording Other Customer Credit

1 Click Sales Journal in the Command Center.

2 Enter the credit memo information.

You could enter an invoice number, such as CM[date], to help identify the credit memo. Follow the guidelines in “Recording a Sale with the Sales Journal” on page 145, *except* for the following fields:

Ledger Account Select the sales account (in the 4000–4999 range) that was used to originally record the sale.

Amount Enter the credit as a *negative* amount like this:

Amount
-350.00

3 Click Save.

The customer credit will appear on Customer Payments as a credit and can be applied as payment toward a current or future invoice, or you can write a refund cheque to the customer. For more information on these options, see the following section.

Applying Customer Credits

The credit amount is equal to the outstanding receivable amount

1 Click Customer Payments in the Command Center.

- 2 Select the outstanding receivable and press TAB twice.
- 3 Select the customer's credit memo (with a minus (-) sign) and press TAB twice.

The amount shown for Total Paid should be zero.

- 4 Change the deposit number to an appropriate description.
- 5 Click Save.

Both the outstanding receivable and the credit memo are removed from Customer Payments.

The credit amount is larger than the outstanding receivable amount

- 1 Click Customer Payments in the Command Center.
- 2 Select the outstanding receivable, and press TAB twice.
- 3 Select the customer's credit memo (with a minus (-) sign), change the amount shown in the Amt Paid edit box to the amount of the outstanding receivable with a minus (-) sign, and press TAB twice.

For example, if the outstanding receivable amount is \$250, you would enter "-250" in the Amt Paid edit box for the credit memo. The amount shown for Total Paid should be zero.

- 4 Change the deposit number to an appropriate description.
- 5 Click Save.

The remaining credit amount appears on Customer Payments to be applied toward another outstanding receivable or refunded to the customer.

The credit amount is less than the outstanding receivable amount

- 1 Click Customer Payments in the Command Center.
- 2 Select the customer's credit memo (with a minus (-) sign) and press TAB twice.
- 3 Select the outstanding receivable.

If the customer is paying the remainder of the outstanding receivable, simply press TAB twice. The Total Paid amount should equal the outstanding receivable amount minus the credit amount.

If the customer is *not* paying the remainder of the outstanding receivable, and you just want to apply the credit amount, change the amount in the Amt Paid edit box to match the amount of the credit amount with no minus (-) sign. For example, if the credit amount is “-100,” you would change the Amt Paid for the outstanding receivable to “100.” The Total Paid amount should be zero.

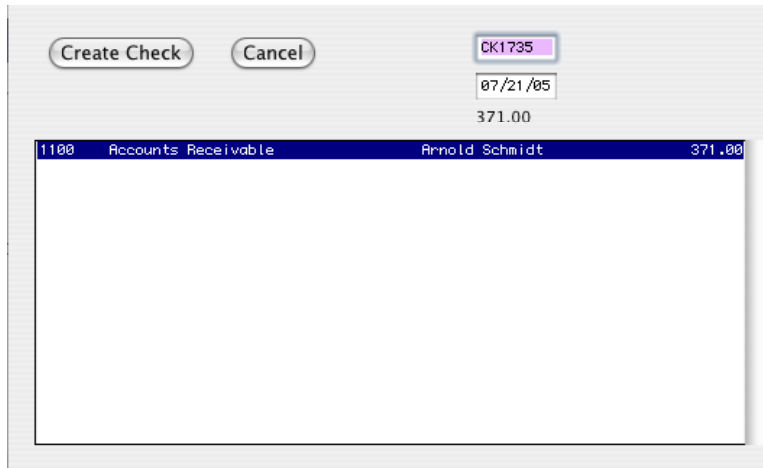
- 4 Change the deposit number to an appropriate description.
- 5 Click Save.

If the customer paid the remainder of the outstanding receivable, both the outstanding receivable amount and the credit amount are removed from Customer Payments.

If the customer did *not* pay the remainder of the outstanding receivable, the remaining outstanding receivable amount remains on Customer Payments to be paid later.

Writing a Refund Cheque for the Customer Credit

- 1 Click Customer Payments in the Center.
- 2 Select the customer’s credit memo (with a minus (-) sign) and press the Refund Button.



1100 Accounts Receivable Arnold Schmidt 371.00			

- 3 Verify that the cheque number and date are correct.
-

4 If necessary, select the credit amount you want to refund.

If the customer has more than one credit memo, all credit amounts appear in this window. You can write one cheque for all credit amounts listed by holding down the SHIFT key while clicking on each credit amount. The Refund Amount will show the total for all selected credits amounts.

5 Click Create Cheque to write the refund cheque.

Click Cancel to return to Customer Payments without creating a refund cheque.

Refund cheques cannot be modified, but they can be deleted in the Disbursements Journal. For more information, see “Modifying or Deleting Disbursements Journal Documents” on page 193.

You can print the refund cheque using the Print command on the Command Center. For more information, see “Using the Print Screen” on page 90.

Calculating Finance Charges

You can calculate finance charges on outstanding customer invoices by using Finance Charges. You should create a new finance charge each month for past due invoices.

Note

You could print out an aged accounts receivable report (on Customer Reports) to help identify outstanding receivables past their due dates.

Finance Charges Field Descriptions

The following section discusses the individual fields on Finance Charges.

Finance Charge Acct

Select an account from the pop-up list of your chart of accounts. Usually, an income account in the 4000–4999 range is used for finance charges.

If you don’t find an appropriate income account for the finance charge, you can add one in Chart of Accounts. Make it an income account number in the 4000–4999 range and name the account “FC Income” or “Miscellaneous Income” or something similar. See “Setting Up the Chart of Accounts” on page 22 for more details on entering new accounts.

Ref #

Enter a reference number up to eight characters long, including letters, numbers, spaces, and other symbols to identify the transaction (such as FC 1). Finance charge document numbers automatically increment by one.

Description	Enter a description up to 20 characters long, including letters, numbers, spaces, and other symbols.
Date	Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.
% Rate	% Rate is multiplied by the invoice's Due Amt to determine the Charge. A new percentage rate should be entered <i>before</i> selecting an invoice, so the calculated finance charge correctly reflects the new % Rate.
Charge	After an invoice is selected, the calculated finance charge (% Rate times Due Amt) is put into the Charge edit box.

Recording Finance Charges

1 Click Finance Charges in the Command Center.

Click in the box to select an account

An asterisk means the transaction previously had a finance charge applied

Ref #	Description	Date	% Rate	Charge
FC-8	Finance Charges	04/30/17	1.5	

Sort by: ☒ Date ☐ Customer

Date	Due Date	Doc #	Customer	Amount Due	Charge
*08/25/13	08/25/13	Inv-231	Kelley's Supply Shop	10000.00	0.00
*08/16/13	09/15/13	Inv-229	Arnold Schmidt	57.10	0.00
08/25/16	08/25/16	Inv-232	CheckMark Software	350.00	0.00
02/28/17	03/30/17	Inv-234	Jane Gleason	750.00	0.00
04/30/17	04/30/17	FC-7	Arnold Schmidt	0.66	0.00
04/30/17	04/30/17	FC-6	Kelley's Supply Shop	150.00	0.00
04/29/17	05/29/17	Inv-233	Arnold Schmidt	185.50	0.00

2 If necessary, click just to the right of "Finance Charge Acct" and select an income account for the finance charge (usually in the 4000–4999 range) from the pop-up list.

If a finance charge income account is not listed, you can create one by following the steps in "Setting Up the Chart of Accounts" on page 22.

The income account selected will be increased when payment of the finance charge is recorded in Customer Payments.

3 If necessary, change or enter information for Ref#, Date, Description, and % Rate.

For field explanations, see "Finance Charges Field Descriptions" on page 168.

Note

% Rate should be entered *before* selecting an invoice so that the calculated charge correctly reflects the % Rate. If the invoice is selected before entering a percentage rate, the amount of the charge will not reflect the new rate correctly.

4 Select the desired invoice from the outstanding receivable list.

Finance charge = %Rate times Due Amt

Select an invoice line to automatically calculate the finance charge

Finance Charge Account* 4200 Other Income

Ref # FC-8 Description Finance Charges Date 04/30/17 % Rate 1.5

Sort by: ☒ Date ☐ Customer

Date	Due Date	Doc #	Customer	Amount Due	Charge
*08/25/13	08/25/13	Inv-231	Kelley's Supply Shop	10000.00	0.00
*08/16/13	09/15/13	Inv-229	Arnold Schmidt	57.10	0.00
08/25/16	08/25/16	Inv-232	CheckMark Software	350.00	0.00
02/28/17	03/30/17	Inv-234	Jane Gleason	750.00	0.00
04/30/17	04/30/17	FC-7	Arnold Schmidt	0.86	0.00
04/30/17	04/30/17	FC-6	Kelley's Supply Shop	150.00	0.00
04/29/17	05/29/17	Inv-233	Arnold Schmidt	185.50	0.00

Charge

You can sort the invoices by date or customer by clicking the appropriate Sort by radio button.

After you've selected the invoice, the finance charge is automatically calculated (% Rate times Amount Due) and put in the Charge edit box. You can manually override the amount for the finance charge by typing an amount in the Charge edit box.

Entries that previously have had a charge applied are marked with an asterisk (*).

5 Press TAB to apply the finance charge to the selected invoice.

6 Repeat steps 4 through 5 for each finance charge.

7 After all the finance charges have been calculated and listed, click Save.

Finance charges appear on Customer Payments *and* Finance Charges as outstanding receivables, but do not affect the general ledger balance for the cash account or the finance charge income account until they are paid in Customer Payments.

After saving, receivables that have just had a finance charge applied are marked with a plus (+).

Recording Finance Charge Payments

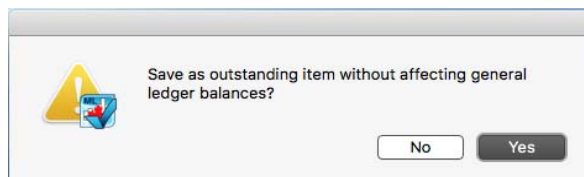
When a customer pays a finance charge, you record it like any other customer payment in Customer Payments. See “Recording Customer Payments” on page 154 for more details.

When you save the customer payment, the transaction increases the cash account that is chosen on Customer Payments and increases the account that was selected when the finance charge was created on Finance Charges. MultiLedger automatically uses the Receipts Journal to post the payment to the general ledger.

Deleting Finance Charges

If the finance charge hasn’t been saved yet on Finance Charges, you can select the finance charge, press the DELETE or BACKSPACE key on your keyboard (or choose Cut from the Edit menu), and then press TAB to remove the finance charge.

Once a finance charge has been saved, you can delete it, if necessary, on Customer Payments by selecting the appropriate finance charge line and click Delete. The following warning appears:



Click Yes to delete the finance charge. Click No to leave the finance charge on Customer Payments. Since the finance charge did not affect any general ledger balances when it was entered, it should not affect any general ledger balances when it is deleted.

Important

Deleting a finance charge from Customer Payments leaves no record of the deletion.

Chapter 8

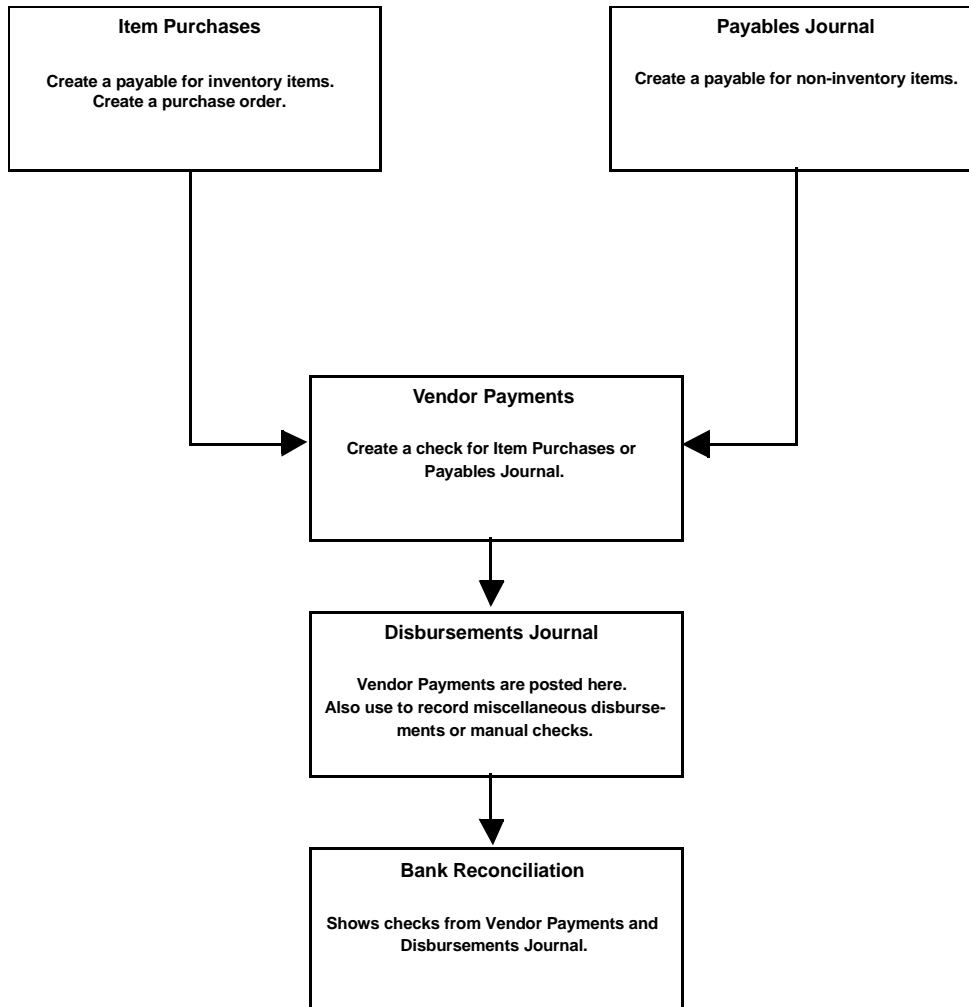
Vendor Transactions

This chapter discusses the following topics:

- Recording purchases
 - Recording vendor payments, vendor credits, and refunds
 - Writing cheques
 - Handling special vendor situations
-

Vendor Transactions Flowchart

The following flowchart is designed to give you a basic overview of vendor-based transactions. The rest of this chapter describes each option in detail.



Recording Purchases

MultiLedger offers great flexibility for recording purchases. Depending on the type of purchase you want to record, the three windows you can use are:

- Item Purchases
- Payables Journal
- Disbursements Journal

These windows are discussed in the following table.

If you want to....	Use this transaction window
Record an inventory purchase for resale that creates an outstanding payable	Item Purchases
Record a purchase order	Item Purchases
Record a non-inventory purchase that creates an outstanding payable	Payables Journal
Create outstanding payables that are dated prior to your Start Month (for setting up your company with MultiLedger)	Payables Journal
Record a cheque written for purchases not involving inventory or outstanding payables	Disbursements Journal

Item Purchases

Use Item Purchases when you want to record the purchase of inventory items for resale.

Saving an Item Purchase automatically updates your inventory, the general ledger, and creates an outstanding payable.

After item purchases are recorded, use Vendor Payments to create the cheque to pay the vendor.

Note

Before an item can be purchased in Item Purchases window, the item should have been set up on Item Setup. For more details, see “Setting Up Items” on page 65.

Important

Do *not* use Item Purchases to enter outstanding payables dated prior to your Current fiscal year. Use the Payables Journal to enter these outstanding payables when setting up your company with MultiLedger.

Item Purchases Field Descriptions

The following section discusses the individual fields on Item Purchases.

Purchase Order

When you save an Item Purchase with Purchase Order checked, the transaction does not affect the General Ledger, and can be modified, deleted, or converted to an Item Purchase at any time. For more details on working with Purchase Orders, see “Purchase Orders” on page 199.

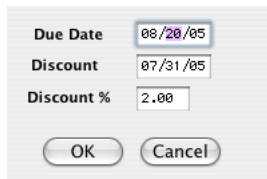
Recurring

If you have Item Purchases that occur on a regular basis, you can save them with the Recurring option checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries, see “Recurring Entries” on page 124.

Modify Item Description

If checked, when item is selected, you get a text box in which you can change description or add to it. This can be selected or de-selected for individual line items on the invoice. The modified item will appear as changed on the invoice, in the transaction journal and in the General Ledger.

- Document #** Enter a document number up to eight characters long to identify the purchase. The last character *must* be a number.
- After the Item Purchase is saved, the document number (or last number of a combination of characters) is automatically increased by one.
- You can have MultiLedger automatically warn you if you attempt to save a transaction with a duplicate document number by checking Check for Duplicate Documents on Preferences under the File menu. For more details, see “Setting Program Preferences” on page 76.
- Vendor** Select a vendor from the pop-up list. The vendor’s name, address, and notes (as saved on Vendor Setup) are automatically entered. If the pop-up list does not appear, vendors have not yet been set up.
- You can add a new vendor or edit existing vendor information without closing the Vendors pop-up list by clicking New (Alt-N on Windows or ⌘N on Macintosh) or Edit (Alt-E on Windows or ⌘E on Macintosh).
- Date** Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn’t locked, in the form MM/DD/YY.
- The invoice date, along with any selected terms, determine the payable’s due and discount dates.
- Due Date** Due Date, Discount Date, and Discount %, as defined on Vendor Setup, are shown under the Due Date label.
- To change any of these values for a particular transaction, click the due date shown. The following dialog box appears:



Edit any of the entries and click OK. Click Cancel to keep the original values. You can also use Vendor Setup to change the terms for the Vendor.

Important

Note: You cannot enter a Due Date more than 240 days from the date of the invoice.

Cheque Stub Description	<p>Enter a 25 character description that will print on a cheque stub when you pay for this purchase in Vendor Payments.</p> <p>You could enter a vendor's reference (invoice) number or other information to help the vendor identify the transaction when your payment is processed.</p>
Tax Paid	<p>Enter any tax paid for the items purchased.</p> <p>To account for tax paid in your chart of accounts, set up an account for the tax on Chart of Accounts, and then assign it to Sales Tax Paid on Interface Accounts.</p>
Shipping	<p>Enter the amount of shipping charged by the vendor.</p> <p>To account for shipping paid in your chart of accounts, set up the account on Chart of Accounts, and then assign it to Shipping Paid on Interface Accounts.</p>
Item	<p>Select the item from the pop-up list. If the pop-up list does not appear, items have not yet been set up.</p> <p>You can add a new item or edit information for an existing item without closing the Items pop-up list by clicking New (Alt-N on Windows or ⌘N on Macintosh) or Edit (Alt-E on Windows or ⌘E on Macintosh).</p>
Note	<p>By selecting the option to Modify Item Description, you can change or enter additional text in the item description line. This text will show on an invoice and in the transaction journal reports.</p>
Job	<p>Select a specific job from the pop-up list for the detail line. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (Ctrl-K on Windows or ⌘K on Macintosh) under the Edit menu is checked.</p>
Quantity	<p>Enter a quantity that is up to seven digits to the left and two digits to the right of the decimal point (9999999.99). If you have a Reorder Quantity setup for an item, that quantity will automatically fill this field when the item is selected.</p>
Unit Cost	<p>When the cursor enters the Unit Cost field, the selected item's Unit Cost as defined on Item Setup is entered and highlighted automatically.</p> <p>You can change the Unit Cost for a particular purchase by editing the highlighted amount. You can enter a unit cost up to six places to the left and four places to the right of the decimal point (999999.9999).</p> <p>When an inventory item is bought in Item Purchases, the Qty on Hand and Average Unit Cost of the item in inventory are adjusted to reflect new items added to those on hand. For more details, see "Item Setup Field Descriptions" on page 63.</p>

Amount When the cursor enters the Amount field, the amount will be automatically calculated based on Quantity times Unit Cost. Clicking in the Amount edit box will *not* automatically calculate the amount. You can change the amount by editing the highlighted value.

New Line (Windows Only) To enter another detail line to the Item Purchase, click New Line or press ENTER.

Total This shows the total for the Item Purchase as you add detail lines. When you save the document, the Total amount increases the Accounts Payable account and Inventory account assigned on Interface Accounts.

Recording a Purchase with Item Purchases

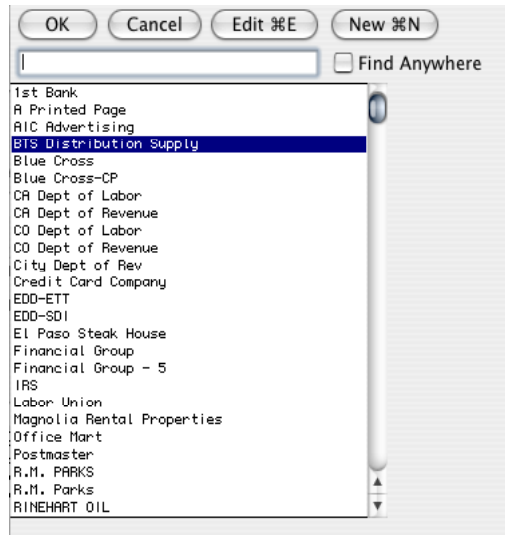
- 1 Click Item Purchases in the Command Center.

The screenshot shows the 'Item Purchases' window. At the top, there are buttons for 'Save', 'Modify', and 'History'. Below these are checkboxes for 'Purchase Order', 'Recurring', and 'Modify Item Description'. The main form contains fields for 'Document #', 'Vendor*', 'Date', 'Cheque Stub Description', 'Address', 'Due Date', 'Notes', 'Tax Paid', 'Shipping', and 'Total'. The 'Document #' is 'AP3-121', 'Vendor*' is 'BTS Distribution Supply', 'Date' is '04/30/17', 'Cheque Stub Description' is 'PO 10505', 'Address' is '1406 Steele Street, New York, NY 10038', 'Due Date' is '05/30/17', 'Notes' is 'Main Inventory Supplier', 'Tax Paid' is empty, 'Shipping' is '50.00', and 'Total' is '56,050.00'. Below these fields is a table with columns 'Item*', 'Job*', 'Quantity', 'Unit Cost', and 'Amount'. The table contains two rows: 'DBS1/Dingbats-Store 1' with Job* '0001', Quantity '2000.00', Unit Cost '14.0000', and Amount '28000.00'; and 'DBS2/Dingbats-Store 2' with Job* '0002', Quantity '2000.00', Unit Cost '14.0000', and Amount '28000.00'. A 'New Line' button is located at the bottom right of the table.

Item*	Job*	Quantity	Unit Cost	Amount
DBS1/Dingbats-Store 1	0001	2000.00	14.0000	28000.00
DBS2/Dingbats-Store 2	0002	2000.00	14.0000	28000.00

2 If necessary, enter or change the Document # and press TAB.

The Vendors pop-up list appears:

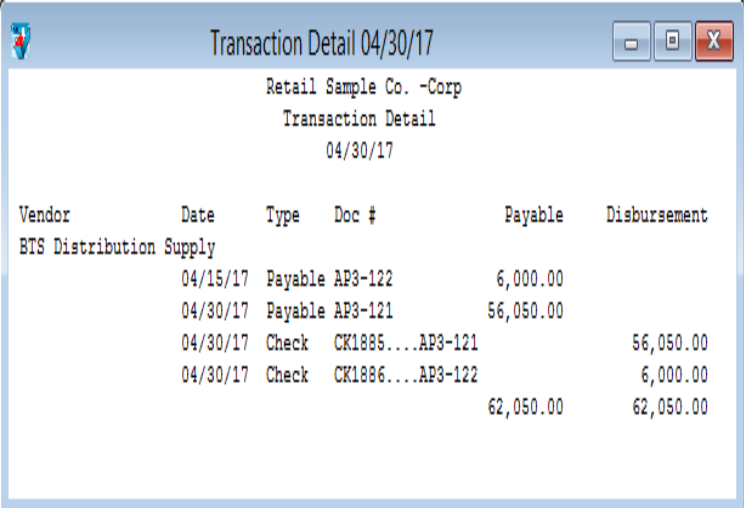


3 Select a vendor from the pop-up list and press TAB.

For details about using pop-up lists, see "Using Pop-Up Lists" on page 112.

Note

After selecting a vendor, you can see the vendor's transaction history by clicking the History button at the top of the Item Purchase window.



Vendor	Date	Type	Doc #	Payable	Disbursement
Retail Sample Co. -Corp					
Transaction Detail					
04/30/17					
BTS Distribution Supply					
	04/15/17	Payable	AP3-122	6,000.00	
	04/30/17	Payable	AP3-121	56,050.00	
	04/30/17	Check	CK1885...AP3-121		56,050.00
	04/30/17	Check	CK1886...AP3-122		6,000.00
				62,050.00	62,050.00

The current date is used as the Cutoff Date for the report. Click the window's close box to close it and return to the Item Purchases window.

4 Continue filling in the rest of the fields with the appropriate information.

For field explanations, see "Item Purchases Field Descriptions" on page 176.

Note

You can add comment lines to the Item Purchases document at any time by choosing Insert Line from the Edit menu (Ctrl-I on Windows or ⌘I on Macintosh). By selecting the option to **Modify Item Description**, you can also change or enter additional text in the item description line. This text will show on an invoice and in the transaction journal reports. For more details, see "Adding Comment Lines to Transactions" on page 119.

5 After you have entered an item, quantity, unit cost, and amount (Job is optional), press TAB to add the item to the document.

As you add detail lines to the document, the Total field is updated:

Total 1117.00



After the first detail line is added, the Save button is enabled.

- 6 On Windows, if necessary, press New Line or click ENTER to begin entering another item to this document.**

On Macintosh, if necessary, press TAB or RETURN to begin entering another item to this document.

- 7 When you are finished entering all the information for the document, click Save.**

If the Total exceeds the vendor's credit limit, an alert appears allowing you to continue to save or cancel.

After the document is saved, the transaction is automatically posted to the general ledger, and the Document # is increased by one.

Printing an Item Purchase

After saving an Item Purchase, do the following:

- 1 Click Print on the Command Center.**
- 2 Select the correct period.**
- 3 Click the Item Purchases/PO's radio button.**
- 4 From the list of documents, select the purchases that you want to print.**

If no purchases are selected, then all purchases will print.

- 5 If necessary, check Print Metafile (Windows) or Print PDF/PICT File (Macintosh).**

For more information on using metafiles or PICT Files, see "Using the Print Screen" on page 90.

- 6 Click Print.**
- 7 Select your print options and click OK or Print.**

For more details about the Print command, see "Using the Print Screen" on page 90.

Modifying or Deleting an Item Purchase



When the cursor is in the Document # field, the Modify button is enabled. Click Modify to see a list of Item Purchases that you can modify or delete. If the Item Purchase you're looking for doesn't appear, you may have to select another month from the pull-down menu.

Payables Journal

Use the Payables Journal to record a purchase that creates an outstanding payable that does not involve inventory. If you need to record inventory purchases, use Item Purchases.

Saving a Payables Journal document automatically updates the general ledger and creates an outstanding payable.

After the payable is created, you can use Vendor Payments to create a cheque to pay the vendor.

Note

When setting up your company with MultiLedger, you should use the Payables Journal to enter outstanding payables that are dated prior to your current open months. An outstanding payable will be created without affecting the general ledger account balances. For more information, see “Setting Up Outstanding Payables” on page 38.

Payables Journal Field Descriptions

This section discusses the individual fields on the Payables Journal.

Recurring

If you have Payables Journal transactions that occur on a regular basis, you can save them with Recurring checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries, see “Recurring Entries” on page 124.

Document

Enter a document number up to eight characters long to identify the transaction. The last character *must* be a number.

After the document is saved, the document number (or last number of a combination of characters) is automatically increased by one.

Vendor

Select a vendor from the pop-up list. The vendor's name, address, and any notes set up for the vendor are entered automatically, too. If the pop-up list does not appear, vendors have not yet been set up.

You can add a new vendor or edit existing vendor information without closing the Vendors pop-up list by clicking New (Alt-N on Windows or ⌘N on Macintosh) or Edit (Alt-E on Windows or ⌘E on Macintosh).

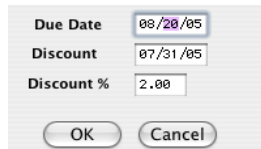
Date

Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.

The date, along with any selected terms, determine the payable's due and discount dates.

Due Date Due Date, Discount Date, and Discount %, as defined on Vendor Setup, are shown under the Due Date label.

To change any of these values for a particular transaction, click the due date shown. The following dialog box appears:



Edit any of the entries and click OK. Click Cancel to keep the original values. You can also use Vendor Setup to change the terms for the Vendor.

Important *Note:* You cannot enter a Due Date more than 240 days from the date of the invoice.

Cheque Stub Description Enter a 25 character description that will print on a cheque stub when you pay for this purchase in Vendor Payments.

You could enter a vendor's reference (invoice) number or other information to help the vendor identify the transaction when your payment is processed.

Ledger Account Select the ledger account from the pop-up list. For more information on using pop-up lists, see "Using Pop-Up Lists" on page 112.

When you save the payable, the account entered here is increased by the amount for the detail line. Usually, this is an expense account in the 6000–8999 range.

Job Select the job for this detail line from the pop-up list. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (Ctrl-K on Windows or ⌘K on Macintosh) under the Edit menu is checked.

Description The vendor's name is automatically copied and entered here, unless you have the preference selected to "Use Cheque Stub Description in Payables Journal". If you have the preference selected, the information you entered in the Cheque Stub Description field will automatically be entered in this field. Or you can enter up to 25 characters of descriptive text for specific detail in the invoice, see "Setting Program Preferences" on page 76.

Amount Enter an amount for the detail line. If the amount has zero cents, you don't have to enter .00.

**New Line
(Windows Only)**

To enter another detail line to the payable, click New Line or press ENTER.

Total

This shows the total for the payable as you add detail lines to it. When you save the payable, the Total amount increases the account assigned to Accounts Payable on Interface Accounts.

Recording a Purchase with the Payables Journal

- 1 Click Payables Journal in the Command Center.

Document # must end in a number

Comment line added with Insert Line command (Ctrl-I on Windows or ⌘I on Macintosh)

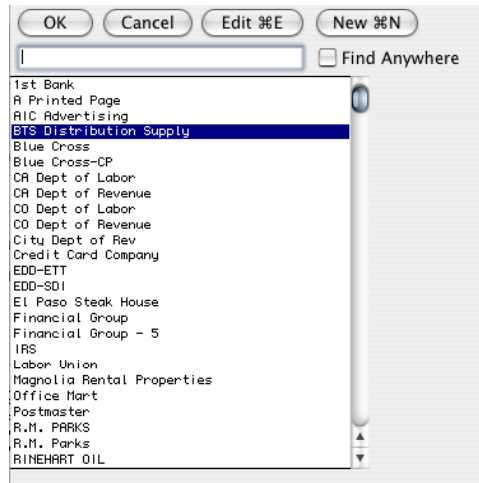
Click in the Due Date field to change the Due Date, Discount Date, or Percentage.

Document #	Vendor*	Date	Cheque Stub Description
AP3-125	A Printed Page	04/30/17	Printing
Address Cindy		Due Date	05/30/17
Notes			
Total		750.00	
Ledger Account*	Job*	Description	Amount
8000.02 Printing-Store 2	0002	A Printed Page	750.00
Brochures for Store 2			

New Line

2 If necessary, enter or change the Document # and press TAB.

The Vendors pop-up list appears:

**3 Select a vendor from the pop-up list and press TAB.**

For details about using pop-up lists, see “Using Pop-Up Lists” on page 112.

Note

After selecting a vendor, you can see the vendor’s transaction history by clicking the History button at the top of the Payables Journal window.

Transaction Detail 04/30/17					
Retail Sample Co. -Corp					
Transaction Detail					
04/30/17					
Vendor	Date	Type	Doc #	Payable	Disbursement
BTS Distribution Supply					
	04/15/17	Payable	AP3-122	6,000.00	
	04/30/17	Payable	AP3-121	56,050.00	
	04/30/17	Check	CK1885...AP3-121		56,050.00
	04/30/17	Check	CK1886...AP3-122		6,000.00
				62,050.00	62,050.00

The current date is used as the Cutoff Date for the report. Click the window's close box to close it and return to the Payables Journal.

4 Continue filling in the rest of the fields with the appropriate information.

For field explanations, see "Payables Journal Field Descriptions" on page 183.

Note

You can add comment lines to the payable at any time by choosing Insert Line from the Edit menu (Ctrl-I on Windows or ⌘I on Macintosh). For more details, see "Adding Comment Lines to Transactions" on page 119.

5 After you have entered a ledger account (usually an expense account in the 6000-8999 range) and amount (Job and Description are optional), press TAB to add the detail line to the transaction.

As you add detail lines to the transaction, the Total field is updated:

Total 1117.00



After the first detail line is added, the Save button is enabled.

6 On Windows, if necessary, click New Line or press ENTER to begin entering another detail line. On Macintosh, if necessary, press TAB or RETURN again to begin entering another detail line.

7 When you're finished entering all the information for the invoice, click Save.

If the Total exceeds the vendor's credit limit, an alert appears allowing you to continue to save or cancel.

When the payable is saved, the transaction is posted automatically to the general ledger, and the Document # is increased by one.

Modifying or Deleting Payables Journal Transactions



When the cursor is in the Document # field, the Modify button is enabled. Click Modify to see a list of Payables Journal transactions that you can modify or delete. If the Payables Journal transaction you're looking for doesn't appear, you may have to select another month from the pull-down menu.

Disbursements Journal

With the Disbursements Journal you can create cheques for purchases that don't involve inventory or accounts payable transactions. You can also record cheques that were written manually.

Saving a Disbursements Journal cheque automatically updates the general ledger.

Important

Vendor Payments against outstanding payables should be recorded in Vendor Payments, not the Disbursements Journal.

Disbursements Journal Field Descriptions

The following section discusses the individual fields on the Disbursements Journal.

Recurring If you have Disbursements Journal cheques that occur on a regular basis, you can save them with Recurring checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries, see "Recurring Entries" on page 124.

Print on Save If checked, the Print dialog box appears immediately after a cheque is saved in the Disbursements Journal.

Cash Acct The account shown will be decreased by the Cheque Total when you save the cheque. This account is initially the account that was assigned to Cash Account on Interface Accounts. To change accounts, click the account shown and select another cash account from the pop-up list.

Cheque # Enter a cheque number up to eight characters long to identify the disbursement. The last character *must* be a number.

After the disbursement is saved, the cheque number is automatically increased by one.

Paid To A pop-up list of vendors appears. If the pop-up list does not appear, vendors have not yet been set up.

On Windows, you can either enter a name from this pop-up list or type a 25 character name that's not in the Vendor list and click "1 Time". If the vendor name is typed in, MultiLedger won't save the vendor name or track payments made to that vendor. To keep track of payments by vendor name, you must add the vendor on Vendor Setup.

On Macintosh, you can either enter a name from this pop-up list or click Cancel in the pop-up list box and enter a 25 character name that's not in the Vendor list. If the vendor name is typed in, MultiLedger won't save the vendor name or track payments made to that vendor. To keep track of payments by vendor name, you must add the vendor on Vendor Setup.

Important	You should <i>not</i> use the Disbursements Journal to pay outstanding payables you've entered in Item Purchases or the Payables Journal. Those payments should be made in Vendor Payments.
Date	Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.
Ledger Account	<p>Select a ledger account from the pop-up list. For more information on using pop-up lists, see "Using Pop-Up Lists" on page 112.</p> <p>When you save the cheque, the account entered here is increased by the amount for the detail line. Usually, this is an expense account in the 6000–8999 range.</p>
Job	Select a job for this detail line from the pop-up list. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (Ctrl-K on Windows or ⌘K on Macintosh) under the Edit menu is checked.
Description	<p>When the cursor enters this field, the name entered for Paid To is automatically copied to it and highlighted.</p> <p>You can enter up to 25 characters of descriptive text for a particular detail line on the disbursement. The text entered here appears on the cheque stub and on reports.</p>
Amount	Enter an amount for the detail line. If the amount has zero cents, you don't have to enter .00.
New Line (Windows Only)	To enter another detail line to the cheque, click New Line or press ENTER.
Cash Balance	This shows the current balance (from the general ledger) for the account listed for Cash Acct.
Cheque Total	This shows the total for the cheque as you add detail lines to it. When you save the cheque, the Cheque Total amount decreases the account selected for Cash Acct.

Recording a Cheque with the Disbursements Journal

1 Click Disbursements Journal in the Command Center.

Click in the box to
change cash accounts

Choose a ledger
account to record the
expense for cheque

Comment line added
with Insert Line
command (Ctrl-I on
Windows or ⌘I on
Macintosh)

The screenshot shows the 'Disbursements Journal' window. At the top, there are 'Save', 'Modify', and 'History' buttons. Below them are checkboxes for 'Recurring' and 'Print on Save'. The 'Cash Account*' field is set to '1010 Cash In Bank - Chequeing Acct'. The 'Cheque #' field contains 'CK1884'. The 'Paid To*' field contains 'A Printed Page'. The 'Date' field contains '07/28/17'. The 'Address' field contains 'Cindy'. To the right, the 'Cash Balance' is '99,594,564.70' and the 'Cheque' amount is '5,000.00'. Below this is a 'Notes' section. At the bottom is a table with columns: 'Ledger Account*', 'Job*', 'Description', 'Amount', and 'New Line'. The first row in the table has '6000.01 Adv - Store 1' in the first column, '0001' in the second, 'A Printed Page' in the third, and '5000.00' in the fourth. A comment line 'Brochures for Store 1' is added below the first column of the table.

Ledger Account*	Job*	Description	Amount	New Line
6000.01 Adv - Store 1	0001	A Printed Page	5000.00	

2 If necessary, change the cash account for the cheque by clicking in the Cash Acct edit box and selecting another cash account from the pop-up list.

3 If necessary, enter or change the Cheque # and press TAB.

The cursor moves to the Paid To field.

- 4 On Windows, select a vendor from the pop-up list then press TAB, or type a name then click 1 Time.**

If you select a vendor who owes any outstanding payables, an alert appears to remind you to pay outstanding payables in Vendor Payments.

If the 1 Time vendor is used, MultiLedger won't save the vendor name or track payments made to that vendor. To keep track of payments by vendor name, you must add the vendor in Vendor Setup.

OR

- On Macintosh, select a vendor from the pop-up list then press TAB, or click Cancel then enter a name manually.**

If you select a vendor who owes any outstanding payables, an alert appears to remind you to pay outstanding payables in Vendor Payments.

If the vendor name is typed in manually, MultiLedger won't save the vendor name or track payments made to that vendor. To keep track of payments by vendor name, you must add the vendor in Vendor Setup.

- 5 Verify that the date for the cheque is correct.**
- 6 Select a ledger account for the cheque, enter an amount for the detail line, then press TAB to add the detail line to the cheque.**

The Ledger Account is usually an expense account in the 6000–8999 range. Entering a Job and Description are optional. As you add detail lines to the cheque, the Cheque Total field is updated.



After the first detail line is added, the Save button is enabled.

- 7 On Windows, if necessary, click New Line or press ENTER to begin entering another item.**

On Macintosh, if necessary, press TAB or RETURN again to begin entering another item.

For field explanations, see “Disbursements Journal Field Descriptions” on page 188.

Note

You can add comment lines to the transaction at any time by choosing Insert Line from the Edit menu (Ctrl-I on Windows or ⌘I on Macintosh). For more details, see “Adding Comment Lines to Transactions” on page 119.

- 8 When you are finished entering all the information for the cheque, click Save.**

When the cheque is saved, it is automatically posted to the general ledger, and the cheque number is increased by one.

Printing Disbursements Journal Cheques

MultiLedger offers you two ways to print a Disbursements Journal cheque:

- Check “Print on Save” in the Disbursements Journal window. Whenever you save a cheque in the Disbursements Journal, a standard Print dialog box will appear. Select your print options and click OK or Print.

OR

- Use Print on the Command Center. After closing the Disbursements Journal window, do the following:

- 1 Click Print in the Command Center.**
- 2 Select the correct period.**
- 3 Click the cheques radio button.**
- 4 If necessary, check Print Metafile (Windows) or Print PDF/PICT File (Macintosh).**

For more information on using Metafiles or PICT Files, see “Using the Print Screen” on page 90.

- 5 Select the cheques that you want to print.**

If no cheques are selected, then all cheques will print.

- 6 Click Print.**
- 7 Select your print options and click OK or Print.**

For more details about the Print command, see “Using the Print Screen” on page 90.

If you need to adjust where the fields print on a cheque, see “Customizing Print Field Positions for Your Printer” on page 95.

Modifying or Deleting Disbursements Journal Documents



When the cursor is in the Cheque # field, the Modify button is enabled. Click Modify to see a list of Disbursements Journal cheques that you can modify or delete. If the cheque you're looking for doesn't appear, you may have to select another month from the pull-down menu.

Please note that the cheques that appear here also include cheques recorded in Vendor Payments.

Using the Vendor Payments Window

You can use Vendor Payments for any of the following situations:

- You need to write a cheque for an outstanding payable.
- You need to delete an outstanding payable dated prior to your current open months that was entered incorrectly when your company was set up with MultiLedger.
- You need to make an adjustment or write off an outstanding payable.

Vendor Payments Field Descriptions

This section describes the fields on Vendor Payments.

Cash Acct	The default cash account assigned on Interface Accounts is shown. You can change the cash account by clicking the account number or name and selecting a new account from the pop-up list.
Disc/Adj Acct	<p>You can change the discount or adjustment account by clicking the account number or name and selecting a new account from the pop-up list. If no account is shown, click to the right of the Disc/Adj Acct label and select an account from the pop-up list.</p> <p>This account can be used to record vendor discounts or to reverse an original payable, and is typically <i>not</i> the Accounts Payable account. Once you've selected an account as the Disc/Adj Acct, you can change the account, but you cannot remove it.</p>
Cheque #	<p>Enter a document number up to eight characters long to identify the cheque. The last character <i>must</i> be a number.</p> <p>After the cheque is saved, the cheque number (or last number of a combination of characters) is increased automatically by one.</p>
Cheque Date	Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from the 30 open months, provided the month isn't locked, in the form MM/DD/YY.
Total Paid	As you apply payments, the Total Paid field shows the total for the cheque. When you save the cheque, the Total Paid amount decreases the account selected for Cash Acct.
Total Discount	As you apply discounts, the Total Discount field shows the total discounted for the deposit. This will be the total amount recorded to the account you selected in the Disc/Adj Acct field.
Cash Balance	This field shows the current general ledger balance for the selected Cash Acct.

Recording Vendor Payments

When you save vendor payments as a cheque, MultiLedger decreases the selected cash account and decreases your accounts payable account (as assigned on Interface Accounts) by the amount of the cheque.

While an individual cheque can have only one cash account and one discount/adjustment account, you can choose different cash accounts and different accounts for any discounts or adjustments for separate cheques.

1 Click Vendor Payments in the Command Center.

Click in the boxes to change accounts for the cheque or adjustment

Choose to sort the list by due date, name, or document number

List of outstanding payables

The screenshot shows the 'Vendor Payments' window. At the top are 'Save', 'Delete', and 'Detail' buttons. Below are input fields for 'Cash Account*' (1010 Cash In Bank - Chequeing Acct), 'Disc/Adj Account*' (5400 Discount on Purchase), 'Cheque #' (CK1889), and 'Cheque Date' (04/30/17). There are also fields for 'Total Paid', 'Total Discount', and 'Cash Balance' (99,594,564.70). A 'Sort by Due Date' dropdown menu is present. Below these is a table of outstanding payables.

Due/Disc Date	Doc#	Vendor Name	Amt Due	Amt Paid	Disc/Adjust
08/10/13	AP3-118	Blue Cross	500.00	0.00	0.00
08/13/13 07/24	AP3-116	Office Mart	50.00	0.00	0.00
08/25/13	AP3-97	Terry's Supply	28000.00	0.00	0.00
08/25/13 08/05	AP3-96	Office Mart	50000.00	0.00	0.00
08/26/13	AP3-120	Bank	20.00	0.00	0.00
09/13/13 08/24	AP3-119	Office Mart	50.00	0.00	0.00
09/25/13 09/05	AP3-99	Office Mart	50000.00	0.00	0.00
09/25/13	AP3-98	Terry's Supply	28000.00	0.00	0.00
05/30/17	AP3-124	A Printed Page	975.00	0.00	0.00

For field explanations, see "Vendor Payments Field Descriptions" on page 194.

2 Select a cash account for the cheque.

When you open Vendor Payments, the default cash account assigned on Interface Accounts is shown.

You can change the cash account by clicking the account number or name and selecting a new account from the pop-up list.

3 If necessary, select an account for any discounts or adjustments.

You can add or change the discount or adjustment account by clicking the account number or name and selecting a new account from the pop-up list (if no account is shown, click just to the right of the Disc/Adj Acct label). Once you've selected an account as the Disc/Adj Acct, you can change the account, but you cannot remove it.

4 If necessary, enter or change the cheque number.

After the cheque is saved, the cheque number is increased automatically by one.

5 Verify that the cheque date is correct.**6 Select the outstanding payable.**

You can select an outstanding payable by clicking it or by using the Find command under the Edit menu.

You can sort the outstanding payables by date, name, or document number by clicking the appropriate Sort by drop down option

Sort by Due Date ▼

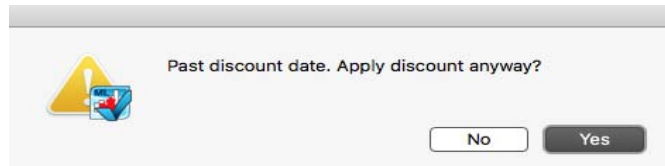
When you select an outstanding payable, the vendor name, due date, discount date, payable total, discount or adjustment (if any), and the cheque stub description (from the original payable) automatically fill in the appropriate fields above the outstanding payables list.

The screenshot shows the 'Vendor Payments' window. At the top, there are 'Save', 'Delete', and 'Detail' buttons. Below these, there are fields for 'Cash Account*' (1010 Cash In Bank - Chequeing Acct), 'Disc/Adj Account*' (5400 Discount on Purchase), 'Cheque #' (CK1889), and 'Cheque Date' (04/30/17). There are also fields for 'Vendor', 'Due/Disc Date/%', and 'Cheque Stub Desc'. A 'Sort by Due Date' dropdown menu is visible. Below these fields is a table of outstanding payables.

Due/Disc Date	Doc#	Vendor Name	Amt Due	Amt Paid	Disc/Adjust
08/10/13	AP3-118	Blue Cross	500.00	0.00	0.00
08/13/13 07/24	AP3-116	Office Mart	50.00	0.00	0.00
08/25/13	AP3-97	Terry's Supply	28000.00	0.00	0.00
08/25/13 08/05	AP3-96	Office Mart	50000.00	0.00	0.00
08/26/13	AP3-120	Bank	20.00	0.00	0.00
09/13/13 08/24	AP3-119	Office Mart	50.00	0.00	0.00
09/25/13 09/05	AP3-99	Office Mart	50000.00	0.00	0.00
09/25/13	AP3-98	Terry's Supply	28000.00	0.00	0.00
05/30/17	AP3-124	A Printed Page	975.00	0.00	0.00

Summary totals on the right: Total Paid, Total Discount, Cash Balance (99,594,564.70).

If the cheque date is later than the payable's discount date, the following dialog appears:



Click Yes to still apply the discount to the amount due.

Click No to *not* apply the discount.

Note

To apply full payment quickly without any discount or adjustment, hold down the Control key (Ctrl) on Windows or the Command key (⌘) on Macintosh while you click the outstanding payable. The amount due will be listed automatically as the amount paid. You thus go to step 9, skipping steps 7 and 8.

- 7 If necessary, edit the highlighted amount in the Amt Paid edit box to match the actual vendor payment and press TAB.**

The cursor moves to the Disc/Adjust edit box:

952.60	17.40
Amt Paid	Disc/Adjust

- 8 If necessary, change or enter any discount amount or adjustment and press TAB.**

After entering any discount or adjustment, press TAB to apply the payment and discount

Sort by Due Date ▾

98.00

2.00

Due/Disc Date	Term	Invoice#	Customer Name	Amt Due	Amt Paid	Disc/Adjust
11/01/16		123	Sample Custome	500.00	0.00	0.00
01/01/17		124	Sample Custome	1000.00	0.00	0.00
01/21/17	01/11 2:2/10 Net	125	Sample Custome	100.00	98.00	2.00
01/31/19	1:Net 30	125	Sample Custome	527.00	0.00	0.00



After the payment and discount are applied, the payment is added to the Total Paid field for the cheque, the discount is added to Total Discount field, and the Save button is enabled.

852.60	Total Paid
--------	------------

Note

If you find that you've made a mistake, you can correct it easily *before* saving the cheque. See "Modifying or Deleting Payments Before Saving a Cheque" on page 198.

9 After repeating steps 6–8 for each outstanding payable that you're paying, click Save.

A cheque is created for each vendor that you're paying. For example, if you selected two payables for Office Mart and three payables for Bats Distribution and Saved, two cheques are created; one for Office Mart for the total of their two payables and one for Bats Distribution for the total of their three payables.

When you save the cheque, the Total Paid amount and any discounts or adjustments decrease the accounts you selected.

Note

If you discover a payment error *after* saving the cheque, see "Modifying or Deleting Payments Before Saving a Cheque" on page 198

Modifying or Deleting Payments Before Saving a Cheque

If you've made a mistake (such as entering a payment incorrectly or entering a payment for the wrong payable), you can quickly fix the problem *before* saving the cheque:

- 1 Select the appropriate outstanding payable.**
- 2 Change the highlighted amount paid (or press DELETE or BACKSPACE to remove it), then press TAB.**
- 3 If necessary, change the amount in the Disc/Adjust field (or press DELETE or BACKSPACE to remove it), and press TAB to re-enter the modified payment (or remove the old one) on the line.**

Modifying or Deleting Payments After Saving a Cheque

When you create a cheque in Vendor Payments, MultiLedger uses the Disbursements Journal to post the cheque to the general ledger. You can use the Disbursements Journal to modify or delete the cheque that contains the incorrect vendor payment. Vendor Payments and the general ledger will be updated automatically to reflect the change.

To modify or remove a payment from a saved cheque:

- 1 Click Disbursements Journal in the Command Center, then click**
-

Modify.

A list of cheques for the month selected in the pull-down menu appears. Please note that the list of cheques also contains any cheques created in the Disbursements Journal. Select the cheque from the transactions list. If the cheque you're looking for doesn't appear, you may have to select another month from the pull-down menu.

- 2 Modify the payment amount for a detail line or enter 0.00 in the Amount edit box to remove a payment from the cheque.**
- 3 Press TAB to replace the detail line in the list.**
- 4 Click Save.**

The outstanding payable associated with the payment will again appear in Vendor Payments.

If you delete a cheque that was made using Vendor Payments from the Disbursements Journal, all the vendor payments that made up the cheque will again appear in the Vendor Payments.

For more details about modifying transactions, see “Modifying or Deleting Payments Before Saving a Cheque” on page 198.

Purchase Orders

You can enter a Purchase Order in Item Purchases. Saving an Item Purchase as a Purchase Order does not create an outstanding payable and does not affect the general ledger until it is converted to an Item Purchase. A Purchase Order can be modified, deleted, or converted to an Item Purchase at any time.

Creating Purchase Orders

- 1 Click Item Purchases in the Command Center.**
- 2 Check the Purchase Order check box.**
- 3 Enter the purchase order information as you normally would enter an Item Purchase.**



For detailed information on entering an Item Purchase, see “Recording a Purchase with Item Purchases” on page 179.

Note

You may want to change the document number for purchase orders, so as not to confuse them with Item Purchases. For example, you could use “PO [document number],” to indicate a purchase order. The document number you enter the first time for a purchase order will automatically be increased by one for each new purchase order you save.

- 4 Click Save.**
-

Working with Purchase Orders

You can modify, delete, or convert a purchase order to an Item Purchase at any time.

- 1 Click Item Purchases in the Command Center.**
- 2 Check the Purchase Order check box.**
- 3 Click Modify.**

A list of purchase orders appears. If the purchase order you are looking for does not appear in the list, you may have to select a different month from the pull-down menu.

- 4 Select the purchase order from the list, then click OK.**

You have four options: Modify, Cancel, Delete, and Create.

Modify If you click Modify, you can change any information for the purchase order. After you modify information, click Save to save the purchase order with changes.

Cancel If you click Cancel, you return to Item Purchases.

Delete If you click Delete, the purchase order is deleted, and you are returned to Item Purchases.

Create If you click Create, an Item Purchase is created using the information from the purchase order, and the following happens:

- The document number assigned to the new Item Purchase is one greater than the last Item Purchase saved.
- The date for the new Item Purchase defaults to the current date.
- The purchase order itself is deleted when you create an Item Purchase from it.
- You can modify anything on the new Item Purchase before saving it.

Printing Purchase Orders

- 1 Click Print on the Command Center.**
- 2 Select the period.**
- 3 Select the Item Purchases/PO's radio button.**

A list of available Item Purchases and purchase orders appears.

- 4 Select the purchase order(s) you wish to print, and Print Metafile (Windows) or Print PDF/PICT File (Macintosh), if necessary.**

5 Click Print.

Note

Purchase orders use the same format as Customer Invoices. You can, however, have a separate Metafile or PDF/PICT File for purchase orders. For information on using Metafiles, see “Positioning Print Fields for Windows Metafiles or Macintosh PDF or PICT Files” on page 98.

Viewing Purchase Orders

- 1 Click Transaction Journals in the Command Center.**
- 2 Select a month from the list box on the right.**
- 3 Click the Purchase Orders radio button.**
- 4 Select the purchase order(s) you want to view, then click View.**

If the purchase order you are looking for does not appear in the list, you may need to select another month from the list.

Note

You can select all months in the list by clicking and dragging or using the SHIFT key to select more than one month.

Special Vendor Situations

Reversing a Payable

If you want a complete audit trail, you can use the Disc/Adjust account in Vendor Payments to reverse a payable.

You can also delete the original Item Purchase or Payables Journal transaction. Deleting the original payable leaves no record of the transaction. For more information on deleting payables, see “Modifying or Deleting Payables Journal Transactions” on page 187 or see “Modifying or Deleting an Item Purchase” on page 182.

Important

If there is a cheque associated with the payable you want to reverse or delete, you should delete the cheque in the Disbursements Journal before deleting or modifying the payable.

Reversing a Payable on the Vendor Payments Window

- 1 Click Vendor Payments in the Command Center.
- 2 Select the Disc/Adj account.
Usually, this is the same expense account that was used in the original payable, *not* the Accounts Payable account.
- 3 Select the outstanding payable.
- 4 Enter zero in the Amt Paid edit box and press TAB.
- 5 Enter the amount of the payable in the Disc/Adjust edit box and press TAB.
- 6 You could change the cheque number to an appropriate document number, such as “VD [Document #],” to indicate a void payable.
- 7 Click Save.

Recording Vendor Credit

Recording Vendor Credit for Returned Inventory

- 1 Click Item Purchases in the Command Center.
- 2 Enter the credit memo information.

Follow the guidelines in “Recording a Purchase with Item Purchases” on page 179, *except* for the following fields:

- Item** Select the returned item from the Item pop-up list.
- Quantity** Enter a *negative* quantity for the returned inventory:

Quantity
-10

- Amount** The amount of the credit will show automatically as a *negative* amount:

Amount
-350.00

- 3 Press TAB to add the credit memo to the detail list, and then click Save.

The vendor credit will appear in Vendor Payments as a credit and can be applied as payment toward a current or future payable. The returned inventory items will be subtracted from your inventory.

Recording Other Vendor Credit

- 1 Click Payables Journal in the Command Center.
- 2 Enter the credit memo information.

Follow the guidelines in “Recording a Purchase with the Payables Journal” on page 185, *except* for the following fields:

Ledger Account Select the account that was used to originally record the purchase.

Amount Enter the credit as a *negative* amount like this:

Amount
-350.00

- 3 Click Save.

The vendor credit will appear in Vendor Payments as a credit and can be applied as payment toward a current or future payable.

Applying Vendor Credits

The credit amount is equal to the outstanding payable amount

- 1 Click Vendor Payments in the Command Center.
- 2 Select the outstanding payable, and press TAB twice.
- 3 Select the vendor’s credit amount (with a minus (-) sign) and press TAB twice.

The amount shown for Total Paid should be zero.

- 4 Change the cheque number to an appropriate description.
- 5 Click Save.

Both the outstanding payable and the credit amount are removed from Vendor Payments.

The credit amount is larger than the outstanding payable amount

- 1 Click Vendor Payments in the Command Center.
- 2 Select the outstanding payable, and press TAB twice.
- 3 Select the vendor's credit amount (with a minus (-) sign), change the amount shown in the Amt Paid edit box to the amount of the outstanding payable with a minus (-) sign, and press TAB twice.

For example, if the outstanding payable amount is \$250, you would enter "-250" in the Amt Paid edit box for the credit memo. The amount shown for Total Paid should be zero.
- 4 Change the cheque number to an appropriate description.
- 5 Click Save.

The remaining credit amount appears in Vendor Payments to be applied toward another outstanding payable.

The credit amount is less than the outstanding payable amount

- 1 Click Vendor Payments in the Command Center.
- 2 Select the vendor's credit amount and press TAB twice.
- 3 Select the outstanding payable.

If you are paying the remainder of the outstanding payable, simply press TAB twice. The Total Paid amount should equal the outstanding payable amount minus the credit amount.

If you are *not* paying the remainder of the outstanding payable, and you just want to apply the credit amount, change the amount in the Amt Paid edit box to match the amount of the credit amount with no minus (-) sign. For example, if the credit amount is "-100," you would change the Amt Paid for the outstanding payable to "100." The Total Paid amount should be zero.

- 4 Change the cheque number to an appropriate description.
- 5 Click Save.

If you paid the remainder of the outstanding payable, both the outstanding payable amount and the credit amount are removed from Vendor Payments.

If you did *not* pay the remainder of the outstanding payable, the remaining outstanding payable amount remains in Vendor Payments to be paid later.

Chapter 9

Other Activities

This chapter discusses the following topics:

- Using the General Journal
 - Reconciling bank accounts
 - Using the Adjust Inventory window, including how to build or manufacture items
 - Using the import and export capabilities
 - Closing the year
 - Rebuilding Company Files
 - Renaming Company Files
 - Find Company Files
 - Renumbering Accounts
-

Using the General Journal

You can use the General Journal to record transactions, such as the following:

- Depreciation or amortization adjustments
- Bank charges or fees
- Interest earned

General Journal Field Descriptions

This section discusses the individual fields on the General Journal.

Recurring	If you have General Journal entries that occur on a regular basis, you can save them with Recurring checked. You can define the frequency for a recurring entry and have MultiLedger remind you when the transaction should be created. For more details on working with recurring entries, see “Recurring Entries” on page 124.
Reference #	<p>Enter a reference number up to eight characters long to identify the transaction. The last character <i>must</i> be a number.</p> <p>After the transaction is saved, the reference number is automatically increased by one.</p>
Description	Enter a description up to 25 characters long.
Date	Simply type over the highlighted day or use the +/- keys on your keyboard to increment/decrement the date. You can enter a date from any open month, provided the month isn’t locked, in the form MM/DD/YY.
Ledger Account	<p>Select a ledger account from the pop-up list. For more information, see “Using Pop-Up Lists” on page 112.</p> <p>Because you have to enter both the debit (+) and the credit (-) of a General Journal transaction, each General Journal entry will have at least two ledger accounts.</p>
Job	Select the job for this detail line from the pop-up list. If the Jobs pop-up list does not appear, no jobs have been set up, or Skip Jobs (Ctrl-K on Windows or ⌘K on Macintosh) under the Edit menu is checked.
Description	<p>The description you entered above is copied and highlighted automatically.</p> <p>You can enter up to 25 characters of descriptive text for a particular detail line on the transaction.</p>

Amount Enter an amount (no dollar signs). If the amount has zero cents, you don't have to enter .00.

Credits should be entered with a minus sign (-) before the amount like this: -42.50

After at least one transaction line has been added, MultiLedger automatically calculates the necessary balancing amount and puts it in the Amount edit box. You can override the anticipated amount if more than one transaction line needs to be added.

**New Line
(Windows Only)**

To enter another detail line to the entry, click New Line or press ENTER.

**Entry Total
(Calculated)**

This shows the total for the transaction as you add detail lines to the transaction. The Entry Total must equal zero before you can save the transaction.

Important

When using the General Journal, you must enter both the debit and credit amounts for each transaction. An unbalanced entry (when credits plus debits do not equal zero) cannot be saved. After entering both sides of an entry, the amount shown for Entry Total should be 0.00.

Recording a General Journal Transaction

- 1 Click General Journal in the Command Center.

Reference # must
end in a number

Debits and credits
must be equal before
you can save the
transaction

The screenshot shows the 'General Journal' window with the following fields and data:

- Ref #**: Trf-118
- Description**: Transfer from savings
- Date**: 04/30/17
- Entry Total**: 0.00
- Recurring**: ☐
- Save** and **Modify** buttons are visible.
- Ledger Account***: 1010 Cash In Bank - Chequeing Acct, 1015 Money Market Account
- Job***: (Empty)
- Description**: Transfer from savings, Transfer from savings
- Amount**: 5000.00, -5000.00
- New Line** button is visible.

- 2 **If necessary, enter or change the reference number and press TAB.**

The cursor moves to the Description field.

- 3 **Enter a description for the transaction.**

- 4 **Continue filling in the rest of the fields with the appropriate information.**

For field explanations, see “General Journal Field Descriptions” on page 206.

Note

You can add comment lines to the transaction at any time by choosing Insert Line (Ctrl-I on Windows or ⌘I on Macintosh) from the Edit menu. For more information on adding comment lines see “Adding Comment Lines to Transactions” on page 119

- 5 **After you’ve entered a ledger account and amount (Job and detail line Description are optional), press TAB to add the line to the transaction.**

Note

Credits should be prefaced with a minus (–) sign.

As you add detail lines to the transaction, the Entry Total amount is updated.

After selecting another ledger account for the next detail line, MultiLedger automatically calculates the necessary balancing amount and puts it in the Amount edit box.

- 6 **On Windows, if necessary, click New Line or press ENTER to begin entering another item to this entry.**

On Macintosh, if necessary, press TAB or RETURN to begin entering another item to this entry.

- 7 **When you are finished entering all the information for the document, click Save.**

After the transaction is saved, it is posted automatically to the general ledger, and the Reference # is increased by one.

Modifying or Deleting General Journal Documents



When the cursor is in the Reference # field, the Modify button is enabled. Click Modify to see a list of General Journal transactions that you can modify or delete. If the General Journal transaction you’re looking for doesn’t appear, you may have to select another month from the pull-down menu.

Balancing Your Chequebook

Each month when you receive a bank statement you should reconcile or account for the difference between a cash account's current balance (as shown in the general ledger) and the ending balance shown on the bank statement. This provides a way for you to ensure that your record of transactions matches what the bank has recorded for the same account.

Bank Reconciliation Field Descriptions

The following section describes the fields on the Bank Reconciliation.

Cash Acct	The default cash account assigned on Interface Accounts is initially shown. To change accounts, click the account shown and choose another account from the pop-up list. The account selected will print at the top of the Bank Reconciliation report.
Note	If you do not have access to the Interface Accounts, you cannot change this account in the bank reconciliation.
Show Cleared Items	If Show Cleared Items is checked when you click Get Transactions, the transactions list will include transactions that have already been finalized (in the currently open month/year) along with those that have been cleared but not finalized and those that haven't yet been marked as cleared. This is useful for finding a transaction that was mistakenly marked as cleared.
Sort by Ref #	If Sort by Reference # is checked when you click Get Transactions, the unfinalized transactions will be listed from the lowest to the highest reference number. Otherwise, the unfinalized transactions are listed from the earliest to the most recent transaction date.
Print Cleared Items	Check this option to have finalized and unfinalized transactions print on the report. The dates for finalized and unfinalized transactions are determined by the Cutoff Date.
Cutoff Date	The date entered here determines the last date that will be reported. For example, by entering the last date of a previous month and clicking Get Transactions, all unfinalized transactions as of that date will be reported. The Ledger Balance will also be as of the Cutoff Date. Initially, MultiLedger enters the current date as the Cutoff Date.
Bank Statement Balance	Enter the amount that your bank statement shows as an ending balance for the account.
-Outstanding Not Entered	Enter a value here if cheques and/or deposits that were created prior to your Current Fiscal Year have not yet cleared the bank. Cheques and deposits from a date prior to your Current Fiscal Year will not appear in the transactions list since they were not created with MultiLedger.

If you have outstanding cheques and/or deposits written prior to your Current Fiscal Year that have not yet cleared the bank, you should total the outstanding cheques and deposit amounts, then do one of the following:

- If the cheques are more than the deposits, enter a positive total for -Outstanding Not Entered.
- If the deposits are more than the cheques, enter a negative amount for -Outstanding Not Entered.

As the cheques and deposits that comprise the -Outstanding Not Entered value clear the bank, you should reduce the value in this field. Eventually, when all cheques and deposits that were written prior to your Current Fiscal Year have cleared, the -Outstanding Not Entered field should be zero.

**-Current Outstanding
(Calculated)**

This calculated value shows the total of uncleared (unchecked) transactions in the list. Since -Current Outstanding is subtracted from the Bank Statement Balance entered, a negative value means your uncleared deposits are more than your uncleared cheques.

**=Revised Bank
Balance (Calculated)**

This is your current bank balance based on Bank Statement Balance minus Outstanding Not Entered minus Current Outstanding.

**-Ledger Balance
(Calculated)**

This is the general ledger balance for the account selected for Cash Account as of the Cutoff Date.

**=Difference
(Calculated)**

After all transactions have been marked as cleared according to the bank statement, this amount should be 0.00.

Cleared Withdrawals

This field keeps a running total of all credits (cheques, withdrawals, bank charges, etc.) for the selected account as you mark them as cleared. This field is cleared when you click Finalize.

Cleared Deposits

This field keeps a running total of all debits (deposits, interest earned, etc.) for the selected account as you mark them as cleared. This field is cleared when you click Finalize.

Get Transactions

Click this button to see a list of transactions, cleared and uncleared, that have not been finalized. If Show Cleared Items is checked, transactions cleared in previously finalized bank reconciliations will also be included in the list.

If you need to add a transaction or modify an existing transaction during bank reconciliation, simply access the correct transaction journal window, enter or modify the transaction, then return to Bank Reconciliation and click Get Transactions. The new/modified transaction appears as uncleared.

Print If you click this button *before* a list of transactions is shown, the reconciliation report will show only current reconciliation balances. If you click Print after a list of transactions is shown, the report will include all uncleared transactions as well as reconciliation balances. To include cleared transactions on the report, make sure Print Cleared Items is checked.

Finalize Use Finalize *only* when you have completed the bank reconciliation for a month and your Difference is 0.00. After clicking Finalize, cleared transactions will no longer appear when you click Get Transactions (unless you have Show Cleared Items checked).

Reconciling Your Bank Balances

Use the following steps to reconcile your bank balances.

1 Click Bank Reconciliation in the Command Center.

When you click Get Transactions a list of uncleared transactions, as well as cleared transactions that have not been finalized, appears

The screenshot shows the 'Bank Reconciliation' window. At the top, there are 'Finalize' and 'Print' buttons. Below them are three checkboxes: 'Show Cleared Items' (unchecked), 'Sort by Ref #' (unchecked), and 'Print Cleared Items' (unchecked). A table of transactions is displayed with columns: Date, Ref#, Description, and Amount. The transactions are as follows:

Date	Ref#	Description	Amount
04/30/17	CK1885	BTS Distribu	-56050.00
04/30/17	CK1886	BTS Distribu	-6000.00
04/30/17	CK1887	A Printed Pa	-750.00
* 04/30/17	CK1888	CA Dept of L	-955.00
* 04/30/17	Trf-118	Transfer fro	5000.00

To the right of the table is a 'Cash Account*' dropdown menu showing '1010 Cash in Bank - Chequeing Acct'. Below the table is a 'Get Transactions' button. To the right of the button are fields for 'Cutoff Date' (5/31/17), 'Bank Statement Balance' (904708.11), and '-Outstanding Not Entered' (0.00). Below these are several lines of summary data:

- 62800.00 -Current Outstanding
- 841908.11 =Revised Bank Balance
- 841908.11 -Ledger Balance
- 0.00 =Difference
- 955.00 Cleared Withdrawals
- 5000.00 Cleared Deposits

2 If necessary, select the Cash Account that corresponds to the bank statement.

The default cash account is the one assigned on Interface Accounts. You can change accounts by clicking on the current cash account and selecting a new account from the pop-up list.

For more information about the Cash Account field, see “Bank Reconciliation Field Descriptions” on page 209.

3 If necessary, edit the Cutoff Date.

The Cutoff Date is filled in automatically with the current date.

The Cutoff Date determines the last date that will be reported. For example, by entering the last date of a previous month and clicking Get Transactions, all outstanding cheques and deposits as of that date will be reported. The Ledger Balance will also be as of the Cutoff Date.

The Cutoff Date must be a valid transaction date from the any open month.

4 Enter the *ending* balance from your bank statement into the Bank Statement Balance field.

5 If desired, check Sort by Ref #.

If Sort by Ref # is checked when you click Get Transactions, the transactions will be listed from the lowest to the highest reference number. Otherwise, the transactions are listed from the earliest to the most recent transaction date.

Note

If Sort by Ref # is checked, numeric reference numbers are sorted first before alpha reference numbers. For example, cheque number “5500” would come before document number “Dep138.”



6 Click Get Transactions.

The list includes uncleared transactions, as well as cleared transactions that have not been finalized.

7 For each transaction shown on your bank statement, find the corresponding transaction in the list and click it to mark it as cleared.

Disbursements or cheques are shown as negative amounts. Deposits are shown as positive amounts.

A checkmark (✓ - Macintosh) or an asterisk (* - Windows) appears to the left of transactions that you have marked as cleared and the item will change color. If you accidentally mark a transaction as cleared, click it again to un-clear it and remove the mark.

You can mark multiple lines as cleared by dragging on the appropriate transactions.

MultiLedger keeps a running total for cheques and deposits you’ve marked as cleared in the Cleared Withdrawals and the Cleared Deposits fields.

Note

Attention CheckMark Payroll Users: Employee cheques imported from CheckMark Payroll to MultiLedger show “PR[posting date]” under the Ref # heading, and cheque numbers under the Description heading. Employer cheques use the cheque number assigned in CheckMark Payroll as the Ref #.

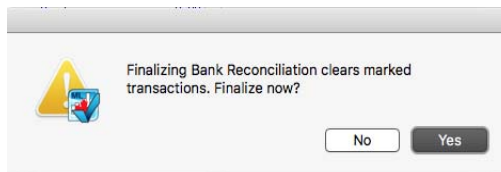
8 When you are finished checking off cleared transactions, =Difference should be 0.00.

If =Difference is 0.00, you have successfully reconciled your bank balance.

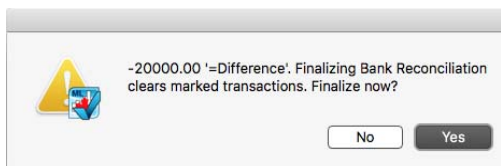
If =Difference is *not* 0.00, see “Bank Reconciliation Tips” on page 214 and “Bank Reconciliation Problems” on page 215

9 When you’re finished reconciling the bank account, click Finalize.

If the bank reconciliation is in balance, you will get the following message:



If the bank reconciliation is *not* in balance, you will get the following message:



Click No to not save the bank reconciliation data.

Click Yes to save the bank reconciliation data. Once finalized, cleared transactions no longer appear when you click Get Transactions (unless Show Cleared Items is checked).

Bank Reconciliation Tips

If you're having trouble reconciling your bank statement in MultiLedger, read the following tips. If you're still having trouble, read the next section, "Bank Reconciliation Problems."

- **Compare the Cleared Withdrawals total to your bank statement.** The amount in the Cleared Withdrawals field should match the bank statement's total for withdrawals. (This may be called cheques paid, withdrawals, or something similar on your bank statement). If they don't match, you may have mistakenly cleared an item that hasn't cleared the bank or you may have missed checking off a cleared item in Bank Reconciliation.
 - **Compare the Cleared Deposits total to your bank statement.** The amount in the Cleared Deposits field should match the bank statement's total for deposits. (This may be called total deposits or something similar on your bank statement). If they don't match, you may have mistakenly cleared an item that hasn't cleared the bank or you may have missed checking off a cleared item in Bank Reconciliation.
 - **Double-check the amount entered for Bank Statement Balance.** This should be the *ending* balance from your bank statement. When you open Bank Reconciliation, the amount in the Bank Statement Balance field is the amount that was last saved, so it may be the ending balance from last month's bank statement.
 - **Make sure all miscellaneous items, such as bank interest or fees/charges, have been entered in MultiLedger.** You can add missing transactions while doing the bank reconciliation. When you are finished adding missing transactions, simply click Get Transactions on Bank Reconciliation to add the new transactions to the list.
-

Bank Reconciliation Problems

If you've finished marking transactions as cleared and =Difference is not zero, you should find the problem and correct it. The rest of this section will help you find the problem and suggest what you can do about it.

- **A transaction was mistakenly marked as cleared**

To un-clear a transaction, click it to remove the mark.

If you haven't finalized the bank reconciliation yet, make sure that all transactions that have just been marked as cleared in MultiLedger are also shown on the bank statement.

If you've already finalized the bank reconciliation, check Show Cleared Items before you click Get Transactions. The transactions list will include transactions that have already been finalized based on the Cutoff Date.

- **A transaction listed on the bank statement was not marked as cleared in MultiLedger**

Make sure that all transactions listed on the bank statement have a corresponding transaction marked as cleared in MultiLedger. As you mark a transaction as cleared in MultiLedger, sometimes putting a checkmark next to the corresponding transaction on the bank statement helps.

- **A transaction listed on the bank statement was not recorded in MultiLedger**

Look at the bank statement to see what sort of transactions might be missing from your MultiLedger records.

- Bank charges (such as a monthly service charge) or dividends have probably not been entered in MultiLedger yet. Record these types of transactions in the General Journal, then return to the Bank Reconciliation and click Get Transactions. The new transaction will appear in the list.

- A deposit might have been made to your cash account that wasn't recorded in MultiLedger. You should record this deposit in Customer Payments or the Receipts Journal, then return to the Bank Reconciliation and click Get Transactions. The new transaction will appear in the list.

- A cheque might have been hand written without recording it in MultiLedger. You should record the cheque in Vendor Payments or the Disbursements Journal, then return to the Bank Reconciliation and click Get Transactions. The new transaction will appear in the list.

- **A transaction was marked as cleared in MultiLedger, but the amount is different than on the bank statement.**

A cheque or deposit might have been entered incorrectly. You can modify or delete the transaction. For more details, “Modifying or Deleting a Transaction” on page 120

- **A prior outstanding total was not entered**

You need to enter a prior outstanding total if cheques or deposits were created before you started using MultiLedger but haven’t yet cleared the bank. The total amount for these cheques and deposits needs to be entered in the -Outstanding Not Entered field, so you can reconcile the bank balance.

For details about the -Outstanding Not Entered field, see “Bank Reconciliation Field Descriptions” on page 209.

- **A cheque or deposit was already marked as cleared, then the transaction amount was modified after the bank reconciliation was finalized.**

If you modify a transaction that was cleared and then finalized, then modify the transaction amount, the transaction is automatically uncleared. You should mark the transaction with the modified amount as cleared on the Bank Reconciliation.

Adjust Inventory Window

Adjust Inventory provides a simple way to adjust the values in your inventory account to reflect current inventory values. You can use this window to:

- Adjust inventory levels after taking a physical inventory count to reflect what you actually have on hand.
 - Remove an item from inventory that didn’t involve a sale, such as an inventory transfer from one location to another.
-

- “Build” an inventory item from existing inventory items. This is handy if you do some light manufacturing or bundling of inventory. For more information, see “Building Inventory” on page 220.

Adjust Inventory Field Descriptions

Reuse	When you click this instead of Modify, you can select a previous entry to “Reuse” without changing or deleting the original entry. For more information, see “Reusing Adjust Inventory Transactions” on page 219.
Inventory Account	<p>The default account assigned to Inventory on Interface Accounts is shown.</p> <p>The account shown for Inventory <i>cannot</i> be changed here.</p>
Adjust Account	This account will be increased (debited) or decreased (credited) when you save the transaction. If no account appears here or to change the account, click just to the right of the Adjust Account label and select an account (usually in the 5000 range) in the pop-up list that appears.
Ref #	Since MultiLedger uses the General Journal to post an Adjust Inventory transaction to the general ledger, the same reference number system is used in both windows.
Description	Enter a description for the transaction up to 25 characters long. The description entered here appears in Transaction Journal reports and in General Ledger reports.
Date	Simply type over the highlighted day. You can enter a date from the any open month, provided the month isn’t locked, in the form MM/DD/YY.
G/L Account Balance	The current general ledger balance, as of the last transaction date, for the Inventory account is shown.
Total Cost of Items	A calculated value based on the quantity on hand multiplied by the average unit cost for all items in your inventory.
Entry Total	The calculated total based on the Adjust Qty (+ or -) multiplied by the Unit Cost for all items you are adjusting.
Adjust Qty +/-	The quantity you want to adjust an item’s quantity on hand by. You can enter either a positive or a negative quantity.

Using the Adjust Inventory Window

1 Click Adjust Inventory in the Command Center.

The inventory account is the one you selected on Interface Accounts

Click Reuse to use a previous entry without modifying or changing the original entry.

Choose a cost of sales account, usually in the 5000 range

Current inventory values appear here

The screenshot shows the 'Adjust Inventory' window. At the top, there are 'Save' and 'Modify' icons, and a 'Reuse' button. Below these are fields for 'Inventory Account' (1400 Inventory), 'Adjust Account*' (5000 Cost of Sales), 'Ref #' (Trf-119), 'Description' (Adjust Inventory), and 'Date' (04/30/17). To the right, summary statistics are displayed: '741,112.34 G/L Acct Balance', '741112.34 Total Cost of Items', and '-1333.05 Entry Total'. At the bottom, a table shows current inventory values for various items.

Qty on Hand	Unit Cost	Adjust Qty	Total Cost	Inventory Item
3009.00	12.5020	0.00	0.00	DBS1\Dingbats-Store 1
19470.00	13.5738	0.00	0.00	DBS2\Dingbats-Store 2
1800.00	11.9444	100.00	1194.44	DWS1\Dingwings-Store 1
16185.00	25.2749	-100.00	-2527.49	DWS2\Dingwings-Store 2
884.00	11.7778	0.00	0.00	Whizbats-Store 1
25.00	-71.0000	0.00	0.00	Whizbats-Store 2

2 Select an account for the adjustment.

You can change the Adjust Acct by clicking the account number or name and selecting a new account from the pop-up list. If no account is shown, click to the right of the Adjust Acct label and select an account from the pop-up list that appears.

3 If necessary, enter or change the reference number.

4 Type in a description for the transaction.

5 Verify that the date is correct.

6 Select an item you want to adjust from the list.

- 7 Enter a quantity, positive or negative, in the Adjust Qty +/- edit box, then press TAB.**

Entering a positive quantity adds to the existing inventory and entering a negative (-) quantity subtracts from the existing inventory.

The Total Cost edit box shows the calculation of the Adjust Qty +/- multiplied by the Unit Cost. If you change the amount in the Total Cost field, the Unit Cost for the item will be updated accordingly.

- 8 Repeat steps 6 and 7 for all items you want to adjust.**
- 9 When you are finished, click Save.**

Modifying or Deleting Adjust Inventory Transactions

You can modify or delete a transaction made in Adjust Inventory.

- 1 Click Adjust Inventory in the Command Center.**
- 2 Click Modify.**
- 3 Select the transaction from the list, then click OK.**

If the transaction you are looking for does not appear, you may have to select another month from the pull-down menu.

To delete the transaction, click each line in the entry, enter zero in the Adjust Qty +/- edit box, then press TAB twice. When all items have a zero in the Adjust Qty column, click Save.

To modify the transaction, change the appropriate items, then click Save.

Reusing Adjust Inventory Transactions

You can reuse a transaction created in Adjust Inventory without changing the original entry.

- 1 Click Adjust Inventory in the Command Center.**
- 2 Click Reuse.**
- 3 Select the transaction from the list, then click OK.**

If the transaction you are looking for does not appear, you may have to select another month from the pull-down menu.

You can modify any information, then click Save.

Building Inventory

Adjust Inventory can be used for light manufacturing or bundling of items. The following example shows you how to use Adjust Inventory for light manufacturing to make a fictitious whizbat from existing inventory of dingbats and dingwings. The dingbats and the dingwings are the components and the whizbat is the finished good.

- 1 Make sure you have the components of the finished good on hand and an item name set up for the finished good.**

Note

Components should be purchased in the quantity they will be sold. For example, if the dingbats you use to make whizbats come in 25 foot rolls, but each whizbat uses only 4 inches of dingbat, you should purchase the dingbat in inches.

- 2 Click Adjust Inventory in the Command Center.**
- 3 Select an Adjust Acct.**

Usually this is the inventory account.
- 4 Select a component in the list.**
- 5 Enter a negative quantity in the Adjust Qty +/- edit box.**

Enter a negative
adjust quantity for the
components

Adjust Qty	Total Cost
-50	-522.01

The Total Cost for the component will show as a negative amount.

- 6 Repeat steps 4 and 5 for each component.**
 - 7 Highlight the finished good item in the list and enter a positive quantity for the finished good in the Adjust Qty +/- edit box.**
-

- 8 Take the amount that appears as a negative in the Entry Total field and enter this amount as a positive in the Total Cost edit box for the finished good.

Enter the total that appears as a negative for the components as a positive amount for the finished good

The screenshot shows the 'Adjust Inventory' window with the following details:

- Inventory Account:** 1400 Inventory
- Adjust Account:** 5000 Cost of Sales
- Ref #:** Trf-119
- Description:** Adjust Inventory
- Date:** 04/30/17
- Adjust Qty:** (empty)
- Total Cost:** (empty)
- Summary:**
 - 741,112.34 G/L Acct Balance
 - 741112.34 Total Cost of Items
 - 1333.05 Entry Total

Qty on Hand	Unit Cost	Adjust Qty	Total Cost	Inventory Item
3009.00	12.5020	0.00	0.00	DBS1/Dingbats-Store 1
19470.00	13.5738	0.00	0.00	DBS2/Dingbats-Store 2
1800.00	11.9444	100.00	1194.44	DWS1/Dingwings-Store 1
16185.00	25.2749	-100.00	-2527.49	DWS2/Dingwings-Store 2
884.00	11.7778	0.00	0.00	Whizbats-Store 1
25.00	-71.0000	0.00	0.00	Whizbats-Store 2

This will make the Entry Total zero.

For example, if it takes 5 inches of Dingbats and 5 units of Dingwings to make 1 Whizbat, your entry would look similar to the one above.

- 9 Click Save.

Saving this transaction transfers the components into the finished good and will reflect the true unit cost of the finished good based on the cost of each of the components. To view the entry that was made, click Transaction Journals in the Command Center, select the correct month from the list, then click the General radio button. Highlight the transaction, then click View.

Viewing Adjust Inventory Transactions

- 1 Click Transaction Journals in the Command Center.
- 2 Select a month from the list.
- 3 Click the General radio button.
- 4 Highlight the document(s) you wish to view, then click View or Print.

Importing and Exporting Data

MultiLedger's ability to import and export data is one of its most powerful features and gives it a great deal of flexibility to work with other programs. You can send data back and forth between different MultiLedger companies or even to other programs. Some ideas for using these features include:

- Export your customers from MultiLedger to a word processor to use its mail-merge capabilities.
- Use a database to create specialized invoices, and then import them into MultiLedger to track your accounts receivable information.
- Import your customers and vendors into MultiLedger from a database or address book program.
- Create a new set of company files because of a change in the fiscal year-end date. This way, you can export much of the data from the old company and import it into the company with the new fiscal year-end date.

The Basics of Importing and Exporting

First, here are a few key terms to remember about importing and exporting.

Record The information about one vendor, customer, item or transaction. For instance, consider these items to import:

Name	Qty	Price
Widget	41	4.25
Poster	13	12.00

The item called Widget and its associated quantity and price are one record. Poster and its associated information are another record.

Field One piece of information from a record. In the example above, name and quantity are each one field.

ASCII file Same as a text file.

Text file The most basic file format. A text file doesn't contain any information about fonts or formats. It only contains the words and numbers that make up your data. This is the kind of file that most programs (including MultiLedger) use when they import and export data.

Tab-delimited file

A special kind of text file. Each field is separated by a tab character, and each record is separated by a carriage return. For example, a tab-delimited text file, using the above example, might look like this:

Widget<tab>41<tab>4.25 <CR> Poster<tab>13<tab>12.00<CR>

MultiLedger uses tab-delimited text files to import or export information. Text files are a common file format that many applications understand. “Tab-delimited” simply means that a tab character separates each field in the text file.

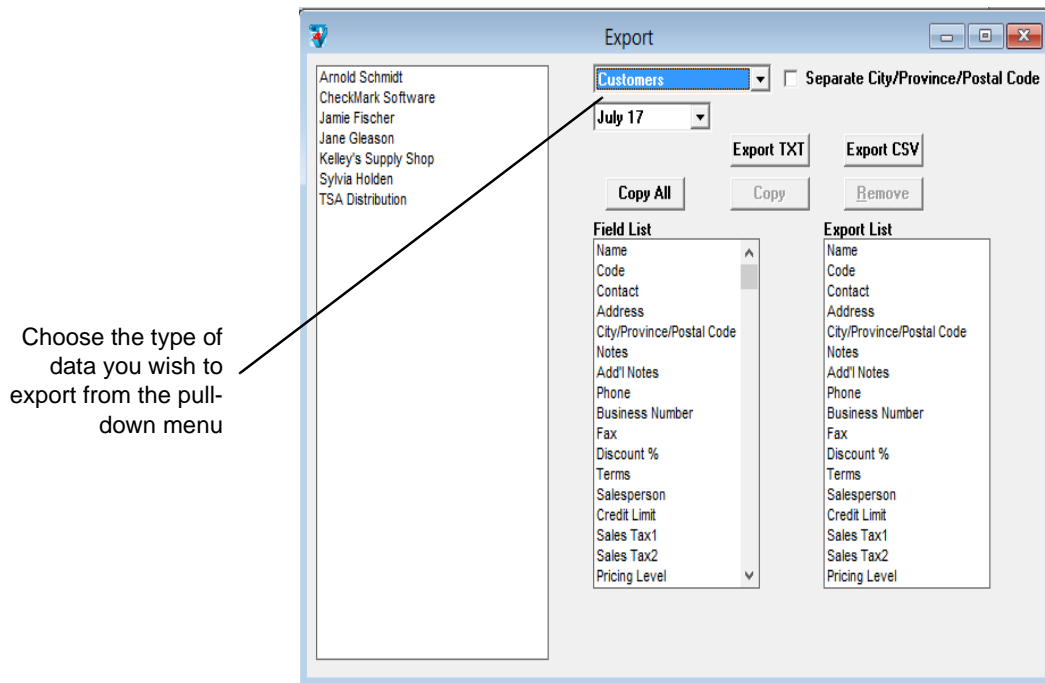
Here are a few important things to remember about a tab-delimited text file:

- There are no titles for the data in the text file.
- <tab> is just a symbol for the TAB character on your keyboard. (Don’t use the letters “t a b.”)
- The <CR> character is the ENTER key (Windows) or the RETURN key (Macintosh) on your keyboard.
- A word processing program can be used to view a text file. It might display characters like ➔ for <tab> and ¶ for <CR>.

When data is imported, MultiLedger opens the text file and reads the information into your company files. When data is exported, MultiLedger copies the selected information from your company and saves it to a text file. The exported information can then be read by many applications including, of course, MultiLedger. Every time you export information, you can save it to a different text file. For instance, you could export your customers to one file, your vendors to a second file, and your items to a third file.

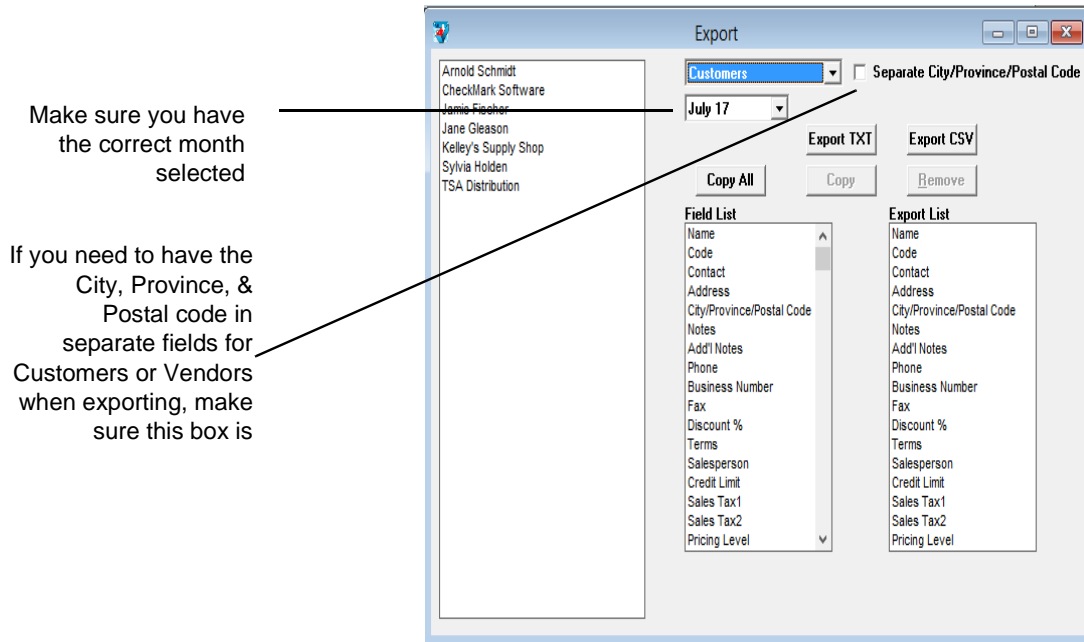
Exporting from MultiLedger

1 Choose Export from the File menu.



- 2 If necessary, make sure you have the month that contains the data you wish to export selected in the pull-down menu.
 - 3 Select the type of data that you want to export from the pull-down menu.
-

After selecting the appropriate option from the pull-down menu, a list of records for the month selected in the Month menu appears on the left and the Field List shows the fields that you can export. For example, if you clicked the Customers option, a list of customers appears:



Note

If Customers or Vendors is selected and you want the City, Province, and Postal Code exported in separate fields, make sure you select the Separate City/Province/Postal Code checkbox.

4 Click Copy All to copy all the fields from the Field List to the Export List in the same order they appear in the Field List.

You can also select a field then click Copy, or you can double-click each field you want to export in the order you want it to appear in the text file.

Since there are no field names in a text file, you should carefully determine the order you want data to appear in the text file.

As you double-click each field in the Field List, the field name appears in the Export List:



To remove a field from the Export List, double-click it or click it once then click Remove. Fields below the removed field will automatically move up in the Export List.

5 From the list on the left, select the records that you want to export.

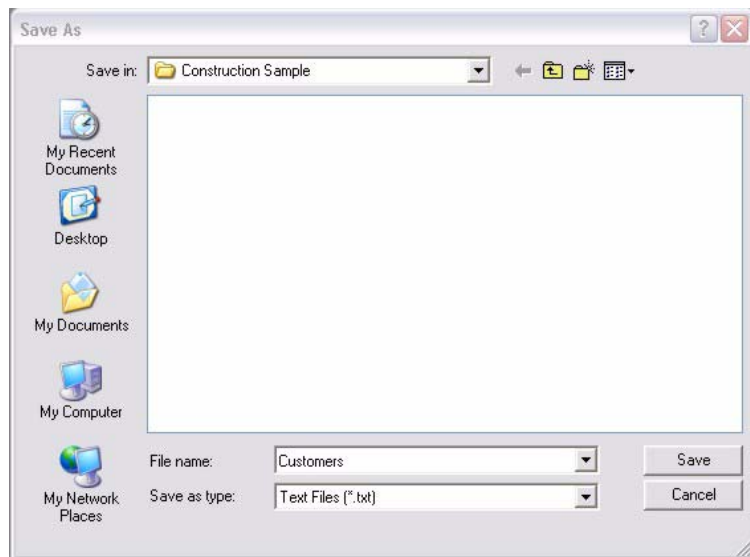
If no records are highlighted, all the listed records will be exported.

To select a consecutive series of records, drag on a range of records so that all desired selections are highlighted.

To select a non-consecutive series of records, hold down the Ctrl key (Windows) or the Command(⌘) key (Macintosh) while clicking each desired record. All desired records should be highlighted.

6 Click Export.

A Save As dialog appears:



7 A file name based on the category you have selected is automatically entered.

This can be changed if you want to rename the file.

8 Determine where you want to save the file.

If necessary, use the folder pop-up menu to change folders or disks.

9 Click Save.

You have created a new tab-delimited text file that can be imported into another program or another MultiLedger company.

Importing into MultiLedger

If you import an account, customer, vendor, or item with the exact same name as one that already exists in your company, the original data associated with that name will be replaced by the new information you are importing.

If you attempt to import a transaction with the same document number as one that already exists in your company, and Check for Duplicate Documents is selected on Preferences under the File menu, the transaction with the duplicate document number will not be imported.

If you attempt to import a transaction with the same document number as one that already exists in your company, and you *do not* have Check for Duplicate Documents selected on Preferences under the File menu, the duplicate transaction will be imported, unless it also has the same date as the existing transaction.

If you import a transaction that has an item, customer, or vendor that does not exist in your company, MultiLedger will ask you if you want to add the new item, customer, or vendor to your company files. If you don't add the new data, MultiLedger will skip that transaction. If you do add the new data, you should go to the appropriate set up window later to add address or payment information.

Important

You can import invoices and payables along with their associated customer or vendor payments, provided you use the field "Amount Paid" in both the Export List and the Import List. Please note that using the "Amount Paid" field does not import the associated receipt or disbursement transaction (you still need to import the receipt or disbursement) but it does reduce the amount of the outstanding receivable or payable.

If you don't use the "Amount Paid" field, imported customer or vendor payments do not automatically apply to invoices as they would if they had been entered through Customer or Vendor Payments. Invoices associated with the imported customer or vendor payments will still appear as unpaid and your Accounts Receivable or Accounts Payable reports will be out of balance.

Repeating Fields

Many imported text files use repeating fields. For instance, a text file containing an invoice might have the following repeating fields: item, quantity, price, and amount. A text file containing an invoice that sold two inventory items and a service contract might look like this:

```
3/30/01<tab>INV 1010<tab>Leona Helmsley Prop Mgmt. <tab>Net  
30<tab>3/30/01<tab>CMS Deluxe Model  
#7785<tab>10<tab>64.84<tab>648.40<tab>CMS Deluxe Model  
#9975<tab>1<tab>451.25<tab>451.25<tab>CMS Service  
Contract<tab>1<tab>475.00<tab>475.00 <CR>
```

The corresponding Import List in MultiLedger would look like this:



On the Import window, repeating fields are indicated with an asterisk (*). These fields should appear at the bottom of the Import List.

Required Fields

MultiLedger requires certain fields for importing, depending on the type of data you are importing. Required fields are marked with a plus sign (+).

To get an idea of how a text file for a transaction might look, try exporting some sample data out of MultiLedger, and then open it up in another application such as Microsoft Word or Excel.

Match Name & Code

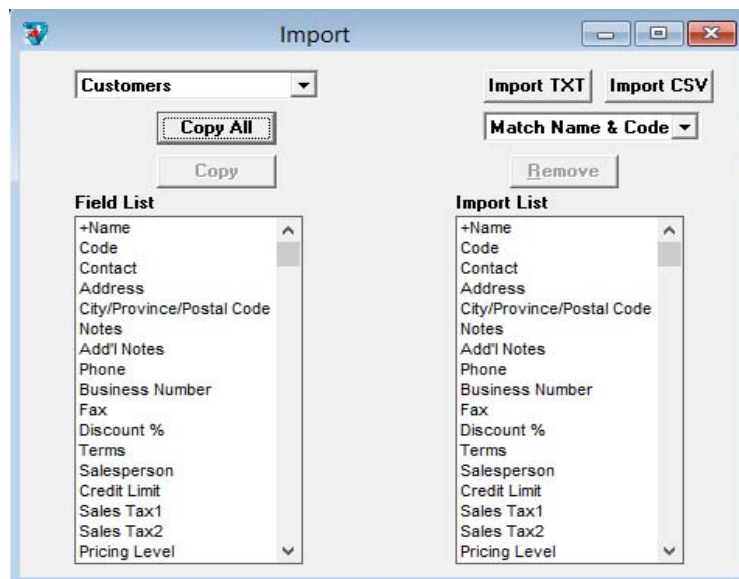
The program will search for existing names and codes when importing Customers, Vendors, or Items.

This searches for existing records with the same name and code, same name, or same code depending on which option you choose from the pull-down list. If it finds an exact match, it will update the existing record. If there isn't an exact match, it will add a new record.

To Import Data into MultiLedger

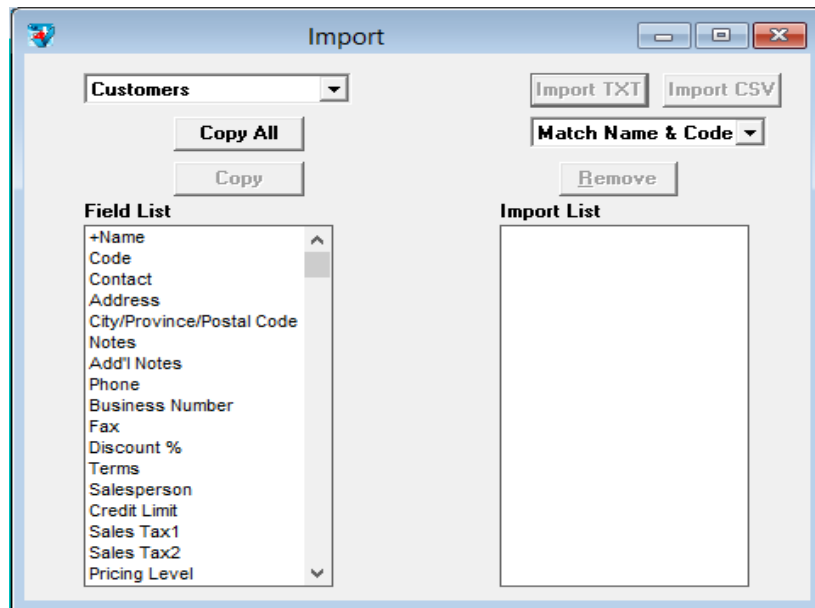
1 Choose Import from the File menu.

The following window appears:



2 Select the type of data that you want to import from the pull-down menu.

After selecting the appropriate option from the pull-down menu, the Field List shows the fields that you can import. For example, if you select Customers from the pull-down menu, the following fields appear in the Field List:

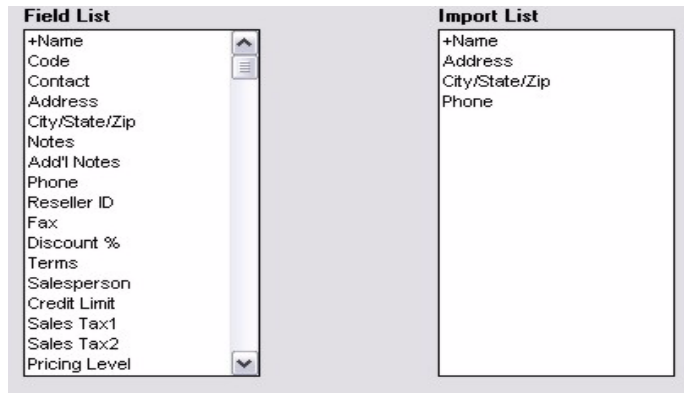


3 Click Copy All to copy all the fields from the Field List to the Import List in the same order they appear in the Field List.

You can also select a field then click Copy, or you can double-click each field you want to import in the order you want it to appear in the text file.

Since there are no field names in a text file, you should carefully determine the order that you want to import the data.

A plus sign (+) before a field name indicates that it is a required field for importing. An asterisk next to a field name indicates a repeating field. For more information on repeating fields, see “Repeating Fields” on page 228.

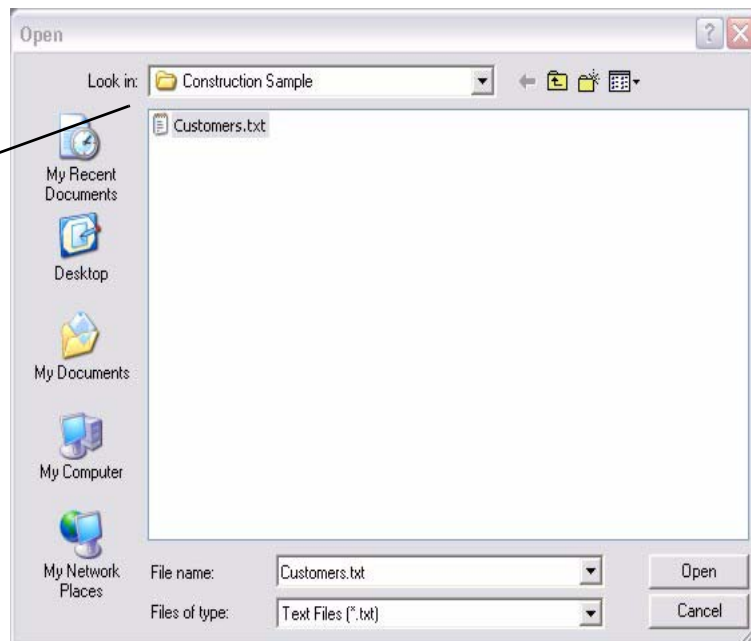


To remove a field from the Import List, double-click it or click it once, then click Remove. Fields below the field will automatically move up in the Import List.

4 After selecting the appropriate fields for the Import List, click Import.

An Open File dialog appears:

Locate the text file
you want to import
using the dialog box



5 Select the appropriate text file to import and click Open.

In this example, you would select Invoices and click Open.

The Import Preview window appears:

The Import Preview window allows you to spot any problems before you import

The screenshot shows a window titled "Import Preview". Inside, there is a list of fields and their corresponding values for a single record. To the right of the list are buttons for "Import", "Cancel", "First", "Previous", "Next", and "Last". At the bottom right, it says "Record 1 of 6".

Name	Arnold Schmidt
Code	
Contact	Arnold
Address	4040 Lamplight Lane
City/State/Zip	Fort Collins, CO 80525
Notes	
Add'l Notes	
Phone	970-555-3333
Reseller ID	
Fax	970-555-3344
Discount %	0.00
Terms	3:Net 30
Salesperson	M. May
Credit Limit	75500
Sales Tax1	CO State
Sales Tax2	Ft Collins
Pricing Level	1

This window allows you to see the Import List with the contents of the selected text file by record. This can help you find any errors *before* you actually import the data.

You can use the scroll bar to see more data for the record. You can also click the appropriate button to move through the text file.

6 When you're finished previewing the text file, click Import to read the information into your company or click Cancel to return to the Import window.

Closing the Year

Before Closing the Year

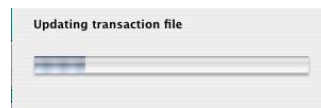
- **As a precaution, make two backups of your company files.**

Before closing the year, you should make two backup copies of your company data files to protect your data from being lost. Use the Backup Company command under the File menu. For details, read Chapter 12, “Backing Up and Restoring Company Files.”

Restore and open each backup company to ensure that each copy is usable.

Close Year Command

To close the year, simply **choose Close Year from the File menu**, then follow the on-screen instructions. The progress bar will give you an indication of how long this process will take.



Once you have closed a year, there is no way to open the previous year unless you revert to a backup.

After closing the year, asset, liability, and equity accounts (1000–3999 range) carry over to the new year. Income and Expense accounts (4000 and higher) zero out to the Retained Earnings (profit and loss) account assigned on the Interface Accounts window.

Making Adjusting Entries to the Previous Year

If, after closing the year, you need to make adjusting entries to the closed fiscal year, do the following:

- 1 **Open one of the backup companies and enter the transactions.**
- 2 **After all adjusting entries have been made, print a Trial Balance report for the last month of your fiscal year.**
- 3 **Close the backup company and open the new year company.**

- 4 On Account Balances, enter or adjust the balances from the Trial Balance you printed from the backup.**

You will need to total the income and expense accounts and either add them to or subtract them from the Retained Earnings account.

- 5 After entering the new account balances, verify that the Ledger Balance is zero, then click Save.**

The new balances will carry forward and update balances and reports for all months in the new year.

Renaming Company Files

You can use the Rename Files command to rename all the data files associated with an open company. MultiLedger data files are named when you create your company and can include up to 13 files ending in a designated MultiLedger suffix, such as .ml0, .ml1, .mld, etc.

- 1 Choose Rename Files from the File menu.**
- 2 Type in the new name for your company files, then click OK or click Cancel to not rename the company files.**

Use a short name, such as CMS, instead of a longer name, as it will be easier to find in a dialog or window.

Note

This does not rename the company folder that contains the data files—only the data file names. Also, renaming doesn't affect the company name that prints on reports.

Important

You should never rename your files using any other method, as you may be unable to access the files.

Using the Rebuild Files Command

MultiLedger has a built-in command for rebuilding company data files. We recommend that you use this command if you have deleted a large number of customers, vendors, items, or transactions, since doing so compacts the files.

Under some circumstances, the Rebuild Files command can repair other problems with your company files. If you are experiencing a problem with your company files, please contact technical support to ask if the Rebuild Files command can help correct the problem. To see how to contact technical support, see “How to reach us” on page 3.

To rebuild your company files, do the following:

- 1 If you don’t have a current backup of your company files, you should make one now.**

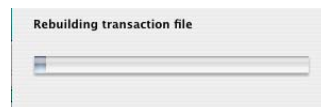
For more information on backing up, read Chapter 12, “Backing Up & Restoring.”

- 2 In your MultiLedger company files, choose Rebuild Files from the File menu.**

An alert appears to remind you to make a backup of your files.

- 3 Click Yes to perform the rebuild.**

The progress bar will give you an indication of how long this process will take.



Finding Company Files

MultiLedger includes a command to search your local drives, as well as any network drives, for sets of company files. The results window displays the physical location of all found company files, and you can open any company directly from the results window.

To use the Find feature, choose Find Company from the File menu. When the search is complete, the results window appears. To see what periods are open in a company, click the path for that company in the results window and you can see the open periods in the upper left corner of the Find Files window. To open a found company, choose the path in the results window and click Open.

Note

If Find Company is dimmed, a company is already open. Choose Close Company from the File menu first, then try again. The Find Company command can take some time to complete, depending on the number and size of the drives being searched.

Renumbering Accounts

The Renumber Accounts feature is invaluable if you need to transfer account balances, including all activity for the account, to another account, with the option to delete the old account. To use the Renumber Accounts, do the following:

- 1 Choose Renumber Accounts from the File menu.**
- 2 Highlight the account you want to transfer activity from in the list on the left.**

The account number and name appear in the 'Change To:' edit boxes on the right.

- 3 Type in the number of the account you want to transfer the activity to, then press TAB.**

If the account number is one that already exists in the chart of accounts, the name of that account number will automatically be entered into the edit box, and you can skip to step 5. If it is a new account that does not exist in the chart of accounts, go to step 4.

- 4 Type in the name of the new account you want to transfer the activity to.**
- 5 If you want to delete the old account you are transferring account activity from, check the Delete box.**
- 6 Click Save.**

When you click Save, all activity is transferred to the designated account. If you checked the Delete box, the old account is removed from the Chart of Accounts.

- 7 Repeat steps 2-6 to transfer activity for other accounts, if necessary.**
-

Chapter 10

Customer, Vendor & Item Reports

This chapter explains how to use MultiLedger's report windows, as well as the various customer, vendor, and item reports and information you can get from MultiLedger.

Using the Report Windows

MultiLedger offers a variety of reporting options. Most reports can be viewed on screen, printed, or saved as a text file to be opened in another application (such as a word processor). You can also print several different reports with one command on the **Print Multiple ...** under the reports drop down menu. Individual reports are discussed in detail later in this manual.

If you save a report as a text file (tab-delimited), you can open it from within a word processor to further customize the format and font characteristics of the report.

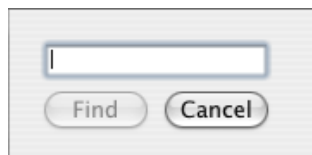
Using the Find Command with Reports

Most report windows allow you to use the Find (Ctrl-F on Windows or ⌘F on Macintosh) and Find Again (Ctrl-G on Windows or ⌘G on Macintosh) commands (under the Edit menu) to find specific characters in a report on screen. You can also use these commands to select customer names, vendor names, and items for a report.

You can search for anything that can be entered from your keyboard, such as account numbers, cheque numbers, names, amounts, and other parts of a list or report.

1 Choose Find from the Edit menu.

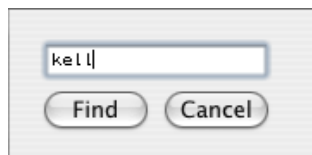
Or press Ctrl-F on Windows or ⌘F on Macintosh. The Find dialog box appears:



If the Find command has already been used since starting MultiLedger, the edit box will show the last characters entered.

2 Enter the characters that you want to search for.

Let's say that you're looking for the name "Kelley Hair & Net." You could enter "kell":

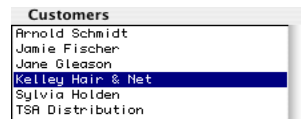


Notice that you don't have to enter all of the name that you're looking for. You can enter just enough to distinguish the name from another name.

You don't have to enter upper case letters such as "K" because the search does not distinguish between upper case ("K") and lower case ("k") characters.

3 Click Find.

Or press ENTER (Windows) or RETURN (Macintosh). MultiLedger starts at the beginning of the list and looks for the first occurrence of the characters "kell". When the characters are found, MultiLedger scrolls the list and selects (highlights) the first occurrence of the characters "kell":



If you were searching for the line containing "kell" on a report, such as an accounts receivable report, the first line that contains "kell" would be highlighted:

Customer	Invoice	Date	Due Date	Amount
Arnold Schmidt	Inv3-84	03/16/05	04/15/05	7,589.00
Jamie Fischer	Inv3-87	04/16/05	04/16/05	8,017.50
TSA Distribution	Inv3-86	04/01/05	05/01/05	10,375.00
Jamie Fischer	Inv3-91	05/16/05	05/16/05	8,017.50
Kelley Hair & Net	Inv3-95	04/16/05	05/16/05	580.00
Arnold Schmidt	Inv3-88	04/16/05	05/16/05	7,589.00
TSA Distribution	Inv3-89	05/01/05	05/31/05	10,375.00

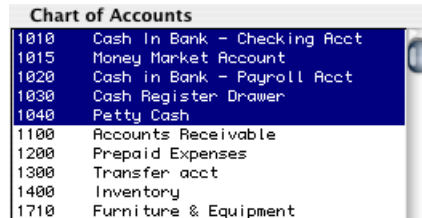
If the name you are looking for is not selected as the first occurrence, select Find Again (Ctrl-G on Windows or ⌘G on Macintosh) from the Edit menu. You can continue to select Find Again from the Edit menu until the name you are looking for is selected or until there are no more matching selections.

If the characters you entered aren't found, no line is selected. Choose Find and enter a different name to search for.

Making Selections in a Reports List

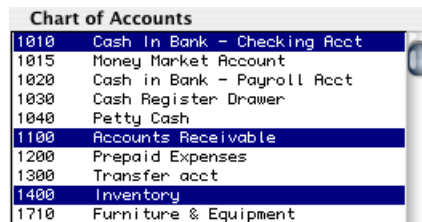
Most report windows allow you to select a consecutive series of accounts, names, or periods from a list box for a report:

You can select a consecutive series by clicking and dragging.



Many reports also allow non-consecutive selections:

You can also select a non-consecutive series by holding down the Ctrl key (Windows), the ?? key (Mac OS X) or SHIFT key (Mac OS 9) while clicking each item



If no names are highlighted in a list, all the names will be reported.

Selecting a consecutive series on Windows or Macintosh

- Drag on a range of lines so that all desired selections are highlighted.
- or
- Click the first desired line so that it's highlighted. Then, while holding down the SHIFT key, click the last line desired. All desired selections should be highlighted.

Selecting a non-consecutive series on Windows

Click the first desired line so that it's highlighted. Then, while holding down the Ctrl key, click the next desired line.

Whenever you can select a non-consecutive series, you can also select a consecutive series by dragging through all desired lines in the list box.

Selecting a non-consecutive series on Macintosh

Click the first desired line so that it's highlighted. Then, while holding down the ⌘ key, click the next desired line.

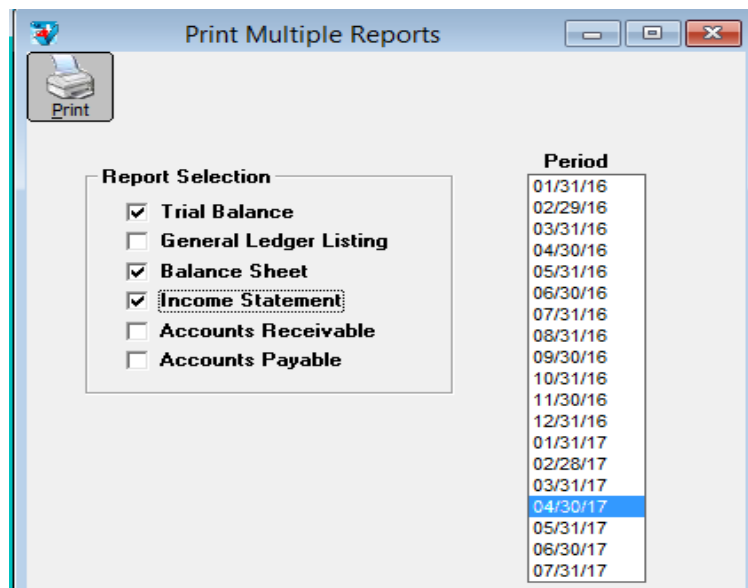
Whenever you can select a non-consecutive series, you can also select a consecutive series by dragging through all desired lines in the list box.

Printing Multiple Reports

You can print more than one report with just one Print command by using the Print Multiple window under the Reports menu.

Choose Print Multiple from the Reports menu.

The following window appears:



The following types of financial reports can be printed with a single Print command:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Trial Balance | Prints the selected month's trial balance. |
| <input checked="" type="checkbox"/> General Ledger Listing | Prints a general ledger listing for the selected month. |
| <input checked="" type="checkbox"/> Balance Sheet | Prints a balance sheet for the selected month. |
| <input checked="" type="checkbox"/> Income Statement | Prints a period and year-to-date income statement for the selected month. |
| <input checked="" type="checkbox"/> Accounts Receivable | Prints the selected month's accounts receivable report, sorted by Due Date. (Not available for Macintosh) |
| <input checked="" type="checkbox"/> Accounts Payable | Prints the selected month's accounts payable report, sorted by Due Date. (Not available for Macintosh) |

1 Click the appropriate checkboxes to select or deselect reports for printing.

For details, see the previous descriptions of the types of reports available.

Any combination of reports can be printed.

2 Select the period for the reports.

3 Click Print.

A standard Print dialog box appears. Select the print options that you want, and click OK or Print.

Reporting Options

Most reports can be viewed, printed, or saved as a text or .xls file.

If you click View, the report appears on your screen.

You can use the Find command under the Edit menu to find a specific line in the report (for details, see “Using the Find Command with Reports” on page 240).

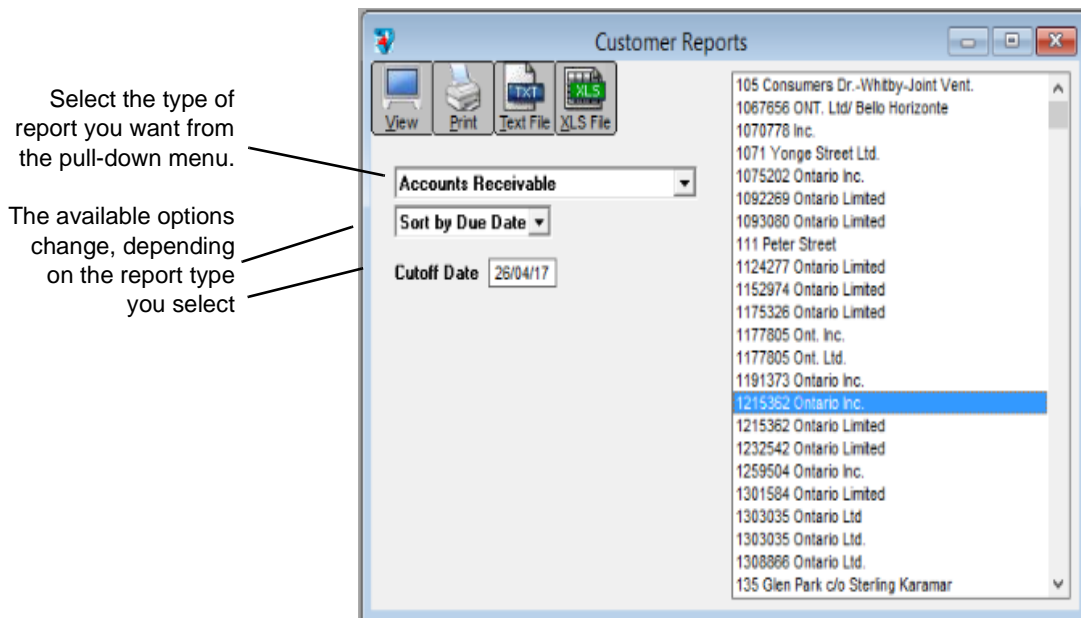
If you click Print, a standard Print dialog box appears. Select the print options that you want, and click OK or Print.

If you click Text File, a save as dialog appears. If necessary, change the name of the text file, choose where you want to save it, then click Save.

If you click .XLS, a save as dialog appears. If necessary, change the name of the .xls file and choose where you want to save it. Then click Save. If you choose to open the .xls file in Microsoft Excel, it is recommended you use the import feature in Excel vs opening the file directly for better formatting options.

Customer Reports

Click Customer Reports in the Command Center.



Types of Customer Reports

MultiLedger has many different customer reports options. Each report is described in detail below.

Accounts Receivable Reports

Accounts Receivable

Shows all outstanding invoices and finance charges as of the Cutoff Date entered. You can sort this report by due date, customer name, or document number by making the appropriate selection from the pop-up menu.

Accounts Receivable-Aged

Shows outstanding receivables (including any finance charges) in terms of how long they have been outstanding as of the Cutoff Date entered. Aging periods can be modified. You can sort this report by due date, name, or document number by making the appropriate selection from the pop-up menu.

☐ Show Contact Info

You can see the Statement Description field, the customer's phone number, contact name, and salesperson on this report by checking this option.

Accounts Receivable-Summary Aged	Shows the total amount owed (including any finance charges) by each customer in terms of how long the receivable has been outstanding as of the Cutoff Date entered. Aging periods can be modified.
Note	If you select the Accounts Receivable, Aged Accounts Receivable, or Summary Aged Accounts Receivable report for all of your customers, MultiLedger will show your accounts receivable detail balance and the general ledger balance for the Accounts Receivable account that is selected on the Interface Accounts window as of the Cutoff Date. These balances appear at the end of the report.

Customer History Reports

Transaction Detail	Shows a list of sales and payments for any open month. You can select one month or a range of months for this report. Payments made against invoices using the Customer Payments window show the deposit number along with the invoice number that was paid.
Transaction Summary	Shows a summary of the total sales and total receipts for each selected customer for the selected month or range of months.
Invoice Item Detail	Shows a list of items bought by a customer. This report shows the customer name, the date, invoice number, the item name, the quantity purchased, and the amount. You can select one month or a range of months for this report.

Customer Information and Mailing Labels

Customer Information	Shows the customer name, address information, phone, fax, email address, website, Business ID, ship to addresses, and any notes set up for the customer.
Mailing Labels	For printing customer mailing labels. Mailing label dimensions are defined on the Preferences window under the File menu.

Customer Statements

Customer Statements-Open Invoices	Shows all of the outstanding invoices and finance charges that a customer owes in chronological order as of the Cutoff Date entered. Initially, the Cutoff Date is the current date. Any partial payments applied to invoices are also shown.
Customer Statements-Activity Based	Shows all of the outstanding invoices and finance charges that a customer owes, with a running balance for all outstanding amounts. Payments from the 30 days prior to the Cutoff Date are also shown.

Print metafile (Windows) or Print PDF/PICT File (Macintosh)	Options for Customer Statements If this option is checked, an Open File dialog box appears after clicking Print or OK in a Print dialog box for customer statements. This allows you to select the Metafile or PDF/PICT File for printing.
Note	<hr/> <p>Use the Format command under the File menu to position where the customer statement information prints on a page (for details, see “Customizing Print Field Positions for Your Printer” on page 95).</p> <p>If a Metafile (Windows) or a PDF/PICT File (Macintosh) is being used for the customer statement graphics, check the Print Metafile or Print PDF/PICT File option. To adjust where the various fields print on customer statements, use the Format command under the File menu. For more details, see “Positioning Print Fields for Windows Metafiles or Macintosh PDF or PICT Files” on page 98</p> <hr/>
Zero-Balance Statements	(Activity Based statements only) If this option is checked, Activity Based Customer Statements that show activity in the 30 days preceding the Cutoff Date but have zero balances due are printed.

Working with Accounts Receivable Reports

1 Select the customer or customers for the report.

If necessary, scroll the list box to find the name of the customer you want. You can also use the Find command under the Edit menu to select a customer from a long list (for details, see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of customers from the list (see “Making Selections in a Reports List” on page 242).

If no customer names are highlighted, all customers will be reported.

If you have set up codes for your customers and would like those codes to appear on reports, check the Show Code Field on Reports option on the Preferences window under the File menu.

2 Select a report type from the pop-up menu.

For details, see the previous descriptions of the types of accounts receivable reports available.

3 Change the Cutoff Date if necessary.

Cutoff Date 07/28/05

When you open the Customers window, the Cutoff Date is automatically filled in with the current date:

The Cutoff Date determines the last date that will be reported for Accounts Receivable, Aged Accounts Receivable, and Summary Aged Accounts Receivable reports. By changing this date, you can create a report that shows what invoices were outstanding up until an earlier date. For example, if you want a report that shows outstanding receivables at the end of last month, change the Cutoff Date to the last day of that month.

Aging Periods

4 If you are creating an aged accounts receivable report (Aged or Summary Aged), do the following. Otherwise, skip this step.

To help you identify possible bad debts, you can specify how MultiLedger will age your receivables by editing the following numbers of days:

If necessary, change
the number of days in
these edit boxes

Aging Periods	
0	08/09/05
30	07/10/05
60	06/10/05

Double-click an edit box, change the number, and press TAB to see the date change. (If you don't press TAB after changing an aging period, the aging date will not change. However, the report will reflect the change in the number of days.)

If you do not have zero as your first aging period, there will be no "Current" column on the report.

The aging reports show invoices as past due beginning one day after the due date. This due date is determined by the invoice date plus the number entered for Days til Due for that particular term as set up on the Customer Terms window under the Setup menu. For details about terms, see "Customer Terms" on page 50

5 Click View, Print, or Text File.

Accounts Receivable report example:

The Due Dates are
based on Customer
Terms you set up

Customer	Invoice	Date	Due Date	Amount
Kelley's Supply Shop	Inv-231	08/25/13	08/25/13	10,000.00
Arnold Schmidt	Inv-229	08/16/13	09/15/13	57.10
CheckMark Software	Inv-232	08/25/16	08/25/16	350.00
Jane Gleason	Inv-234	02/28/17	03/30/17	750.00
Arnold Schmidt	FC-7	04/30/17	04/30/17	0.86
Kelley's Supply Shop	FC-6	04/30/17	04/30/17	150.00
Arnold Schmidt	Inv-233	04/29/17	05/29/17	185.50
				11,493.46
1100	Accounts Receivable			11,342.60
	Finance Charges			150.86

The report total and the total for the
Accounts Receivable account plus
any Finance Charges should agree

Accounts Receivable
account plus Finance
Charges

Report total

Accounts Receivable-Aged report example:

Each invoice is categorized based on how many days it is past due

Aged Accounts Receivable 04/30/17						
Retail Sample Co. -Corp						
Aged Accounts Receivable						
04/30/17						
Customer	Invoice	Due	Current	1-30	31-60	61+
Kelley's Supply Shop	Inv-231	08/25				10,000.00
Arnold Schmidt	Inv-229	09/15				57.10
CheckMark Software	Inv-232	08/25				350.00
Jane Gleason	Inv-234	03/30			750.00	
Arnold Schmidt	FC-7	04/30	0.86			
Kelley's Supply Shop	FC-6	04/30	150.00			
Arnold Schmidt	Inv-233	05/29	185.50			
Aging Summary						
	Current		336.36			
	1-30		0.00			
	31-60		750.00			
	61+		10,407.10			
			11,493.46			
1100	Accounts Receivable		11,342.60			
	Finance Charges		150.86			

The report total and the total for the Accounts Receivable account plus any Finance Charges should agree

Accounts Receivable account plus Finance Charges

Report total

Accounts Receivable-Summary Aged report example:

Outstanding amounts for each customer are shown based on the defined aging periods

Customer	Current	1-30	31-60	61+	Total
Arnold Schmidt	186.36	0.00	0.00	57.10	243.46
CheckMark Software	0.00	0.00	0.00	350.00	350.00
Jane Gleason	0.00	0.00	750.00	0.00	750.00
Kelley's Supply Shop	150.00	0.00	0.00	10000.00	10,150.00

Aging Summary		
Current		336.36
1-30		0.00
31-60		750.00
61+		10,407.10
		11,493.46
1100 Accounts Receivable		11,342.60
Finance Charges		150.86

The report total and the total for the Accounts Receivable account plus any Finance Charges should agree

Accounts Receivable account plus Finance Charges

Report total

Note

Finance charges listed on the report can cause the balances to disagree because finance charges are included in the report total, but not in the G/L accounts receivable balance. The total for finance charges is shown below the accounts receivable balance. The finance charges total plus the accounts receivable balance should equal the report total.

Working with Customer History Reports

1 Select the customer or customers.

If necessary, scroll the list box to find the name of the customer you want. You can also use the Find command under the Edit menu to select a customer from a long list (for details, see "Using the Find Command with Reports" on page 240).

You can select a consecutive or non-consecutive series of customers from the list (see "Making Selections in a Reports List" on page 242).

If no customer names are highlighted, all customers will be reported.

If you have set up codes for your customers and would like those codes to appear on reports, check the Show Code Field on Reports option on the Preferences window under the File menu.

2 Select Transaction Detail, Transaction Summary, or Invoice Item Detail.

For details, see the previous descriptions of the types of customer history reports available.

3 Select a month or range of months.

4 Click View, Print, or Text File.

Transaction Detail report example:

Total sales and total receipts for the selected month(s) are shown for each customer

Customer	Date	Type	Doc #	Sale	Receipt
Arnold Schmidt	04/01/16	Deposit	Dep-121....Inv-229		57.10
	04/29/17	Sale	Inv-233	185.50	
				185.50	57.10
CheckMark Software	08/25/16	Sale	Inv-232	350.00	
	10/01/16	Deposit	Dep-122....Inv-232		350.00
				350.00	350.00
Jane Gleason	02/28/17	Sale	Inv-234	750.00	
Kelley's Supply Shop	04/01/16	Deposit	Dep-121....Inv-231		10,000.00
				1,285.50	10,407.10

Total sales and receipts for all customers are shown at the bottom of the report.

Transaction Summary report example:

Total sales and receipts are shown as one-line summaries per customer for the selected month(s)

Vendor	Payables	Disbursements
1st Bank	0.00	0.00
A Printed Page	2,475.00	5,750.00
AIC Advertising	0.00	0.00
BTS Distribution Supply	62,050.00	62,050.00
Bank	0.00	0.00
Blue Cross	0.00	0.00
Blue Cross-CP	0.00	0.00
CA Dept of Labor	0.00	955.00
CA Dept of Revenue	0.00	0.00
CO Dept of Labor	0.00	0.00
CO Dept of Revenue	0.00	0.00
CheckMark Software	0.00	0.00
City Dept of Rev	0.00	0.00

Invoice Item Detail report example:

Item name, quantity, and purchase amount are shown by invoice for the selected customers

Date	Doc #	Item	Quantity	Amount
Retail Sample Co. -Corp				
Item History				
01/01/16 to 07/31/17				
Arnold Schmidt				
04/29/17	Inv-233	DBS1\Dingbats-Store 1	5.00	175.00
		Sub Total:	5.00	175.00
CheckMark Software				
08/25/16	Inv-232	DBS1\Dingbats-Store 1	5.00	175.00
08/25/16	Inv-232	DBS2\Dingbats-Store 2	5.00	175.00
		Sub Total:	10.00	350.00
Jane Gleason				
02/28/17	Inv-234	Hourly Consultations	5.00	750.00
		Sub Total:	5.00	750.00
		Grand total:	20.00	1,275.00

Working with the Customer Information Report

1 Select the customer or customers.

If necessary, scroll the list box to find the name of the customer you want. You can also use the Find command under the Edit menu to select a customer from a long list (for details, see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of customers from the list (see “Making Selections in a Reports List” on page 242).

If no customer names are highlighted, all customers will be reported.

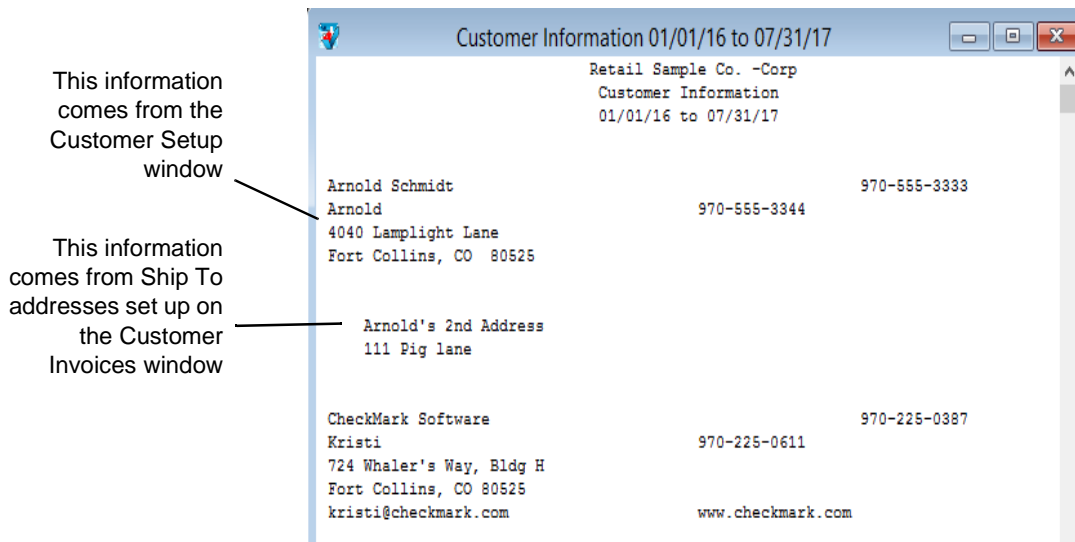
If you have set up codes for your customers and would like those codes to appear on reports, check the Show Code Field on Reports option on the Preferences window under the File menu.

2 Select Customer Information.

For details, see the previous description of the Customer Information report.

3 Click View, Print, or Text File.

Customer Information report example:



Working with Customer Statements

1 Select the customer or customers.

If necessary, scroll the list box to find the name of the customer you want. You can also use the Find command under the Edit menu to select a customer from a long list (for details, see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of customers from the list (see “Making Selections in a Reports List” on page 242).

If no customer names are highlighted, statements for all customers will be reported.

If you have set up codes for your customers and would like those codes to appear on reports, check the Show Code Field on Reports option on the Preferences window under the File menu.

2 Select either Customer Statements-Open Invoices or Customer Statements-Activity Based.

For details, see the previous descriptions of the Customer Statements.

3 Click View, Print, or Text File.

Customer Statement-Open Invoices example:

All outstanding
invoices prior to the
Cutoff Date are
shown, as well as
any partial payments
to invoices

Statements-Invoice 04/30/17					
Retail Sample Co. -Corp					
Statements-Invoice					
04/30/17					
Date	Doc		Charge	Payment	Balance
Arnold Schmidt					
04/29/17	Inv-233	PO 123	185.50	0.00	185.50
04/30/17	FC-7	Finance Charges	0.86	0.00	0.86
					186.36
Jane Gleason					
02/28/17	Inv-234	Jane Gleason	750.00	0.00	750.00
					750.00
Kelley's Supply Shop					
04/30/17	FC-6	Finance Charges	150.00	0.00	150.00
					150.00

Customer Statement-Activity Based example:

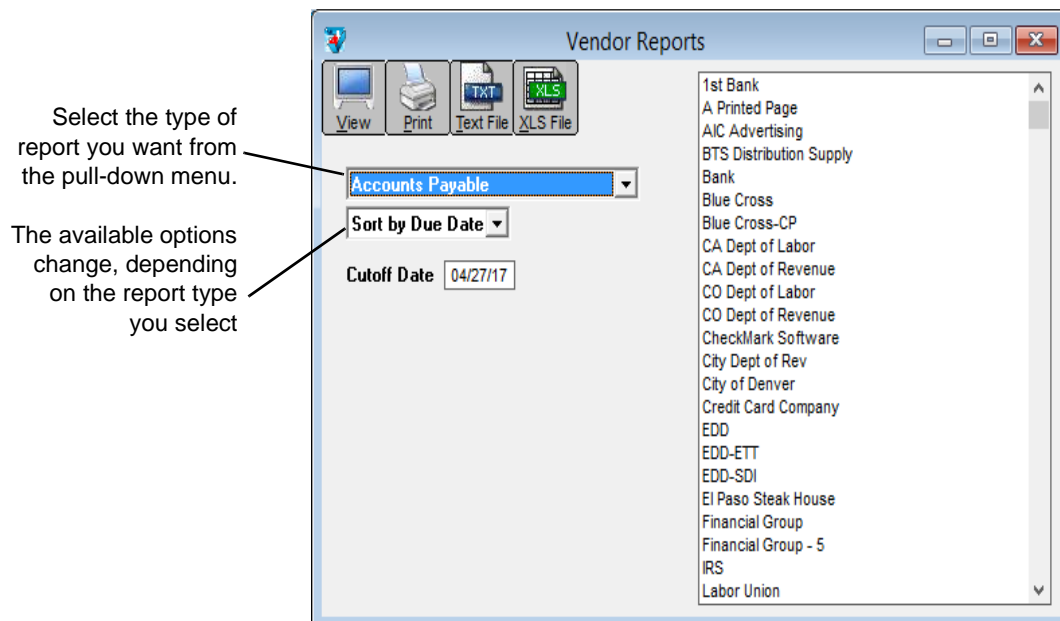
All outstanding invoices and finance charges are shown, with a running balance for all outstanding amounts. Payments from the 30 days prior to the Cutoff Date are also shown.

If the customer has had activity in the 30 days preceding the Cutoff Date but has a zero balance due, no statement will print unless the Zero-Balance Statements option is checked.

Statements-Activity 04/30/17					
Retail Sample Co. -Corp					
Statements-Activity					
04/30/17					
Date	Doc		Charge	Payment	Balance
Arnold Schmidt					
04/29/17	Inv-233	PO 123	185.50		185.50
04/30/17	FC-7	Finance Charges	0.86		186.36
					186.36
Jane Gleason					
02/28/17	Inv-234	Jane Gleason	750.00		750.00
					750.00
Kelley's Supply Shop					
04/30/17	FC-6	Finance Charges	150.00		150.00
					150.00

Vendor Reports

Click Vendor Reports in the Command Center.



Types of Vendor Reports

MultiLedger has many different vendor reports options. Each report is described in detail below.

Accounts Payable Reports

Accounts Payable

Shows all outstanding payables as of the Cutoff Date entered. You can sort this report by due date, vendor name, or document number by making the appropriate selection from the pop-up menu.

Accounts Payable-Aged

Shows outstanding payables by invoice in terms of how long they have been outstanding as of the Cutoff Date entered. Aging periods can be modified. You can sort this report by due date, name, or document number by making the appropriate selection from the pop-up menu.

Accounts Payable-Summary Aged

Shows the total amount owed to each vendor in terms of how long the payable has been outstanding as of the Cutoff Date entered. Aging periods can be modified.

Note	If you select the Accounts Payable, Aged Accounts Payable, or Summary Aged Accounts Payable report for all of your vendors, MultiLedger will show your accounts payable detail balance and the general ledger balance for the Accounts Payable account that is selected on the Interface Accounts window as of the Cutoff Date. These balances appear at the end of the report.
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Vendor History Reports

Transaction Detail	Shows a list of payables and payments in the 30 open months. You can select one month or a range of months for this report. Payments made against invoices using the Vendor Payments window show the cheque number along with the document number that was paid.
Transaction Summary	Shows a list of the total payables and total disbursements for each selected vendor for the selected month or range of months.
Item Purchase Detail	Shows a list of items bought from a vendor. This report shows the vendor name, the date, document number, the item name, the quantity purchased, and the amount. You can select one month or a range of months for this report.

Vendor Information and Mailing Labels

Vendor Information	Shows the vendor name, address information, phone, fax, email address, website, Business ID, and any notes set up for the vendor.
Mailing Labels	For printing vendor mailing labels. Mailing label dimensions are defined on Preferences under the File menu.

Working with Accounts Payable Reports

1 Select the vendor or vendors.

If necessary, scroll the list box to find the name of the vendor you want. You can also use the Find command under the Edit menu to select a specific vendor name from list (for details, see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of vendors from the list (see “Making Selections in a Reports List” on page 242).

If no vendor names are selected (highlighted), all vendors will be reported.

If you have set up codes for your vendors and would like those codes to appear on reports, check the Show Code Field on Reports option on Preferences under the File menu.

2 Select Accounts Payable, Accounts Payable-Aged or Accounts Payable-

Summary Aged from the pull-down menu.

For details, see the previous descriptions of the types of accounts payable reports available.

3 Change the Cutoff Date if necessary.

Cutoff Date 07/28/05

When you open the Vendors window, the Cutoff Date is automatically filled in with the current date.

The Cutoff Date determines the last date that will be reported. By changing this date, you can create a report that shows what invoices were outstanding up until an earlier date. For example, if you want a report that shows outstanding payables at the end of last month, change the Cutoff Date to the last day of that month.

Aging Periods

4 If you are creating an aged accounts payable report (Aged or Summary Aged), do the following. Otherwise, skip this step.

You can specify how MultiLedger will age your payables by editing the following numbers of days:

If necessary, change
the number of days in
these edit boxes

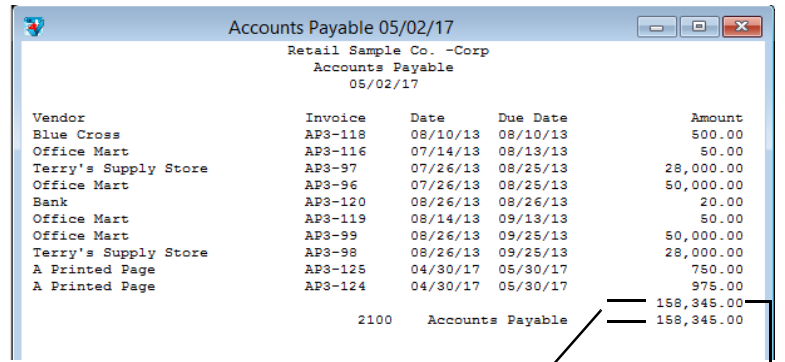
Aging Periods	
0	08/09/05
30	07/10/05
60	06/10/05

Double-click an edit box, change the number of days, and press TAB to see the date change. (If you don't press TAB after changing an aging period, the aging date will not change. However, the report will reflect the change in the number of days.)

If you do not have zero as your first aging period, there will be no "Current" column on the report.

5 Click View, Print, or Text File.

Accounts Payable report example:



Vendor	Invoice	Date	Due Date	Amount
Blue Cross	AP3-118	08/10/13	08/10/13	500.00
Office Mart	AP3-116	07/14/13	08/13/13	50.00
Terry's Supply Store	AP3-97	07/26/13	08/25/13	28,000.00
Office Mart	AP3-96	07/26/13	08/25/13	50,000.00
Bank	AP3-120	08/26/13	08/26/13	20.00
Office Mart	AP3-119	08/14/13	09/13/13	50.00
Office Mart	AP3-99	08/26/13	09/25/13	50,000.00
Terry's Supply Store	AP3-98	08/26/13	09/25/13	28,000.00
A Printed Page	AP3-125	04/30/17	05/30/17	750.00
A Printed Page	AP3-124	04/30/17	05/30/17	975.00
2100 Accounts Payable				158,345.00

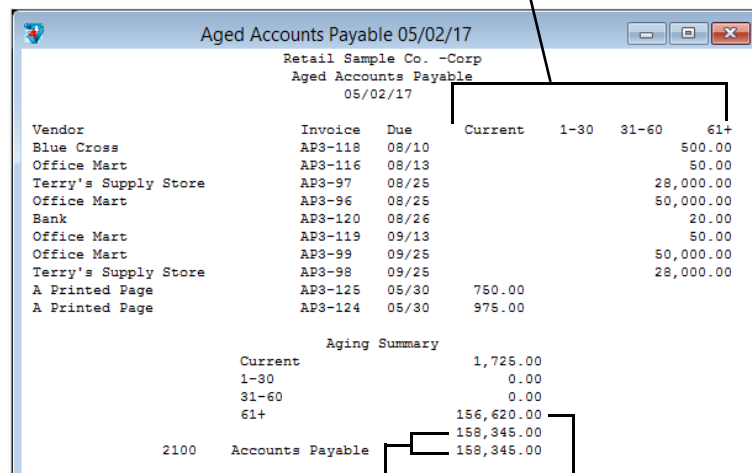
The report total and the total for the Accounts Payable account should agree

Report total

Accounts Payable-Aged report example

:

Each invoice is categorized based on how many days it is past due



Vendor	Invoice	Due	Current	1-30	31-60	61+
Blue Cross	AP3-118	08/10				500.00
Office Mart	AP3-116	08/13				50.00
Terry's Supply Store	AP3-97	08/25				28,000.00
Office Mart	AP3-96	08/25				50,000.00
Bank	AP3-120	08/26				20.00
Office Mart	AP3-119	09/13				50.00
Office Mart	AP3-99	09/25				50,000.00
Terry's Supply Store	AP3-98	09/25				28,000.00
A Printed Page	AP3-125	05/30	750.00			
A Printed Page	AP3-124	05/30	975.00			
Aging Summary						
Current			1,725.00			
1-30			0.00			
31-60			0.00			
61+						156,620.00
2100 Accounts Payable						158,345.00

The report total and the total for the Accounts Payable account should agree

Report total

Accounts Payable-Summary Aged report example:

Outstanding amounts for each vendor are shown based on the defined aging periods

Vendor	Current	1-30	31-60	61+	Total
A Printed Page	1725.00	0.00	0.00	0.00	1,725.00
Bank	0.00	0.00	0.00	20.00	20.00
Blue Cross	0.00	0.00	0.00	500.00	500.00
Office Mart	0.00	0.00	0.00	100100.00	100,100.00
Terry's Supply Store	0.00	0.00	0.00	56000.00	56,000.00

Aging Summary	
Current	1,725.00
1-30	0.00
31-60	0.00
61+	156,620.00
Total	158,345.00

2100	Accounts Payable	158,345.00
------	------------------	------------

The report total and the total for the Accounts Payable account should agree

Report total

Working with Vendor History Reports

1 Select the vendor or vendors.

If necessary, scroll the list box to find the name of the vendor you want. You can also use the Find command under the Edit menu to select a vendor from a long list (for details, see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of vendors from the list (see “Making Selections in a Reports List” on page 242).

If no customer names are highlighted, all vendors will be reported.

If you have set up codes for your vendors and would like those codes to appear on reports, check the Show Code Field on Reports option on Preferences under the File menu.

2 Select Transaction Detail, Transaction Summary, or Item Purchase Detail from the pull-down menu.

For details, see the previous descriptions of the types of vendor history reports available.

3 Select a month or range of months.

4 Click View, Print, or Text File.

Transaction Detail report example:

Transaction Detail 05/01/16 to 07/31/17

Retail Sample Co. -Corp
Transaction Detail
05/01/16 to 07/31/17

Vendor	Date	Type	Doc #	Payable	Disbursement
A Printed Page	03/30/17	Payable	AP3-123	750.00	
	04/30/17	Check	CK1887....AP3-123		750.00
	04/30/17	Payable	AP3-124	975.00	
	04/30/17	Payable	AP3-125	750.00	
	07/28/17	Check	CK1884		5,000.00
				2,475.00	5,750.00
BTS Distribution Supply	04/15/17	Payable	AP3-122	6,000.00	
	04/30/17	Payable	AP3-121	56,050.00	
	04/30/17	Check	CK1885....AP3-121		56,050.00
	04/30/17	Check	CK1886....AP3-122		6,000.00
				62,050.00	62,050.00
CA Dept of Labor	04/30/17	Check	CK1888		955.00
				64,525.00	68,755.00

Total payables and total disbursements for the selected month(s) are shown for each vendor

Total payables and disbursements for all selected vendors are shown at the bottom of the report.

Transaction Summary report example:

Transaction Summary 05/01/16 to 07/31/17

Retail Sample Co. -Corp
Transaction Summary
05/01/16 to 07/31/17

Vendor	Payables	Disbursements
1st Bank	0.00	0.00
A Printed Page	2,475.00	5,750.00
AIC Advertising	0.00	0.00
BTS Distribution Supply	62,050.00	62,050.00
Bank	0.00	0.00
Blue Cross	0.00	0.00
Blue Cross-CP	0.00	0.00
CA Dept of Labor	0.00	955.00
CA Dept of Revenue	0.00	0.00
CO Dept of Labor	0.00	0.00
CO Dept of Revenue	0.00	0.00
CheckMark Software	0.00	0.00
City Dept of Rev	0.00	0.00

Total payables and disbursements are shown as one-line summaries per vendor for the selected

Item Purchase Detail report example:

Item name, quantity,
and amount are
shown by invoice for
the selected vendors

Item History 05/01/16 to 07/31/17				
Retail Sample Co. -Corp				
Item History				
05/01/16 to 07/31/17				
Date	Doc #	Item	Quantity	Amount
BTS Distribution Supply				
04/15/17	AP3-122	DWS1\Dingwings-Store 1	200.00	3,000.00
04/15/17	AP3-122	DWS2\Dingwings-Store 2	200.00	3,000.00
04/30/17	AP3-121	DBS1\Dingbats-Store 1	2,000.00	28,000.00
04/30/17	AP3-121	DBS2\Dingbats-Store 2	2,000.00	28,000.00
Sub Total:			4,400.00	62,000.00
Grand total:			4,400.00	62,000.00

Working with the Vendor Information Report

1 Select the vendor or vendors.

If necessary, scroll the list box to find the name of the vendor you want. You can also use the Find command under the Edit menu to select a vendor from a long list (for details, see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of vendors from the list (see “Making Selections in a Reports List” on page 242).

If no vendor names are highlighted, all vendors will be reported.

If you have set up codes for your vendors and would like those codes to appear on reports, check the Show Code Field on Reports option on Preferences under the File menu.

2 Select Vendor Information from the pull-down menu.

For details, see the previous description of the Vendor Information report.

3 Click View, Print, or Text File.

Vendor Information report example:

MultiLedger calculates the year-to-date payments to a vendor for the

The information for
this report comes
from the Vendor
Setup window

The screenshot shows a window titled "Vendor Information 05/01/17 to 05/31/17". The window contains the following text:

Retail Sample Co. -Corp
Vendor Information
05/01/17 to 05/31/17

Magnolia Rental Properties	970-555-1616
4848 Marsdone Rd	970-555-1617
Fort Collins, CO 80525	

Item Reports

MultiLedger provides the following types of item reports:

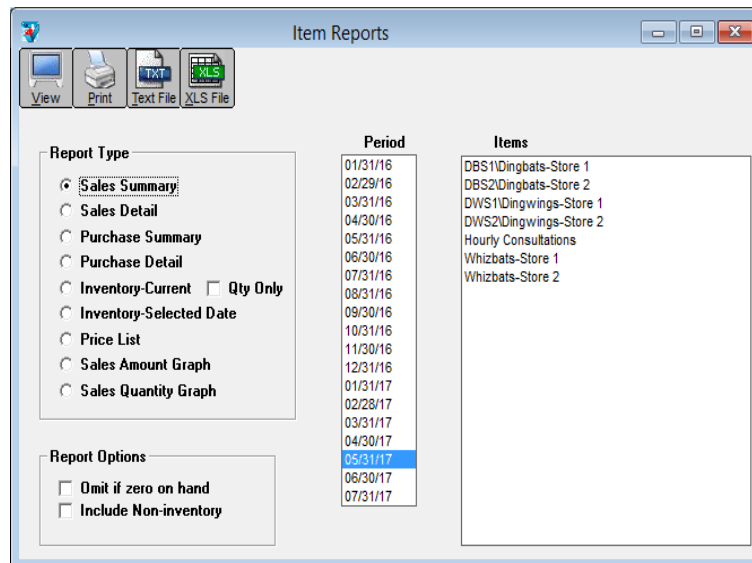
Sales Summary	This report shows the item name, quantity sold, total sales price, total cost, and the margin, with combined totals for all reported items. You can select one month or a range of months for this report.
Sales Detail	This report shows the invoice date, document number, customer name, quantity sold, sales price, total cost, and the margin, with a subtotal of all invoices for each reported item. Combined totals for all selected items are shown at the bottom of the report. You can select one month or a range of months for this report.
Purchase Summary	This report shows the item name, quantity purchased, unit cost, and total cost with combined totals for all reported items. Combined totals for all selected items are shown at the bottom of the report. You can select one month or a range of months for this report.
Purchase Detail	This report shows the date, document number, vendor name, quantity purchased, unit cost, and total cost, with a subtotal of all Item Purchases for each reported item. Combined totals for all selected items are shown at the bottom of the report. You can select one month or a range of months for this report.
Inventory-Current	This report shows the item name, quantity on hand, unit cost, and current total cost. This report always shows the current inventory values, regardless of the month selected in the Month list. The general ledger balance for the inventory account selected on Interface Accounts is shown at the end of the report when all items are reported. This is handy for verifying that your inventory general ledger balance and inventory detail amounts are in balance.
Inventory-Selected date	This report shows inventory values as of a month-end date. It shows the item name, quantity on hand, unit cost, and total cost as of the last day of the last selected month. The general ledger balance for the inventory account selected on Interface Accounts is shown at the end of the report when all items are reported. This is handy for verifying that your inventory general ledger balance and inventory detail amounts are in balance.
Price List	This report shows your item list and the three different selling prices for each item.
Graph Sales \$	This report gives you a bar chart that graphs an item's sales volume by month for the current year. This report shows one item at a time and all months are reported regardless of the month selected in the list box.
Graph Sales Qty	This report gives you a bar chart that graphs an item's quantity sold by month for the current year. This report shows one item at a time and all months are reported regardless of the month selected in the list box.

Item Report Options

- Omit if zero QOH** When this option is selected, the reports will not include any items that have a zero Quantity on Hand.
- Include Non-Inventory** When this option is selected, the reports will include items that are marked as Non-Inventory in the Item setup window.
- Qty Only** When this option is selected, the Current Inventory report will show the Quantity on Hand, Minimum Quantity on Hand, and Reorder Quantity.

Working with Item Reports

Click **Item Reports** in the Command Center.



1 Select the item or items.

If necessary, scroll the list box to find the item that you want. You can also use the Find command to select a specific item name from the item list (see “Using the Find Command with Reports” on page 240).

You can select a consecutive or non-consecutive series of items from the list for details, see “Making Selections in a Reports List” on page 242.

If no items are selected, all items will be reported.

If you have set up codes for your items and would like those codes to appear on reports, check the Show Code Field on Reports option on Preferences under the File menu.

2 Select a report type from the pull-down menu.

For details, see the previous descriptions of the types of item reports available.

3 Click View, Print, or Text File.

Sales Summary report example:




Each item is shown,
along with quantity
sold, sales amount,
cost, and margin for
the selected months

Sales 01/01/16 to 07/31/17				
Retail Sample Co. -Corp				
Sales				
01/01/16 to 07/31/17				
Item	Qty Sold	Sales	Cost	Margin
Dingbats-Store 1	10.00	350.00	95.3260	254.67
Dingbats-Store 2	5.00	175.00	67.6250	107.38
Hourly Consultations	5.00	750.00	0.0000	750.00
	20.00	1,275.00	162.9510	1,112.05

Combined totals for all selected items
are shown here

Sales Detail report example:

Item sales are
shown by invoice,
including the
quantity sold,
sales amount,
cost, and margin

Detail Sales 08/01/16 to 08/31/16						  		
Retail Sample Co. -Corp								
Detail Sales								
08/01/16 to 08/31/16								
Item			Qty Sold	Sales	Cost	Margin		
Dingbats-Store 1								
08/25/16	Inv-232	CheckM	5.00	175.00	47.6630	127.34		
			5.00	175.00	47.6630	127.34		
Dingbats-Store 2								
08/25/16	Inv-232	CheckM	5.00	175.00	67.6250	107.38		
			5.00	175.00	67.6250	107.38		
			10.00	350.00	115.2880	234.71		

Subtotals are shown after
each item

Combined totals for all selected
items are shown here

Purchase Summary report example:

Each item is shown, along with quantity purchased, unit cost, and total cost for the selected months

Item	Qty Purch	Unit Cost	Total Cost
Dingbats-Store 1	2,000.00	14.0000	28,000.00
Dingbats-Store 2	2,000.00	14.0000	28,000.00
Dingwings-Store 1	200.00	15.0000	3,000.00
Dingwings-Store 2	200.00	15.0000	3,000.00
	4,400.00	14.0909	62,000.00

Combined totals for all selected items are shown here

Purchase Detail report example:

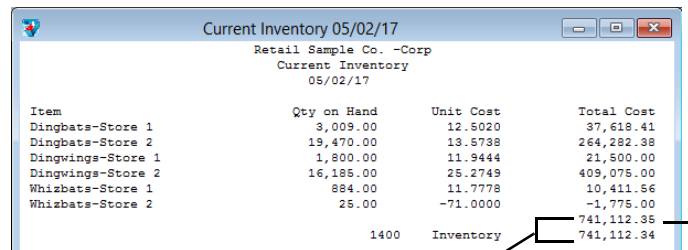
Item Purchases are shown by invoice, including the quantity purchased, unit cost, and total cost

Item	Qty Purch	Unit Cost	Total Cost
Dingbats-Store 1			
04/30/17 AP3-121 BTS Di	2,000.00	14.0000	28,000.00
	2,000.00	14.0000	28,000.00
Dingbats-Store 2			
04/30/17 AP3-121 BTS Di	2,000.00	14.0000	28,000.00
	2,000.00	14.0000	28,000.00
	4,000.00	14.0000	56,000.00

Subtotals are shown after each item

Combined totals for all selected items are shown here

Inventory-current report example:

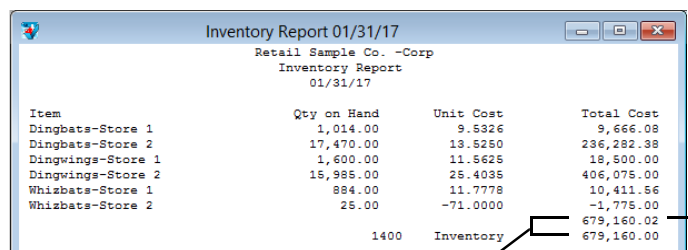


Item	Qty on Hand	Unit Cost	Total Cost
Dingbats-Store 1	3,009.00	12.5020	37,618.41
Dingbats-Store 2	19,470.00	13.5738	264,282.38
Dingwings-Store 1	1,800.00	11.9444	21,500.00
Dingwings-Store 2	16,185.00	25.2749	409,075.00
Whizbats-Store 1	884.00	11.7778	10,411.56
Whizbats-Store 2	25.00	-71.0000	-1,775.00
	1400	Inventory	741,112.34

The report total and the total for the Inventory ledger account should agree

Report total

Inventory-selected date report example:



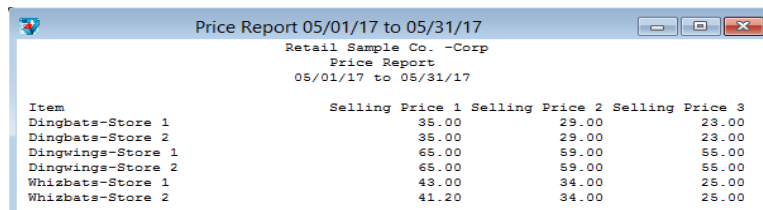
Item	Qty on Hand	Unit Cost	Total Cost
Dingbats-Store 1	1,014.00	9.5326	9,666.08
Dingbats-Store 2	17,470.00	13.5250	236,282.38
Dingwings-Store 1	1,600.00	11.5625	18,500.00
Dingwings-Store 2	15,985.00	25.4035	406,075.00
Whizbats-Store 1	884.00	11.7778	10,411.56
Whizbats-Store 2	25.00	-71.0000	-1,775.00
	1400	Inventory	679,160.02

The report total and the total for the Inventory ledger account should agree

Report total

Price List example:

Each item is shown,
along with the three
different selling
prices



Item	Selling Price 1	Selling Price 2	Selling Price 3
Dingbats-Store 1	35.00	29.00	23.00
Dingbats-Store 2	35.00	29.00	23.00
Dingwings-Store 1	65.00	59.00	55.00
Dingwings-Store 2	65.00	59.00	55.00
Whizbats-Store 1	43.00	34.00	25.00
Whizbats-Store 2	41.20	34.00	25.00

Chapter 11

Financial & Other Reports

This chapter contains descriptions and examples of the following types of reports:

- Chart of accounts
 - Trial Balance
 - Transaction journals
 - General Ledger
 - Balance Sheet
 - Income Statement
 - Cash Flow Statement
 - Financial Snapshot
 - Sales tax report
 - Salesperson report
 - Job reports
-

Chart of Accounts Reports

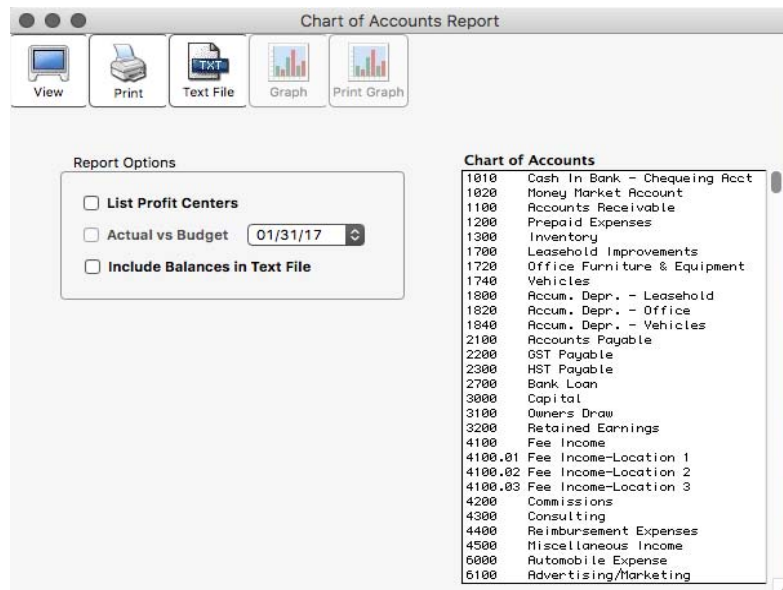
The Chart of Accounts report window offers the following options:

- Print a list of your chart of accounts.
- Print or view a graph showing period comparisons.
- Print or view a graph showing account balances versus budget amounts.

Note

If you want to look at account balances for a specific period, see “Trial Balance Report” on page 275.

Click Account Reports in the Command Center.



When you first open the Chart of Accounts Reprts window, the Graph and Print Graph buttons are dimmed. These buttons remain dimmed until you select accounts.

Printing Your Chart of Accounts

You can print a list of the chart of accounts showing account numbers and names grouped under headings. All accounts, regardless of any accounts highlighted, are reported.

To change account descriptions, see “Setting Up the Chart of Accounts” on page 22. To change account groupings or group descriptions, see “Customizing Financial Statements” on page 80.

Click the Print button to print your chart of accounts.

A standard print dialog box appears on your screen. Select the print options that you want, and click Print or OK.

Graphing Comparisons

You can print or view a bar graph comparing a balance for an account or a range of accounts for each period in the open accounting periods.

1 Select the account or accounts to be reported.

If necessary, scroll the list box to find the name of the account or accounts.

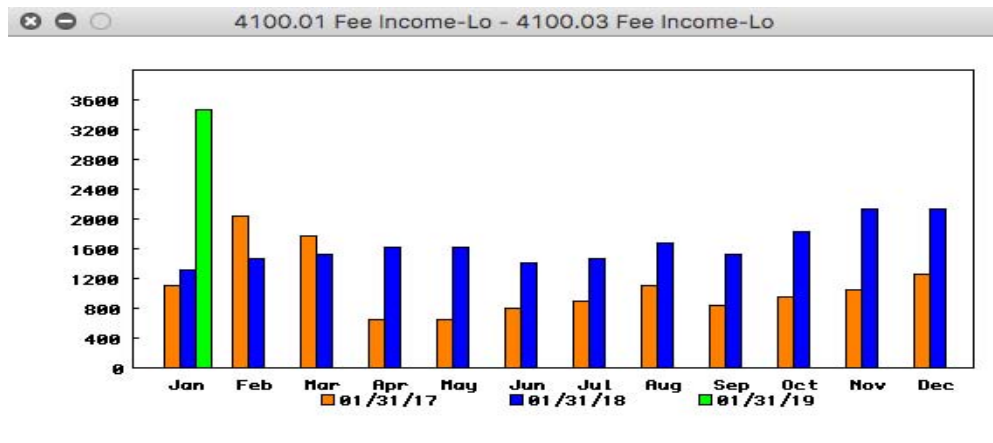
You can select a consecutive series of accounts (for details, see “Making Selections in a Reports List” on page 242.)

2 Click Graph or Print Graph.

If you click Graph, the report appears on your screen.

If you click Print Graph, a standard Print dialog box appears on your screen. Select the print options that you want, and then click OK or Print.

Here's an example graph showing a cash account's comparative balances:



Graphing Account Balances versus Budget Amounts

If budget amounts have been set up for your chart of accounts, you can print or view a bar graph comparing a balance for an account or a range of accounts for each period versus budget amounts in the open accounting periods.

To set up budget amounts, see “Setting Up Budget Amounts” on page 70.

1 Select the account or accounts to be reported.

If necessary, scroll the list to find the name or names of the account or accounts that you want. You can select a consecutive series of accounts (for details, see “Making Selections in a Reports List” on page 242.).

2 Check the Actual vs Budget check box.

3 Select the year.

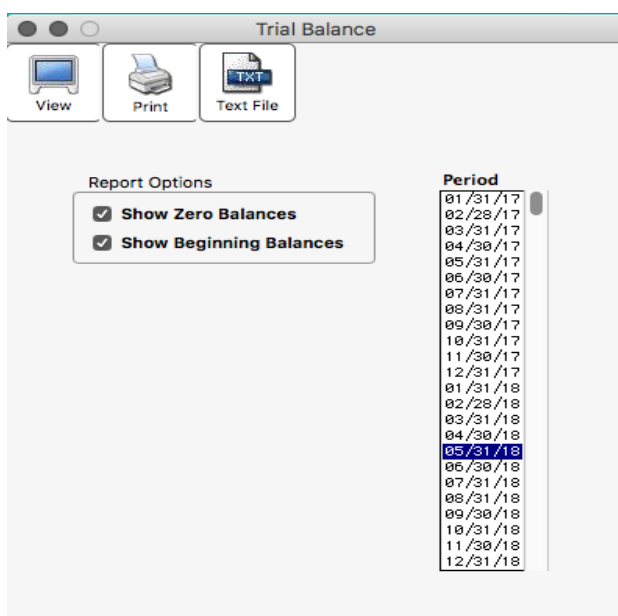
4 Click Graph or Print Graph.

Trial Balance Report

A trial balance report shows ledger accounts, their beginning balances (optional), their monthly activity and their year-to-date balances, and whether or not your debits equal your credits. Debits should equal credits for your books to balance.

You can use a trial balance report to quickly look at your account balances for a particular period.

1 Click Trial Balance in the Command Center.



2 Select a period for the report.

Only one period can be selected at a time. The default period selected corresponds to the last month in which transactions were entered.

3 If necessary, check the option Show Zero Balances.

☒ Show Zero Balances

If Show Zero Balances is checked, the report will show balances for all accounts in your chart of accounts, including those with zero activity and zero year-to-date balances.

4 If desired, check the option Show Beginning Balances.

If checked, the report will show the beginning balances for the period selected along with monthly activity and YTD balances.

5 Click View, Print, or Text File.

Drill Down on Trial Balance Report

The Trial Balance report has a drill-down function that allows you to quickly see the general ledger listing for any amount in the Monthly Activity column on a Trial Balance report. To utilize the drill-down capabilities, do the following:

- 1 While viewing a Trial Balance report, move the pointer over the Monthly Activity column.**

The pointer tool changes to a magnifying glass tool.

- 2 With the magnifying glass tool, click on the amount in the Monthly Activity column that you want to see in drill-down mode.**

A General Ledger listing for that specific month and account appears. From this General Ledger listing you can go directly to an original transaction. For more details, see “Drill Down on General Ledger Report” on page 284.

- 3 To return to the Trial Balance report, click the General Ledger report’s close box.**

Prior Year Income

If you have 2014, 2015, & 2016 open in your files, 2015 is considered your current year. You need to keep 2014 open in order to get Prior Year comparison reports for 2014 vs 2015.

Because you haven't closed 2014, your income and expenses for 2014 haven't rolled into retained earnings yet in the General Ledger or Trial Balance. So when you look at your trial balance for 2015, it shows the retained earnings from 2014 as a separate line at the bottom under the totals in "Prior Income".

As long as the Ledger Debit line equals the total of the Ledger Credit +/- the Prior Income, then you are in balance.

If you look at the Balance Sheet, it reflects the amount going into Retained Earnings.

Trial Balance report example:

Trial Balance 05/31/17				
Sample Co				
Trial Balance				
05/31/17				
Acct	Description	Begin	Activity	End
1010	Cash In Bank - Chequeing Acct	44,900.00	21,546.30	66,446.30
1020	Money Market Account	30,000.00	(5,000.00)	25,000.00
1100	Accounts Receivable	100.00	3,605.25	3,705.25
1300	Inventory	5,000.00	(10,871.50)	(5,871.50)
1700	Leasehold Improvements	20,000.00	0.00	20,000.00
1720	Office Furniture & Equipment	2,450.00	0.00	2,450.00
1800	Accum. Depr. - Leasehold	(12,500.00)	0.00	(12,500.00)
1820	Accum. Depr. - Office	(2,000.00)	0.00	(2,000.00)
2100	Accounts Payable	(500.00)	(1,633.75)	(2,133.75)
2200	GST Payable	0.00	(81.90)	(81.90)
2300	HST Payable	0.00	(54.10)	(54.10)
2700	Bank Loan	(65,000.00)	0.00	(65,000.00)
3000	Capital	(17,950.00)	0.00	(17,950.00)
4100.01	Fee Income-Location 1	(2,650.00)	(150.00)	(2,800.00)
4100.02	Fee Income-Location 2	(2,100.00)	(1,325.00)	(3,425.00)
4100.03	Fee Income-Location 3	(750.00)	0.00	(750.00)
4200	Commissions	0.00	(15,750.00)	(15,750.00)
4300	Consulting	0.00	(9,050.00)	(9,050.00)
4400	Reimbursement Expenses	0.00	(550.55)	(550.55)
4500	Miscellaneous Income	0.00	(3,290.00)	(3,290.00)
5000	Cost of Sales-Misc	0.00	11,242.75	11,242.75
6000	Automobile Expense	0.00	450.00	450.00
6100	Advertising/Marketing	0.00	2,500.00	2,500.00
6300	Bank Charges	0.00	50.00	50.00
6400	Contributions	0.00	500.00	500.00
6700	Dues & Memberships	0.00	250.00	250.00
7100	Legal & Accounting Services	0.00	750.00	750.00
7110	Professional Fees	1,000.00	1,675.00	2,675.00
7120	Commissions Paid	0.00	337.50	337.50
7400	Office Supplies	0.00	275.00	275.00
7600	Postage	0.00	85.00	85.00
7610	Printing	0.00	575.00	575.00
7800	Repairs & Maintenance	0.00	865.00	865.00
8100	Telephone	0.00	550.00	550.00
8200	Travel	0.00	2,500.00	2,500.00
Ledger Debits		103,450.00	47,756.80	141,206.80
Ledger Credits		103,450.00	47,756.80	141,206.80

Transaction Journals Reports

You can view, print or create a text file of any journal from any of the open months. You can also export any journal from any of the open months using the Export command under the File Menu.

Click Transaction Journals in the Command Center.

The default month selected on this window corresponds to the last month transactions were entered

Period	Doc #	Date	Description
01/31/17			
02/28/17			
03/31/17			
04/30/17			
05/31/17			
06/30/17			
07/31/17			
08/31/17			
09/30/17			
10/31/17			
11/30/17			
12/31/17			
01/31/18			
02/28/18			
03/31/18			
04/30/18			
05/31/18			
06/30/18			
07/31/18			
08/31/18			
09/30/18			
10/31/18			
11/30/18			
12/31/18			

Sorting Transaction Journal Reports

You can sort Transaction Journal reports by date or by document number. The default selection is by document number. To change the sort, simply make a selection from the pop-up menu.

Types of Transaction Journal Reports

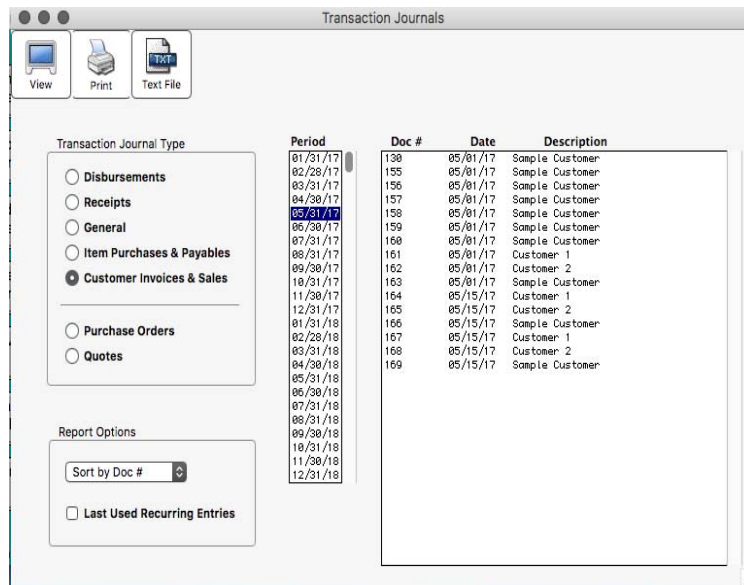
MultiLedger provides the following types of transaction journal reports:

Disbursements	Shows transactions recorded in both Vendor Payments and Disbursements Journal for the selected month(s).
Receipts	Shows transactions recorded in both Customer Payments and Receipts Journal for the selected month(s).
General	Shows transactions recorded in both General Journal and Adjust Inventory for the selected month(s).
Item Purchases & Payables	Shows transactions created in both Item Purchases and Payables Journal for the selected month(s).
Customer Invoices & Sales	Shows transactions created in both Customer Invoices and Sales Journal for the selected month(s).
Purchase Orders	Shows transactions created with the Purchase Order option checked in Item Purchases for the selected month(s).
Quotes	Shows transactions created with the Quote option checked in Customer Invoices and Sales Journal for the selected month(s).
Last Used Recurring Entries	If checked, the last-used recurring entries for the selected journal appear regardless of the month selected. The Last Used Recurring Entries check box is dimmed when either the Purchase Orders or Quotes radio buttons is selected.

Working with Transaction Journal Reports

- 1 Select the desired month or months for the report.
- 2 Select a journal by clicking the journal name.

When a journal radio button is clicked, a list of documents from the selected month(s) is shown for that journal.



- 3 Select the document or documents for the report.

If necessary, scroll the list to find the document you want. Or use the Find command under the Edit menu. (see “Using the Find Command with Reports” on page 240.)

You can select a consecutive or non-consecutive series of documents (see “Making Selections in a Reports List” on page 242.).

If no documents are selected, all documents for that journal and period will be reported.

4 Click View, Print or Text File.

Transaction Journal report example:

Sales Journal 05/01/17 to 05/31/17						
Sample Co Sales Journal 05/01/17 to 05/31/17						
Document	Date	Acct	Job	Description	Debits	Credits
161	05/01/17	1100		Customer 1	262.50	
		4500		10-Item 1		250.00
		5000		10-Item 1	100.00	
		2300		Customer 1		5.00
		2200		Customer 1		7.50
		1300		COGS		100.00
162	05/01/17	1100		Customer 2	157.50	
		4500		10-Item 2		150.00
		5000		10-Item 2	59.88	
		2300		Customer 2		3.00
		2200		Customer 2		4.50
		1300		COGS		59.88
163	05/01/17	1100		Sample Customer	210.00	
		4500		5-Item 2		75.00
		5000		5-Item 2	29.94	
		4500		5-Item 1		125.00
		5000		5-Item 1	50.00	
		2300		Sample Customer		4.00
		2200		Sample Customer		6.00
		1300		COGS		79.94
1100		Accounts Receivable			630.00	
1300		Inventory				239.82
2200		GST Payable				18.00
2300		HST Payable				12.00
4500		Miscellaneous Income				600.00
5000		Cost of Sales-Misc				
					239.82	
					869.82	869.82

A summary of all accounts affected and total debits and credits appear at the bottom of the report

Drill Down on Transaction Journal Reports

Transaction Journal reports have a drill-down function that allows you to quickly move to an original transaction to see details or make modifications. To utilize the drill-down capabilities, do the following:

- 1 While viewing a Transaction Journal report, move the pointer over the document number of the desired transaction.**

The pointer tool changes to a magnifying glass tool.

- 2 With the magnifying glass tool, click on the transaction you want to see in drill-down mode.**

The transaction journal used to create the original transaction opens and the transaction appears. You can modify the transaction if necessary. For more details on modifying transactions, see “Modifying or Deleting a Transaction” on page 120. After you modify the transaction, open report windows need to be refreshed by closing the report window and reopening it before the modified transaction will appear.

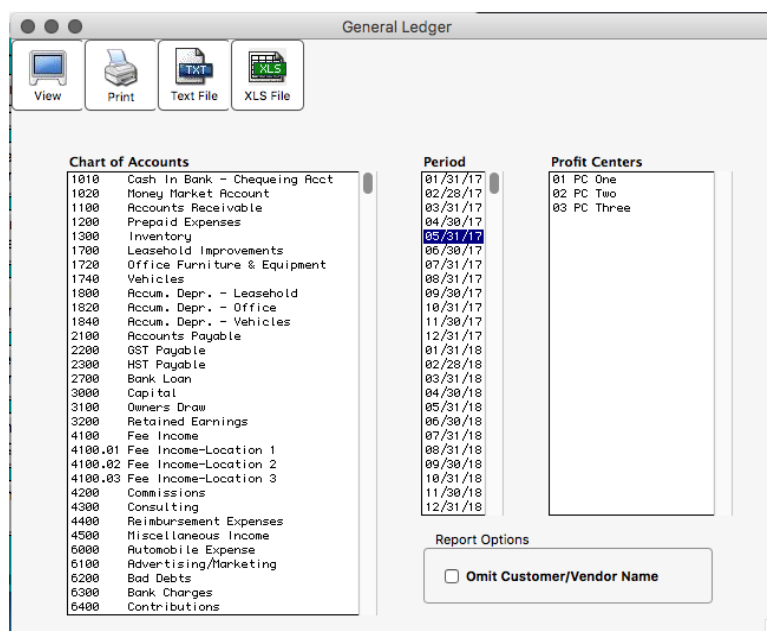
- 3 To return to the Transaction Journal report, either click Save, then close the transaction window or click the transaction window’s close box. You can also choose the report from the Windows menu.**

If you close the transaction window without making changes or without saving any changes you have made, a Save Changes message appears. If you click Yes, you return to the transaction window. Click Save, then close the transaction window; you then return to the Transaction Journal report window. If you click No, you return to the Transaction Journal report window.

General Ledger Reports

A General Ledger report shows the General Ledger accounts with their detailed activity for selected months. You can also create year-to-date reports. If you only want ending balances and not the daily details, create a trial balance report (see “Trial Balance Reports” earlier in this chapter).

1 Click General Ledger in the Command Center.



2 Select the account or accounts for the report.

If necessary, scroll the list to find the name of the account you want.

You can select a consecutive or non-consecutive series of accounts (see “Making Selections in a Reports List” on page 242.).

If no accounts are selected, all accounts will be reported.

3 Select a period for the report.

You can select a consecutive series of months (see “Making Selections in a Reports List” on page 242.).

You can create a year-to-date General Ledger report by selecting all the periods from the beginning of the year through the last month of the year.

4 If necessary, select one or more Profit Centers.

If you select one or more Profit Centers, then just the accounts that have been set up for those Profit Centers will be reported.

5 If necessary, select Omit Customer/Vendor Name

If you select the checkbox to Omit Customer/Vendor Name, that column will not show on report.

6 Click View, Print, or Text File.

Drill Down on General Ledger Report

The General Ledger report has a drill-down function that allows you to quickly move to an original transaction to see details or make modifications. To utilize the drill-down capabilities, do the following:

1 While viewing a General Ledger report, move the pointer over the desired transaction.

The pointer tool changes to a magnifying glass tool.

2 With the magnifying glass tool, click on the transaction you want to see in drill-down mode.

The transaction journal that was used to create the original transaction opens and the transaction appears. You can modify the transaction if necessary. For more details on modifying transactions, see “Modifying or Deleting a Transaction” on page 120. After you modify the transaction, open report windows need to be refreshed by closing the report window and reopening it before the modified transaction will appear.

3 To return to the General Ledger report, either click Save, then close the transaction window or click the transaction window’s close box. You can also choose General Ledger from the Windows menu.

If you close the transaction window without making changes or without saving any changes you have made, a Save Changes message appears. If you click Yes, you return to the transaction window. Click Save, then close the transaction window; you then return to the General Ledger report window. If you click No, you return to the General Ledger report window.

General Ledger report example:

Journal initial

The beginning
balance of the
account being
reported

General Ledger 01/01/17 to 12/31/17					
Sample Co					
General Ledger					
01/01/17 to 12/31/17					
Acct	Date	Description	Document	J Cus/Ven	Activity
1010	01/01/17	Cash In Bank - Chequeing Acct			20,000.00
	01/01/17	Ron	124	D	0.00
	01/01/17	Void	123	D	0.00
	01/01/17	Ron	124	D	0.00
	01/01/17	Transfer	GJ-134	G	5,000.00
	01/01/17	Vendor 1	125	D Vendor	(500.00)
	01/15/17	Customer Payments	5	R Sample	1,000.00
	02/01/17	Transfer	GJ-135	G	5,000.00
	02/15/17	Customer Payments	6	R Sample	2,000.00
	03/01/17	Transfer	GJ-136	G	5,000.00
	03/15/17	Customer Payments	7	R Sample	1,750.00
	04/01/17	Transfer	GJ-137	G	5,000.00
	04/15/17	Customer Payments	8	R Sample	650.00
	05/01/17	Transfer	GJ-138	G	5,000.00
	05/15/17	Customer Payments	9	R Sample	650.00
	06/15/17	Customer Payments	10	R Sample	800.00
	07/15/17	Customer Payments	11	R Sample	900.00
	12/31/17	Debits/Credits Total	32,750.00/(500.00)		32,250.00
	12/31/17	Cash In Bank - Chequeing Acct			52,250.00

The debit and credit totals
are shown, and the
difference is shown hereThe ending balance for
the account, based on the
month(s) being reported,
is shown here

The J column on the General Ledger report shows the initial of the journal that was used to create the transaction. The journal initials represent the following:

- D** Transactions created in the Disbursements Journal or Vendor Payments.
- P** Transactions created in Item Purchases or the Payables Journal.
- S** Transactions created in Customer Invoices or the Sales Journal.
- R** Transactions created in the Receipts Journal or Customer Payments.
- G** Transactions that were created in the General Journal, and includes transactions created in Adjust Inventory.

Balance Sheet Reports

A Balance Sheet shows your company's assets, liabilities, and equity as of a specific month-end date.

- 1 Click **Balance Sheet** in the **Command Center**.

The screenshot shows a window titled "Balance Sheet Reports". At the top, there are four icons: "View", "Print", "Text File", and "XLS File". Below these, the window is divided into several sections:

- Balance Sheet Type:** Contains four radio buttons: "Selected Date" (which is selected), "Prior Month Comparison", "Prior Year Comparison", and "Prior Year-End Comparison".
- Report Options:** Contains three checkboxes: "Whole Dollars", "Show Detail Accounts", and "Show Date & Time".
- Period:** A vertical list of dates from 01/31/17 to 08/31/18. The date 05/31/17 is highlighted in blue.
- Report Title:** A text field containing "Balance Sheet".
- Footer Line:** An empty text field.

MultiLedger provides the following types of balance sheet reports:

Types of Balance Sheet Reports

Selected Date	A standard Balance Sheet report for the selected month.
Prior Month Comparison	Compares the selected month with the previous month.
Prior Year Comparison	Compares the selected month with the same period in the prior year.
Prior Year-End Comparison	Compares the selected month with the prior year-end.

Balance Sheet Report Options

Three options are available for each type of report:

Whole Dollars	Rounds dollars and cents to whole dollars on report.
Show Detail Accounts	Shows all accounts regardless of groupings that have been made with the Financial Statements window.
Show Date & Time	Date and time printed at bottom of page.

2 Select a report type.

For details, see the previous descriptions of the types of balance sheet reports available.

3 Select a period for the report.

Only one period can be selected for each report.

4 If necessary, click the appropriate checkboxes to select or deselect report options.

For details, see the previous descriptions of balance sheet report options.

5 If necessary, change the report title or footer line.

Entering data in these fields will print the information on the Balance Sheet report.

6 Click View, Print, or Text File.

Balance Sheet—Selected Date report example:

You can customize
headings for this
report using the
Financial
Statements
window

Total Assets and
Total Liabilities
and Equity should
match

Balance Sheet as of 05/04/17			
Sample Co			
Balance Sheet			
as of 05/04/17			
Assets			
Current Assets			
Cash In Bank - Chequeing Acct	\$	50,550.00	
Money Market Account		25,000.00	
Accounts Receivable		100.00	
Inventory		<u>5,000.00</u>	
Total Current Assets			80,650.00
Fixed Assets			
Leasehold Improvements		20,000.00	
Office Furniture & Equipment		2,450.00	
Accum. Depr. - Leasehold		(12,500.00)	
Accum. Depr. - Office		<u>(2,000.00)</u>	
Total Fixed Assets			7,950.00
Total Assets			<u>\$ 88,600.00</u>
Liabilities & Equity			
Current Liabilities			
Accounts Payable	\$	<u>750.00</u>	
Total Current Liabilities			750.00
Long Term Liabilities			
Bank Loan		<u>65,000.00</u>	
Total Long Term Liabilities			65,000.00
Owners' Equity			
Capital		17,950.00	
Current income		<u>4,900.00</u>	
Total Owners' Equity			<u>22,850.00</u>
Total Liabilities & Equity			<u>\$ 88,600.00</u>

Income Statement Reports

An Income Statement shows whether or not your company has earned a profit. In addition to dollar values, the income statement report shows income and expense as a percent of total sales.

If you are using profit centers, you can create individual income statements for each profit center as well as a consolidated income statement for your company. For more information on Profit Center Income Statements, see “Profit Center Income Statements” later in this chapter.

1 Click Income Statement in the Command Center.

The screenshot shows the 'Income Statement Reports' window with the following sections:

- View/Export Options:** View, Print, Text File, XLS File.
- Income Statement Type:**
 - ☒ Selected Period
 - ☐ Period & Y-T-D
 - ☐ Prior Month Comparison
 - ☐ Prior Year Comparison
 - ☐ Income vs Budget
 - ☐ Budget Report
- Report Options:**
 - ☐ Whole Dollars
 - ☐ Show Detail Accounts
 - ☐ Show Date & Time
 - ☐ Show Net before Taxes
- Period:** A list of dates from 01/31/17 to 01/31/19, with 05/31/17 selected.
- Profit Center:** A list of profit centers: 01 PC One, 02 PC Two, 03 PC Three.
- Report Title:** Income Statement
- Footer Line:** (Empty text field)

Types of Income Statement Reports

MultiLedger provides the following types of income statements:

- | | |
|-------------------------------|--|
| Selected Period | A standard income statement created for the selected month or range of months. |
| Period & Y-T-D | Compares selected month or range of months with year-to-date information through the latest date selected. |
| Prior Month Comparison | Compares selected month or range of months with the previous month. |

Prior Year Comparison	Compares the selected month or range of months with the same period in the prior year.
Income vs. Budget	Compares actual income and expenses for the selected month in the current year with budget amounts for the same period.
Budget Report	Shows budget amounts for selected month or range of months.

Income Statement Report Options

Four options are available for each report:

Whole Dollars	Rounds dollar and cents values to whole dollars on report.
Show Detail Accounts	Shows all accounts regardless of groupings that have been made with the Financial Statements window.
Show Date & Time	Date and time printed at bottom of page.
Show Net Before Taxes	Shows a total for net income or loss before taxes.

2 Select a report type.

For details, see the previous descriptions of the types of income statement reports available.

3 Select a period for the report.

You can select a month or a range of months.

4 If necessary, click the appropriate checkboxes to select or deselect report options.

For details, see the previous descriptions of income statement report options.

5 If necessary, change the report title or footer line.

Entering data in these fields will print the information on the Income Statement report.

6 Click View, Print, or Text File.

Profit Center Income Statements

If you are using profit centers, you can create individual profit center income statements and a consolidated report.

The profit centers are listed under the heading Profit Center on the Income Statement window:

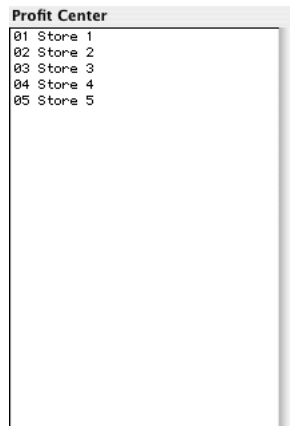
For details about setting up profit centers, see “Setting Up Profit Centers” on page 73.

Creating Income Statements for Individual Profit Centers

- 1 Click Income Statement in the Command Center.**
- 2 Select one or more profit centers to be reported.**

Note

You can only select consecutive profit centers from the list.



- 3 Select a report type.**

For details, see the previous descriptions of the types of income statement reports available.
 - 4 If necessary, click the appropriate checkboxes to select or deselect report options.**

For details, see the previous descriptions of income statement report options.
 - 5 If necessary, change the report title or footer line.**

Entering data in these fields will print the information on the Income Statement report.
 - 6 Click View, Print, or Text File.**
-

Creating a Consolidated Income Statement for Profit Centers

If you set up a general profit center account in your chart of accounts, this account will be used for the consolidated description.

If you did not set up a general profit center account, the first profit center will be used for the consolidated description.

For details about setting up a general profit center account, see “Setting Up Profit Centers” on page 73.

- 1 Make sure no profit center names are selected (highlighted) in the Profit Center list.**

- 2 Select a report type.**

For details, see the previous descriptions of the types of income statement reports available.

- 3 If necessary, click the appropriate checkboxes to select or deselect report options.**

For details, see the previous descriptions of the options available for income statements.

- 4 If necessary, change the report title or footer line.**

Entering data in these fields will print the information on the Income Statement report.

- 5 Click View, Print, or Text File.**
-

Income Statement—Selected Period report example:

You can customize
headings for this
report using the
Financial
Statements
window

Income Statement 01/01/17 to 05/04/17		
Sample Co		
Income Statement		
01/01/17 to 05/04/17		
		%
Income		
Fee Income	\$ 6,150.00	20.8
Commissions	15,000.00	50.8
Consulting	7,550.00	25.6
Reimbursement Expenses	550.55	1.9
Miscellaneous Income	<u>285.00</u>	<u>1.0</u>
Total Income	29,535.55	100.0
Cost of Sales		
Cost of Sales-Misc	<u>10,000.00</u>	<u>33.9</u>
Total Cost of Sales	10,000.00	33.9
Gross Margin	19,535.55	66.1
Operating Expenses		
Automobile Expense	450.00	1.5
Advertising/Marketing	2,500.00	8.5
Bank Charges	50.00	0.2
Contributions	500.00	1.7
Dues & Memberships	250.00	0.8
Legal & Accounting Services	750.00	2.5
Professional Fees	2,000.00	6.8
Office Supplies	275.00	0.9
Postage	85.00	0.3
Printing	575.00	1.9
Repairs & Maintenance	865.00	2.9
Telephone	550.00	1.9
Travel	<u>2,500.00</u>	<u>8.5</u>
Total Operating Expenses	11,350.00	38.4
Net Income (loss)	<u>\$ 8,185.55</u>	<u>27.7</u>

Cash Flow Reports

A Statement of Cash Flows shows the incoming and outgoing cash over the selected period. This is shown by starting with the net income (or loss) at the beginning of the period from the Income Statement, then showing each asset, liability, and equity account whose value has changed during the selected period. The result is net cash at the end of the period. Please note that this report shows only the net increase or decrease in each account, not the balance.

The Statement of Cash Flows report calculates the net cash at the end of the period by adding the following items:

- Net Income for the period
- Changes to accounts shown in the three report sections: Operating Activities, Investing Activities, and Financing Activities
- Cash at beginning of period.

For details about assigning accounts for the Cash Flow Statement, see “Setting Up Cash Flow Designations” on page 24.

1 Click Cash Flow in the Command Center.

The screenshot shows a window titled "Cash Flow Reports". At the top, there are three buttons: "View", "Print", and "Text File". Below these, the window is divided into sections. On the left, under "Cash Flow Type", there are three radio buttons: "Selected Period" (which is selected), "Prior Month Comparison", and "Prior Year Comparison". Below this, under "Report Options", there are three checkboxes: "Whole Dollars", "Show Detail Accounts", and "Show Date & Time". On the right side, there is a list of dates under the heading "Period". The dates range from 01/31/17 to 06/30/18. The date 05/31/17 is highlighted with a blue background.

Period
01/31/17
02/28/17
03/31/17
04/30/17
05/31/17
06/30/17
07/31/17
08/31/17
09/30/17
10/31/17
11/30/17
12/31/17
01/31/18
02/28/18
03/31/18
04/30/18
05/31/18
06/30/18

MultiLedger provides the following types of cash flow reports:

Types of Cash Flow Reports

Selected Date	A standard Statement of Cash Flows report for the selected month or range of months.
Prior Month Comparison	Compares the selected month(s) with the previous month.
Prior Year Comparison	Compares the selected month(s) with the same period in the prior year.

Cash Flow Report Options

Three options are available for each type of report:

Whole Dollars	Rounds dollars and cents to whole dollars on report.
Show Detail Accounts	Shows all accounts regardless of groupings that have been made with the Financial Statements window.
Show Date & Time	Date and time printed at bottom of page.

2 Select a report type.

For details, see the previous descriptions of the types of cash flow reports available.

3 Select a period for the report.

You can select one month or a range of months.

4 If necessary, click the appropriate checkboxes to select or deselect report options.

For details, see the previous descriptions of cash flow report options.

5 Click View, Print, or Text File.

Cash Flow Statement—Selected Date report example:

Statement of Cash Flows 05/01/17 to 05/04/17		
Sample Co		
Statement of Cash Flows		
05/01/17 to 05/04/17		
Cash flows from operating activities		
Net income		\$ 3,685.55
Adjustments to reconcile net income to net cash		
provided by operating activities		
Accounts Receivable	\$ (23,385.55)	
Inventory	10,000.00	
Accounts Payable	<u>250.00</u>	
Total Adjustments		<u>(13,135.55)</u>
Net cash used by operating activities		(9,450.00)
Cash flows from investing activities		
Net cash provided by investing activities		0.00
Cash flows from financing activities		
Net cash provided by financing activities		<u>0.00</u>
Net increase in cash		(9,450.00)
Cash at beginning of period		<u>74,900.00</u>
Cash at end of period		<u>\$ 65,450.00</u>

Financial Snapshot Report

A Financial Snapshot report shows a summary of your business' current cash, receivables, payables, inventory and several financial ratios as of the date of the last entry.

- 1 Click Financial Snapshot in the Command Center.
- 2 Click View, Print, or Text File.

Financial Snapshot—report example:

Financial Snapshot as of 05/31/19			
Sample Co			
Financial Snapshot			
as of 05/31/19			
1010	Cash In Bank - Chequeing Acct	44,998.00	
1020	Money Market Account	25,000.00	
Current Cash		69,998.00	
Current Accounts Receivable		60,062.55	
1100	Accounts Receivable	59,562.55	
Current Accounts Payable		750.00	
2100	Accounts Payable	750.00	
Current Inventory		-250.00	
1300	Inventory	-5,250.00	
Current Assets		124,310.55	
Current Liabilities		765.00	
Working Capital		123,545.55	
Current Ratio		162.50	
Quick Ratio		169.36	
Debt Ratio		0.50	
		Current Month	Year To Date
Income		2,400.00	13,010.00
COGS		0.00	0.00
Gross Profit		2,400.00	13,010.00
Gross Margin		100.00%	100.00%
Expenses		0.00	0.00
Net Income		2,400.00	13,010.00
Profit Margin		100.00%	100.00%

Sales Tax Report

MultiLedger provides a detailed sales tax report that can help in completing sales tax forms for various state and local agencies. Sales tax amounts are recorded on the Customer Invoices window.

Click Sales Tax Report in the Command Center.

The sales tax categories you set up appear here

You can select a month or range of months for the report

Sales Tax	Period
Provincial	01/31/17
HST	02/28/17
GST	03/31/17
	04/30/17
	05/31/17
	06/30/17
	07/31/17
	08/31/17
	09/30/17
	10/31/17
	11/30/17
	12/31/17
	01/31/18
	02/28/18
	03/31/18
	04/30/18
	05/31/18
	06/30/18
	07/31/18
	08/31/18
	09/30/18
	10/31/18
	11/30/18
	12/31/18

The Sales Tax report can include all or a selected group of sales tax categories. The Sales Tax report includes the following information for the selected month or range of months:

- Sales Tax category's name and tax percentage
 - The date, the invoice number, and the customer name for each invoice that was charged to the sales tax category
 - The taxable and non-taxable amounts for each invoice, along with the tax that was charged.
 - The total tax, taxable, and non-taxable amounts for each sales tax category
-

Creating Sales Tax Report

1 Select the sales tax category or categories for the report.

If necessary, scroll the list box to find the name of the sales tax category you want.

You can select a consecutive or non-consecutive series of sales tax categories from the list (for details, see “Making Selections in a Reports List” on page 242.).

2 Select the month or range of months for the report.

3 Click View, Print, or Text File.

Sales Tax report example:

The sales tax category's name and percentage appear here

Totals for each sales tax category are shown

Tax Report 05/01/17 to 05/31/17					
Sample Co					
Tax Report					
05/01/17 to 05/31/17					
Date	Invoice #	Customer	Taxable	Non-Taxable	Tax
HST - 2.000					
05/01/17	158	Sample Customer	275.00	0.00	5.50
05/01/17	160	Sample Customer	250.00	0.00	5.00
05/01/17	161	Customer 1	250.00	0.00	5.00
05/01/17	162	Customer 2	150.00	0.00	3.00
05/01/17	163	Sample Customer	200.00	0.00	4.00
05/15/17	164	Customer 1	355.00	0.00	7.10
05/15/17	165	Customer 2	600.00	0.00	12.00
05/15/17	166	Sample Customer	625.00	0.00	12.50
			2,705.00	0.00	54.10
GST - 3.000					
05/01/17	159	Sample Customer	300.00	0.00	9.00
05/01/17	160	Sample Customer	250.00	0.00	7.50
05/01/17	161	Customer 1	250.00	0.00	7.50
05/01/17	162	Customer 2	150.00	0.00	4.50
05/01/17	163	Sample Customer	200.00	0.00	6.00
05/15/17	164	Customer 1	355.00	0.00	10.65
05/15/17	165	Customer 2	600.00	0.00	18.00
05/15/17	166	Sample Customer	625.00	0.00	18.75
			2,730.00	0.00	81.90

Salesperson Report

MultiLedger provides a Salesperson report that shows commissionable sales, gross margin, and commission calculations for any salesperson you've set up. Sales associated with a salesperson are recorded on the Customer Invoices window.

Click Salesperson Report in the Command Center.

The salespeople you set up on the Salesperson window appear here

You can select a month or range of months for the report

Salesperson	Period
Jo	01/31/17
Linn	02/28/17
Pete	03/31/17
	04/30/17
	05/31/17
	06/30/17
	07/31/17
	08/31/17
	09/30/17
	10/31/17
	11/30/17
	12/31/17
	01/31/18
	02/28/18
	03/31/18
	04/30/18
	05/31/18
	06/30/18
	07/31/18
	08/31/18
	09/30/18
	10/31/18
	11/30/18
	12/31/18
	01/31/19

☐ Separate page per Salesperson

The Salesperson report can include all or a selected group of salespeople. The Salesperson report includes the following information for the selected month or range of months:

- Salesperson's name, commission rate, and whether the commission is based on gross sales or on gross margin

Note

If you created Long Names in the Salesperson setup, those names will show on the report. Otherwise, you will see what was entered in the Name field.

-
- Date, invoice number, customer name, and sales for each invoice associated with the salesperson
-

- Total commissionable sales, gross margin, and the salesperson's commission
- Invoices that have been paid in full by the customer are marked with an asterisk (*) in the report
- Total of all invoices, as well as the total for all invoices that have been paid in full. This is helpful if you pay salesperson commissions only after payment has been received

Creating a Salesperson Report

1 Select the salesperson or salespeople for the report.

If necessary, scroll the list box to find the name of the salesperson you want.

If you want all the salespeople to print at once, but want them on separate pages, select the "Separate page per Salesperson" checkbox.

You can select a consecutive or non-consecutive series of salespeople from the list (for details, see "Making Selections in a Reports List" on page 242). If no salespeople are selected, all salespeople will be reported.

2 Select a month or range of months.

3 Click View, Print, or Text File.

Salesperson report example:

Salesperson Report 01/01/17 to 06/30/17					
Sample Co					
Salesperson Report					
01/01/17 to 06/30/17					
The salesperson's name and commission rate are shown	Salesperson		Commissionable Sales	Gross Margin	Commission
	Jo		5.00% On Sales		
	05/01/17 161	Customer 1*	250.00		
	05/15/17 164	Customer 1	355.00		
		Total Invoices	605.00	363.14	30.25
Total invoices, as well as total paid invoices appear here		Paid Invoices	250.00	150.00	12.50
	Linn		5.00% On Sales		
	05/01/17 162	Customer 2	150.00		
	05/15/17 165	Customer 2*	600.00		
		Total Invoices	750.00	450.30	37.50
Totals for all selected salespeople appear here		Paid Invoices	600.00	360.18	30.00
	Pete		5.00% On Margin		
	05/01/17 163	Sample Customer*	200.00		
	05/15/17 166	Sample Customer*	625.00		
		Total Invoices	825.00	495.06	24.75
		Paid Invoices	825.00	495.06	24.75
		Total Invoices	2,180.00	1,308.50	92.50
		Paid Invoices	1,675.00	1,005.24	67.25

Invoices that have been paid by
the customer are marked with
asterisk

Job Reports

Job summary report shows actual and estimated job income and expense, estimated cost, the difference between these values, and the net income. There is also a Job Detail report that provides more detail.

Click Job Reports in the Command Center.

The jobs you set up on the Jobs window appear here

You can select a month or range of months for the report

The screenshot shows a window titled "Job Reports". At the top, there are three icons: "View", "Print", and "Text File". Below these, there are two radio buttons under the heading "Report Type": "Job Summary" (which is selected) and "Job Detail". To the right of these is a list box titled "Job Description" containing three entries: "0001 Job 1", "0002 Job 2", and "0003 Job 3". On the far right, there is a list box titled "Period" showing a scrollable list of dates from "01/31/17" to "01/31/19". The date "05/31/17" is currently selected in the list.

Job Summary

This report shows the following information for each selected job:

- Job number and name
- The general ledger accounts that are affected
- Current and prior income and expense
- Total income & expense, and the net for the job
- Total estimated income & expense, and net for the job
- Totals for all jobs selected

You can select a month or range of months for this report.

Job Detail This report shows the following income and expense details for each selected job:

- Ledger account number for each income or expense
- Income or expense date
- Description of each income or expense
- Document number associated with each income or expense
- Journal type used to record the income or expense
- Amount of each income or expense
- Totals of all jobs selected

After closing the year, job reports will no longer show job detail for the closed year. However, the income and expense for the Job are added to Prior Income and Prior Expense in the new year.

Creating Jobs Reports

1 Select the job name or names.

If necessary, scroll the list box to find the name of the job you want.

You can select a consecutive or non-consecutive series of jobs from the list (for details, see “Making Selections in a Reports List” on page 242).

If no jobs are selected, all jobs will be reported.

2 Select a month or range of months.

3 Select the Job Summary or Job Detail radio button.

4 Click View, Print, or Text File.

Job Summary report example:

Job Summary 01/01/17 to 05/31/17				
Sample Co				
Job Summary				
01/01/17 to 05/31/17				
Job	G/L Account	Net	Income	Expense
0002 Job 2				
4300	Consulting		1,500.00	
7110	Professional Fees			675.00
	Current Income & Expense		1,500.00	675.00
	Prior Income & Expense		12,000.00	5,400.00
	Net/Total Income & Expense	7,425.00	13,500.00	6,075.00
	Net/Estimated Income & Expense	17,100.00	28,500.00	11,400.00
0003 Job 3				
4500	Miscellaneous Income		825.00	
5000	Cost of Sales-Misc			371.25
	Current Income & Expense		825.00	371.25
	Prior Income & Expense		6,500.00	2,925.00
	Net/Total Income & Expense	4,028.75	7,325.00	3,296.25
	Net/Estimated Income & Expense	12,790.00	23,250.00	10,460.00
4300	Consulting		1,500.00	
4500	Miscellaneous Income		825.00	
5000	Cost of Sales-Misc			371.25
7110	Professional Fees			675.00
	Current Income & Expense		2,325.00	1,046.25
	Prior Income & Expense		18,500.00	8,325.00
	Net/Total Income & Expense	11,453.75	20,825.00	9,371.25
	Net/Estimated Income & Expense	29,890.00	51,750.00	21,860.00

Income and
expense, including
estimated income
and expense, for a
job are shown on
this report

Balance Sheet
accounts (1000-
2999) are shown,
but do not figure in
the totals for income
and expense

Job Detail report example:

Income and
expense for a job is
shown by invoice,
including ledger
account, date, and
transaction journal

Current income and
expense are
summarized here

Job Detail 01/01/17 to 05/31/17						
Sample Co						
Job Detail						
01/01/17 to 05/31/17						
Acct	Date	Description	Document	J	Income	Expense
0002 Job 2						
4300	05/15/17	Customer 2	168	S	1,500.00	
7110	05/01/17	Vendor 2	P-1236	P		675.00
Current Income & Expense					1,500.00	675.00
0003 Job 3						
4500	05/15/17	Sample Customer	169	S	825.00	
5000	05/01/17	Vendor 3	P-1237	P		371.25
Current Income & Expense					825.00	371.25
4300		Consulting			1,500.00	
4500		Miscellaneous Income			825.00	
5000		Cost of Sales-Misc			371.25	
7110		Professional Fees			675.00	
Current Income & Expense					2,325.00	1,046.25

Chapter 12

Backing Up & Restoring

This chapter discusses the importance of backing up your company files. It also discusses how to make and how to restore a backup.

Backing Up Your Company Files

MultiLedger has a backup feature that compresses your company files into a Zip file (.zip) and lets you choose where you want to save the archive. When you want to open a backup archive, you must first restore it using the **Restore Backup** command under the File menu. For more information on restoring a backup, see “Restoring a Backup Archive on Windows” on page 311. Or “Restoring a Backup Archive on Macintosh” on page 313.

Important

We cannot stress enough the importance of making frequent backups of your company files. Backups are sometimes the only way to restore data that is lost due to a power failure or a system crash. Please use the Backup feature in MultiLedger, we cannot support or help recover backups made by other methods.

Suggestions for Backing Up

Backing up your company files is very important. While there are no set rules for how frequently you should back up, you should consider how much work you could reasonably reconstruct if a crash or problem should occur. For some companies, this would mean daily backups; for others, once a month is fine. If you are using MultiLedger in a multi-user environment, you should consider making daily backups.

It is also important to keep a backup that is not on your hard drive, in case your hard drive should fail. You could backup to a another hard drive, or any other external media.

Automatic Backup Reminder

You can set up an automatic alert in MultiLedger that will remind you to make a backup of your company files. This way, you can be sure you have current backups of your accounting records. For more information on setting up the automatic backup reminder, see “Setting User Settings” on page 78.

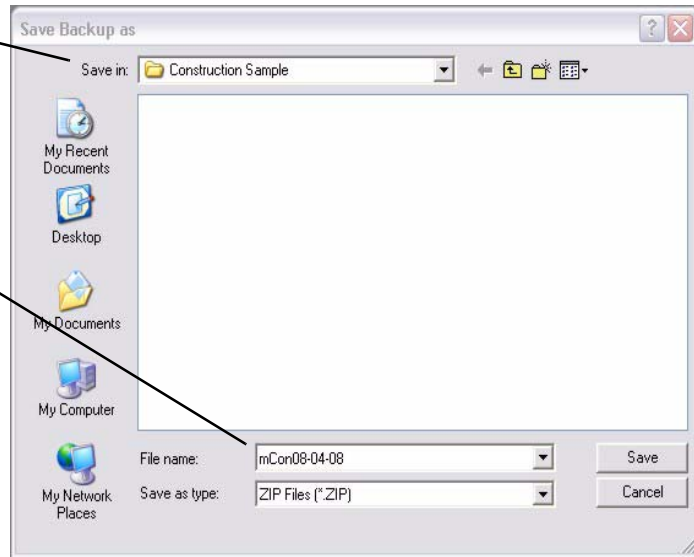
Backing Up Your Company Files on Windows

1 Choose Backup Company from the File menu.

A dialog appears that allows you to name the backup archive and choose where you want to save it.

Use the pop-up menu to choose where you want to save the backup. You can even backup to a floppy or ZIP drive

The default name for your backup is “m,” followed by part of your company name, today’s date, and the suffix .zip



2 Change the name of the backup archive, if necessary.

The default name for the archive is “m,” followed by part of your company name, the current date, and the suffix “.zip.” Don’t change or delete the “.zip” suffix.

3 Choose where you want to save the backup archive.

Be sure to pay attention to where you save the backup. You may want to change the folder using the pull-down menu and list below. You can save the backup archive anywhere, such as on your hard drive or another type of media.

Note

While it’s a good idea to store backups on external media, you could also make a folder named “Backups” in the MultiLedger directory and store all your backups there. That way they will be easy to find when you want to restore one.

4 Click Save.

When the backup is complete a “Backup successful” message appears.

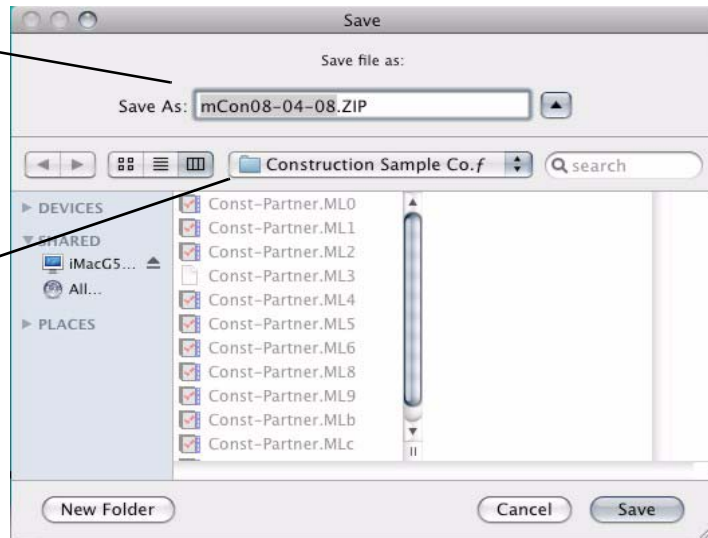
Backing Up Your Company Files on Macintosh

1 Choose Backup Company from the File menu.

A dialog appears that allows you to name the backup archive and choose where you want to save it.

The default name for your backup is the letter “m”, plus part of the name of your company files followed by today’s date and the suffix .zip.

Use the pop-up menu to choose where you want to save the backup. You can even backup to a floppy or ZIP drive.



2 Change the name of the backup archive, if necessary.

The default name for the archive is the letter “m” (for MultiLedger), plus part of the name of your company files followed by the current date and the suffix “.zip.” Don’t change or delete the “.zip” suffix.

3 Choose where you want to save the backup archive.

The default for the dialog is your company folder. You should change the folder before clicking Save. You can save the backup archive anywhere, such as on your hard drive, or another type of media.

4 Click Save.

Note

While it’s a good idea to store backups on external media, you could also create a folder in the MultiLedger folder, name it “Backups,” and store all your backups there. That way they will be easy to find when you want to restore one.

Restoring a Backup Archive on Windows

In order to open company files stored as a .zip backup archive, first you must restore the backup archive.

Important

If you try to double click the “.zip” backup file to open, you will most likely get the message that it can’t find an application to open. The files must be restored using the **Restore Backup** command as described below before they can be opened.

- 1 **Open MultiLedger, but don’t open a set of company files. Or, if a company is open, choose Close Company from the File menu.**
- 2 **Choose Restore Backup from the File menu.**

An Open dialog box appears.

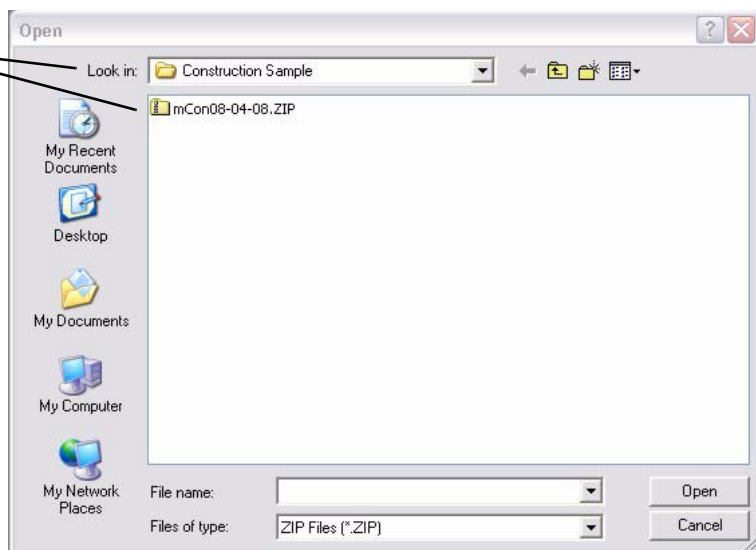
- 3 **Locate the backup archive using the dialog box.**

If you backed up your company files on a an external drive, you should insert the disk now. Use the Look In pop-up menu and list below to locate the backup archive.

Note

If you created a folder named “Backups” in the MultiLedger directory, as suggested above, simply use the Look In pop-up menu to locate the Backups folder in the MultiLedger directory (in Program Files), then click Open.

You may have to use the pop-up menu and list to locate the .zip backup archive saved using the Backup Company command, then click Open



4 Click Open.

An Extract To dialog similar to the following appears:

Use the list to choose where you want to save the restored backup.

Avoid restoring the backup in the folder where your original company files are located, as they will replace your original files



5 Select where you want to restore the company files using the Extract To dialog box.

Note

If you created a folder named “Backups” as suggested in the Backing Up Your Company Files section above, you could also restore the backup in the Backups folder. Simply locate and select the Backups folder in the MultiLedger directory (in Program Files), then click OK. Keep in mind that you may have to click the plus sign (+) next to a folder to see the folder’s contents.

Important

Unless your intent is to replace your original company files with the restored files, you should avoid selecting the folder where your original company files are located, as the restored files will replace your original files.

Note You can create a new folder for the restored files by clicking the Make New Folder button on this dialog. Right Click “New Folder” then choose Rename. Type a name for the folder, then hit Enter on the keyboard. Make sure the folder you just created is automatically selected as the location for the restored files.

- 6 Click OK.
- 7 The restored company files open automatically.

Restoring a Backup Archive on Macintosh

In order to open company files stored as a backup archive, first you must restore the backup archive.

Important If you try to double click the “.zip” backup file to open, you will most likely get the message that it can’t find an application to open. The files must be restored using the **Restore Backup** command as described below before they can be opened.

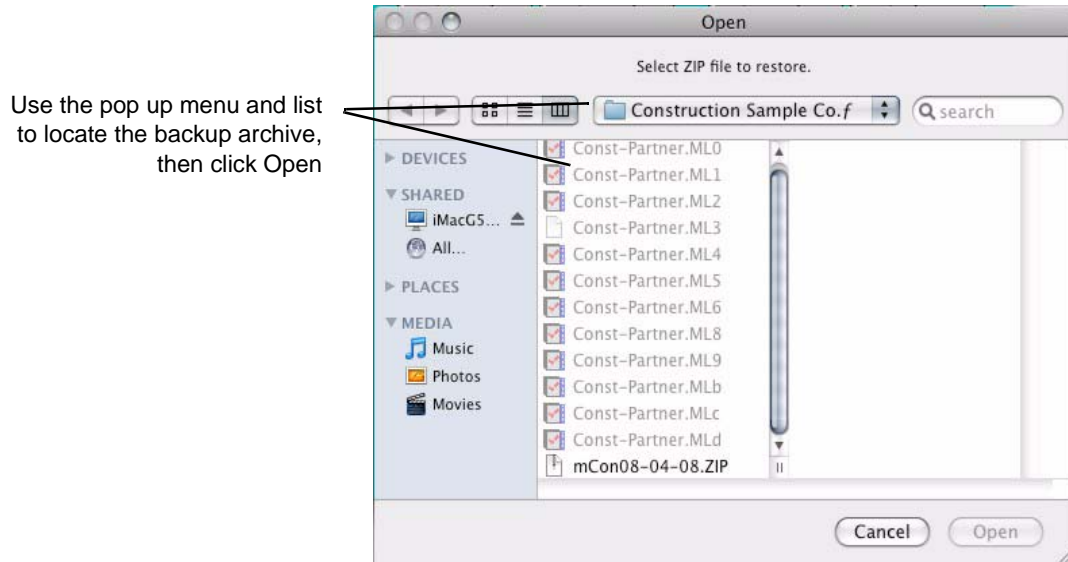
- 1 **Open MultiLedger, but don’t open a set of company files. Or, if a company is open, choose Close Company from the File menu.**
- 2 **Choose Restore Backup from the File menu.**

An Open dialog box appears.

- 3 **Locate the backup archive using the dialog box.**

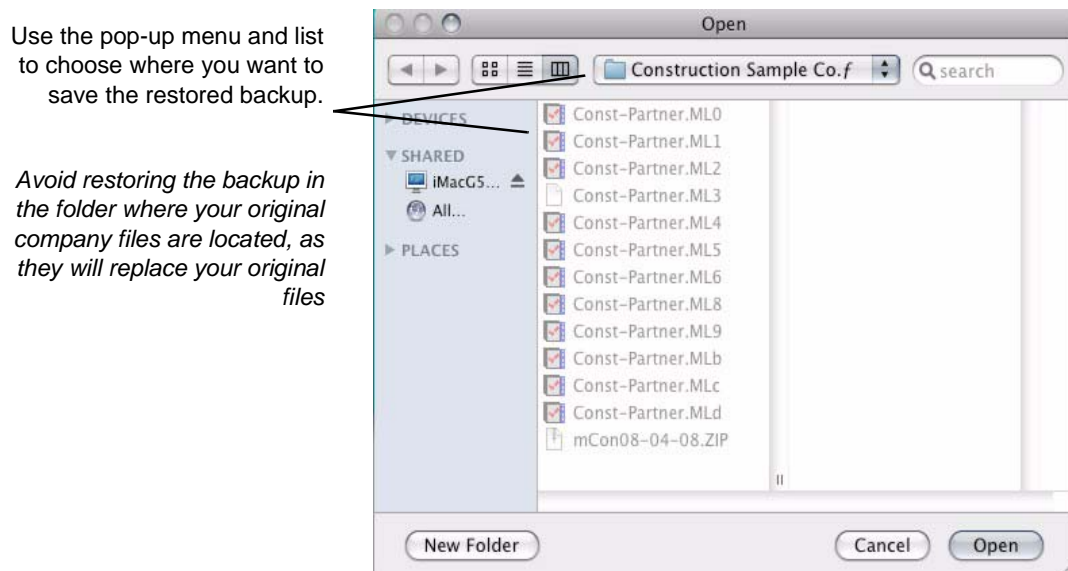
If you backed up your company files on an external drive, you should insert the disk now. Use the pop-up menu and list to locate the backup archive.

Note If you created a folder named “Backups” in the MultiLedgerf, as suggested above, simply use the dialog box to locate the Backups folder in the MultiLedgerf folder (on your hard drive), then click Open.



4 Click Open.

A dialog similar to the following appears:



5 Select where you want to restore the company files using the dialog box.

Note

If you created a folder named “Backups” as suggested in the Backing Up Your Company Files section above, you could also restore the backup in the Backups folder. Simply locate and select the Backups folder in the MultiLedgerf folder (on your hard drive), then click Open or Choose.

Important

Unless your intent is to replace your original company files with the restored files, you should avoid selecting the folder where your original company files are located, as the restored files will replace your original files.

Note

You can create a new folder for the restored files by clicking the New Folder button on this dialog. Name the folder, then click Create. The folder you just created is automatically selected as the location for the restored files.

6 Click Open or Choose.

The restored company files open automatically.

The original backup archive remains unchanged and can be restored again.

Using Backups in a Cross-Platform Environment

Because MultiLedger compresses the backup as .zip file, you can restore a backup on any Macintosh computer or Windows computer that is running the current version of MultiLedger. This makes it easy to transfer company files between Mac and Windows platforms.

Note

Since PCs cannot read a Macintosh-formatted disk, you should make all backups to PC-formatted disks if you're using the backups in a cross-platform environment.

Appendix A Working with CheckMark Payroll

This appendix describes how to post employee and employer cheque information from CheckMark Payroll into MultiLedger.

Posting Employee Cheques to MultiLedger for Windows

Employee cheque information from CheckMark Payroll for Windows can be posted to MultiLedger for Windows by following these instructions.

Set up Ledger Accounts in CheckMark Payroll

Before posting to MultiLedger, you should assign account numbers to payroll categories in CheckMark Payroll.

- 1 In CheckMark Payroll, click Ledger Accounts in the Command Center.**
- 2 Assign MultiLedger account numbers to all applicable Payroll Categories.**

For more information on setting up Ledger Accounts, see your CheckMark Payroll User's Manual.

Review Posting Summary

After you have calculated payroll and created cheques in CheckMark Payroll, you should review the Posting Summary to make sure the information is correct before you post to MultiLedger.

- 3 In CheckMark Payroll, click Employee Paycheques in the Command Center, then select Posting Summary.**
- 4 Select Month or cheque Dates for the Report Range, then select the month or cheque dates.**
- 5 Highlight the cheques that you want to review from the list on the left.**

If no cheques are highlighted, information for all cheques will be reported.

- 6 Click View or Print.**

The Posting Summary report shows cheque information in a summarized format. The net for each cheque is shown, along with totals for wages, income, taxes, and deductions. Employer payroll taxes are shown as an entry at the bottom of the report. These are accrued tax liabilities and total expense for FICA, FUTA, and SUTA.

- 7 Verify that all ledger accounts are assigned correctly.**

For help with incorrectly assigned Ledger Accounts, see your CheckMark Payroll User's Manual.

Posting to MultiLedger for Windows

- 8 **Make sure you have your MultiLedger company files open.**
- 9 **In CheckMark Payroll, click Employee Paycheques in the Command Center if you haven't already.**
- 10 **Select Month or Cheque Dates for the Report Range, then select the month or cheque dates.**
- 11 **Highlight the cheques that you want to post to MultiLedger from the list on the left.**

If no cheques are highlighted, all cheques will be saved to the text file.

- 12 **If you distribute wages or hours to jobs, you should check the Include Jobs in Post Summary option.**
- 13 **Check the Mark Posted Cheques option.**

That way, cheques that have been posted to MultiLedger will be marked with an "x".

- 14 **Verify that the Cheques Reference #, Taxes Reference #, Cheques Posting Date, and Taxes Posting Date are correct.**

Checks Reference #	PR-01/15
Taxes Reference #	ET-01/15
Checks Posting Date	01/15/07
Taxes Posting Date	01/15/07

You can use these edit boxes to enter reference numbers and posting dates for cheques posted to MultiLedger. The default name for the Cheques Reference # is "PR" followed by the date of the first unmarked cheque in the list. The default name for the Taxes Reference # is "ET" followed by the date of the first unmarked cheque in the list. For information on marking cheques that have been posted to MultiLedger, see step 13 above.

The default date for the Cheques Posting Date and Taxes Posting Date is the date of the first unmarked cheque in the list. If necessary, you can change the information in these edit boxes.

Note

If you need to post payroll cheques that have the same date as cheques you've already posted, you should change the Cheques Reference # and Taxes Reference #. Otherwise, you will receive an error message and the posting will fail, as MultiLedger cannot accept entries with both the same reference number and same date.

15 Click Post to MultiLedger.

A Save As dialog appears. The file is named Payroll by default.

Note

The Payroll file is a temporary file that can be dragged to the trash when posting is complete. Or, if you save it in the same location each time, you can simply choose to replace it each time you post payroll, thus avoiding confusion of having multiple Payroll files on your hard drive.

16 Choose where you want to save the file, then click Save.

When the posting is complete, you will receive a message. Two files are posted to the General Journal in MultiLedger. A PR-[date] entry for employee cheques and an ET-[date] entry for employer taxes.

17 Click OK.

Note

When you receive the message that posting has been sent, it does not necessarily mean that the posting was successful. The posting process sends information from CheckMark Payroll to MultiLedger, but does not send information from MultiLedger back to CheckMark Payroll. You should check the General Journal in MultiLedger to make sure the PR and ET entries were sent correctly.

Posting Employer Cheques to MultiLedger for Windows

Employer payment cheques from CheckMark Payroll for Windows can be posted to MultiLedger for Windows by following these instructions.

Set up Ledger Accounts in CheckMark Payroll

Before posting to MultiLedger, you should assign account numbers to payroll categories in CheckMark Payroll.

- 1 In CheckMark Payroll, click Ledger Accounts in the Command Center.**
- 2 Assign MultiLedger account numbers to all applicable Payroll Categories.**

For more information on setting up Ledger Accounts, see your CheckMark Payroll User's Manual.

Review Posting Summary

After you have created employer payment cheques in CheckMark Payroll, you should review the Posting Summary to make sure the information is correct before you post to MultiLedger.

- 3 In CheckMark Payroll, click Employer Cheques in the Command Center, then select Posting Summary.**
- 4 Select the month.**
- 5 Highlight the cheques that you want to review from the list on the left.**

If no cheques are highlighted, information for all cheques will be reported.

- 6 Click View or Print.**
- 7 Verify that all ledger accounts are assigned correctly.**

For help with incorrectly assigned Ledger Accounts, see your CheckMark Payroll User's Manual.

Posting to MultiLedger for Windows

- 8 Make sure you have your MultiLedger company files open.**
 - 9 In CheckMark Payroll, click Employer Cheques in the Command Center if you haven't already.**
 - 10 Select the month.**
-

11 Highlight the cheques that you want to post to MultiLedger from the list on the left.

If no cheques are highlighted, all cheques will be saved to the text file.

12 Click Post to MultiLedger.

A Save As dialog appears. The file is named Employer by default.

Note

The Employer file is a temporary file that can be dragged to the trash when posting is complete. Or, if you save it in the same location each time, you can simply choose to replace it each time you post payroll, thus avoiding confusion of having multiple Employer files on your hard drive.

13 Choose where you want to save the file, then click Save.

If a vendor does not exist in MultiLedger, you will be asked to add the vendor. When the posting is complete, you will receive a message. The cheques are posted to the Disbursements Journal in MultiLedger.

14 Click OK.

Note

When you receive the message that posting has been sent, it does not necessarily mean that the posting was successful. The posting process sends information from CheckMark Payroll to MultiLedger, but does not send information from MultiLedger back to CheckMark Payroll. You should check the Disbursements Journal in MultiLedger to make sure the cheques were sent correctly.

Posting Employee Cheques to MultiLedger for Macintosh

Employee cheque information from CheckMark Payroll for Macintosh can be posted to MultiLedger for Macintosh by following these instructions.

Set up Ledger Accounts in CheckMark Payroll

Before posting to MultiLedger, you should assign account numbers to payroll categories in CheckMark Payroll.

- 1 In CheckMark Payroll, click Ledger Accounts in the Command Center.**
- 2 Assign MultiLedger account numbers to all applicable Payroll Categories.**

For more information on setting up Ledger Accounts, see your CheckMark Payroll User's Manual.

Review Posting Summary

After you have calculated payroll and created cheques in CheckMark Payroll, you should review the Posting Summary to make sure the information is correct before you post to MultiLedger.

- 3 Click Employee Paycheques in the Command Center, then select Posting Summary.**
- 4 Select the cheque date(s) from the list.**
- 5 Select the desired cheques from the list on the left.**

If no cheques are highlighted, information for all cheques will be reported.

- 6 Click View or Print.**

The Posting Summary report shows cheque information in a summarized format. The net for each cheque is shown, along with totals for wages, income, taxes, and deductions. Employer payroll taxes are shown as an entry at the bottom of the report. These are accrued tax liabilities and total expense for FICA, FUTA, and SUTA.

- 7 Verify that all ledger accounts are assigned correctly.**

For help with incorrectly assigned Ledger Accounts, see your CheckMark Payroll User's Manual.

Posting to MultiLedger for Macintosh

- 8 **Make sure you have your MultiLedger company open.**
- 9 **In CheckMark Payroll, click Employee Paycheques in the Command Center, if you haven't already.**
- 10 **Select the cheque date(s) from the list.**
- 11 **Select the desired cheques from the list on the left.**

If no cheques are selected, all cheques for the selected cheque date(s) will be posted.
- 12 **If you enter hours or distribute wages by MultiLedger Job, check the Include Jobs in Post Summary check box.**
- 13 **Make sure the 'x' Post Summary Entries check box is checked.**

That way, the cheques that have been posted to MultiLedger will be marked with an X.
- 14 **Verify that the Cheques Reference #, Taxes Reference #, Cheques Posting Date, and Taxes Posting Date are correct.**

Checks Reference #	PR-06/30
Taxes Reference #	ET-06/30
Checks Posting Date	06/30/05
Taxes Posting Date	06/30/05

You can use these edit boxes to enter reference numbers and posting dates for cheques posted to MultiLedger. The default name for the Cheques Reference # is "PR" followed by the date of the first unmarked cheque in the list. The default name for the Taxes Reference # is "ET" followed by the date of the first unmarked cheque in the list. For information on marking cheques that have been posted to MultiLedger, see step 13 above.

The default date for the Cheques Posting Date and Taxes Posting Date is the date of the first unmarked cheque in the list. If necessary, you can change the information in these edit boxes.

Note

If you need to post payroll cheques that have the same date as cheques you've already posted, you should change the Cheques Reference # and Taxes Reference #. Otherwise, you will receive an error message and the posting will fail, as MultiLedger cannot accept entries with both the same reference number and same date.

- 15 **Click the Post to MultiLedger button.**
-

A Save As dialog appears. The file is named Posting Summary by default.

Note

The Posting Summary file is a temporary file that can be dragged to the trash when posting is complete. Or, if you save it in the same location each time, you can simply choose to replace it each time you post payroll, thus avoiding confusion of having multiple Posting Summary files on your hard drive.

16 Choose where you want to save the file, then click Save.

When the posting is complete, you will receive a message. Two files are posted to the General Journal in MultiLedger. A PR-[date] entry for employee cheques and an ET-[date] entry for employer taxes.

Note

When you receive the message that posting has been sent, it does not necessarily mean that the posting was successful. The posting process sends information from CheckMark Payroll to MultiLedger, but does not send information from MultiLedger back to CheckMark Payroll. You should check the General Journal in MultiLedger to make sure the PR and ET entries were sent correctly.

Posting Employer Cheques to MultiLedger for Macintosh

Employer payment cheques from CheckMark Payroll for Macintosh can be posted to MultiLedger for Macintosh by following these instructions.

Set up Ledger Accounts in CheckMark Payroll

Before posting to MultiLedger, you should assign account numbers to payroll categories in CheckMark Payroll.

- 1 In CheckMark Payroll, click Ledger Accounts in the Command Center.**
- 2 Assign MultiLedger account numbers to all applicable Payroll Categories.**

For more information on setting up Ledger Accounts, see your CheckMark Payroll User's Manual.

Review Cheque Summary

After you have created employer payment cheques in CheckMark Payroll, you should review them to make sure the information is correct before you post to MultiLedger.

- 3 In CheckMark Payroll, click Employer Cheques in the Command Center.**
- 4 Select the month.**
- 5 Highlight the cheques that you want to review from the list on the left.**

If no cheques are highlighted, information for all cheques will be reported.

- 6 Click View or Print.**

The report shows individual cheque information.

- 7 Verify that all ledger accounts are assigned correctly.**

For help with incorrectly assigned Ledger Accounts, see your CheckMark Payroll User's Manual.

Posting to MultiLedger for Macintosh

- 8 Make sure you have your MultiLedger company open.**
 - 9 In CheckMark Payroll, click Employer Cheques in the Command Center, if you haven't already.**
 - 10 Select the cheque month from the list on the right.**
-

11 Select the desired cheques from the list on the left.

If no cheques are selected, all cheques for the selected month will be posted.

12 Click the Post to MultiLedger button.

A Save As dialog appears. The file is named Employer Cheques by default.

Note

The Employer Cheques file is a temporary file that can be dragged to the trash when posting is complete. Or, if you save it in the same location each time, you can simply choose to replace it each time you post payroll, thus avoiding confusion of having multiple Employer Cheques files on your hard drive.

13 Choose where you want to save the file, then click Save.

When the posting is complete, you will receive a message. The cheques are posted to the Disbursements Journal in MultiLedger

Note

When you receive the message that posting has been sent, it does not necessarily mean that the posting was successful. The posting process sends information from CheckMark Payroll to MultiLedger, but does not send information from MultiLedger back to CheckMark Payroll. You should check the Disbursements Journal in MultiLedger to make sure the cheques were sent correctly.

Possible Posting Errors for Employee Cheques

Below are some possible error messages you can receive when trying to post employee cheques into MultiLedger and ways to correct them.

- **"MultiLedger 5.1 or higher must be running and company files must be open to post"**— To correct this, simply open your MultiLedger company files and try posting again. You must be using MultiLedger 5.1.x or higher.
- **"Account <8000> not found-Record 1"**—You have a general ledger account in CheckMark Payroll that is not found in MultiLedger. To correct this, verify that all accounts in the Posting Summary report in CheckMark Payroll have matching accounts in your MultiLedger company files. Then make any necessary changes in either CheckMark Payroll or MultiLedger.
- **"Account <Chk 2> not found-Record 1"**—There are two possible explanations for this error message.

1) You distribute wages or hours to jobs but have not checked the Include Jobs in Post Summary check box. To correct this, check the Include Jobs in Post Summary checkbox on the Employee Paycheques window then try posting again.

2) You do not distribute wages or hours to jobs but have checked the Include Jobs in Post Summary check box. To correct this, uncheck the Include Jobs in Post Summary checkbox on the Employee Paycheques window then try posting again.

- **"Duplicate Document number found. Document not imported."**—There are three possible explanations for this error message.

1) You have imported the payroll cheques already. You should verify in MultiLedger that the cheques you are trying to post have not already been posted. To do this:

Click Transaction Journals in MultiLedger's Command Center, then select the month from the month list.

Select the General radio button, then look for PR and ET entries for that date to see if cheques have already been posted.

2) You are importing payroll cheques with the same date as cheques you have imported already. If you are posting cheques that have the same date as cheques you have already posted to MultiLedger, the Cheques Reference # and the Taxes Reference # on the Employee Paycheques window in Payroll will be the same as the cheques you already posted. You should change the Cheques Reference # and Taxes Reference # and try posting again.

3) You have a General Journal transaction in MultiLedger that has the same document number and date as the payroll transaction you are trying to post. Check the General Journal in MultiLedger for a transaction with the same document number and date as the transaction from Payroll. Usually it is the ET-[date] entry that is duplicated. If necessary, change the Cheques Reference # and the Taxes Reference # in Payroll and try posting again.

Possible Posting Errors for Employer Cheques

Below are some possible error messages you can receive when trying to post employer cheques into MultiLedger and ways to correct them.

- **"MultiLedger 5.1 or higher must be running and company files must be open to post"**— To correct this, simply open your MultiLedger company files and try posting again. You must be using MultiLedger 5.1.x or higher.
- **"Account <8000> not found-Record 1"**—You have a general ledger account in CheckMark Payroll that is not found in MultiLedger. To correct this, verify that all accounts in the Employer Cheques report in CheckMark Payroll have matching accounts in your MultiLedger company files. Then make any necessary changes in either CheckMark Payroll or MultiLedger.
- **"Duplicate Document number found. Document not imported."**—There are two possible explanations for this error message.

1) You have imported the cheques already. You should verify in MultiLedger that the cheques you are trying to post have not already been posted. To do this:

Click Transaction Journals in MultiLedger's Command Center, then select the month from the month list.

Select the Disbursements radio button, then look those cheque numbers to see if cheques have already been posted.

2) You have a cheque number in MultiLedger that has the same document number as the cheque you are trying to post. Change the document number, and try posting again.

Appendix B Sample COAs

The charts of accounts in this appendix are contained in the folder, "Sample COAs," on your master disk.

Basic Chart of Accounts

1010	Cash In Bank - Chequeing Acct.	6800	Insurance - Business
1020	Money Market Account	6900	Insurance - Health
1100	Accounts Receivable	7000	Interest Expense
1200	Prepaid Expenses	7100	Legal & Professional Services
1700	Computer Equipment	7200	Meals & Entertainment
1720	Office Furniture & Equipment	7300	Miscellaneous Expense
1740	Vehicles	7400	Office Supplies
1800	Accum. Depr. - Computer Equip.	7500	Pension/Profit Sharing Expense
1820	Accum. Depr. - Office	7600	Postage
1840	Accum. Depr. - Vehicles	7700	Rent
2100	Accounts Payable	7800	Repairs & Maintenance
2200	Sales Tax Payable	7900	Salaries
2300	Federal Withholding Tax	8000	Taxes & Licenses
2400	State Withholding Tax	8100	Telephone
2500	FICA Tax Payable	8200	Travel
2550	State Disability Tax	8300	Utilities
2700	Bank Loan	9100	Interest Earned
3000	Capital	7400	Office Supplies
3100	Owners Draw	7500	Pension/Profit Sharing Expense
3200	Retained Earnings		
4100	Sales		
5000	Cost of Sales		
6000	Automobile Expense		
6100	Advertising/Marketing		
6200	Bad Debts		
6300	Bank Charges		
6400	Contributions		
6500	Depletion		
6600	Depreciation Expense		
6700	Dues & Memberships		

Construction Partnership Chart of Accounts

1010	Cash In Bank - Chequeing Acct	3100	Partner B Investment
1020	Cash in Bank - Payroll Acct	3150	Partner B Withdrawal
1030	Undeposited Cash	3300	Retained Earnings
1040	Petty Cash	4000	Sales-Commercial
1100	Accounts Receivable	4100	Sales-Land
1200	Contracts Receivable	4200	Sales-Extras
1400	Inventory	4300	Sales-Residential
1410	Construction in Progress	4400	Other Income
1420	Material-Unused & Unassigned	5000	Cost of Sales-Commercial
1430	Unimproved Land/Non-subdiv.	5100	Cost of Sales-Land
1500	Prepaid Insurance	5200	Cost of Sales-Extras
1510	Prepaid Taxes	5300	Cost of Sales-Residential
1520	Prepaid Interest	5400	Cost of Delivery/Shipping
1710	Furniture & Equipment	6000	Advertising
1720	Leasehold Improvements	6050	Auto-Gas, Oil, & Maintenance
1730	Vehicles	6100	Automotive Equipment
1810	Accum Depr - Furn & Equip	6150	Bad Debts
1820	Accum Depr - Leasehold Improv	6200	Bank Service Charges
1830	Accum Depr - Vehicles	6250	Casualty & Liability Insurance
2100	Accounts Payable	6300	Commissions Paid
2200	State Sales Tax Payable	6350	Depletion
2250	City Sales Tax Payable	6400	Depreciation Expense
2300	Federal Withholding Tax	6450	Dues & Subscriptions
2310	Federal Unemployment Tax	6500	Equipment Rental
2400	State Withholding Tax	6550	Insurance - Fire & Ext Covg
2410	State Unemployment Tax	6600	Insurance - General
2500	FICA Tax Payable	6650	Insurance - Health
2510	Employee 401K Savings Plan	6700	Interest on Morg/Loans
2520	Employee Health Insurance	6750	Legal & Accounting
2530	Employee Cafeteria Plan	6800	License Fees
2540	United Way	6850	Machinery Fuel & Supplies
2550	Union Dues	6900	Meals & Entertainment
2600	Accrued Real Estate Taxes	6950	Mileage Exp
2700	Construction Loans Payable	7000	Office Supplies
2800	Customer Escrow Deposits	7050	Pension/Profit Sharing Exp
2900	Other Long-Term Liabilities	7100	Postage
3000	Partner A Investment	7150	Real Estate Taxes-Other
3050	Partner A Withdrawal	7200	Rent

334 *Appendix B Sample COAs*

7250	Repairs-Auto & Machinery	8700	Wages
7300	Repairs-Other	8800	Wages - Tax Expense
7350	State Franchise Taxes	8900	Workmen's Comp Insurance
7400	Stationery & Printing	9000	Gain/Loss on Sales of Assets
7450	Telephone	9100	Interest Income
7500	Travel	9500	Interest Expense
7550	Utilities	9600	Tax Expense

Graphic Artist Chart of Accounts

1010	Chequeing	4500	Miscellaneous income
1020	Payroll Chequeing	5000	Freight
1030	Cash register drawer	6000	Professional promotion
1040	Petty cash	6100	Commissions paid
1100	Accounts receivable	6200	Depreciation
1200	Other current assets	6300	Discounts given
1400	Inventory	6400	Discounts taken
1600	Graphic arts equipment cost	6500	Dues and subscriptions
1620	Furniture and fixtures cost	6600	Insurance
1640	Automobiles cost	6700	Interest
1700	Accum depr-graphic arts equip	6800	Late fees paid
1720	Accum depr-furniture and fixt.	6900	Legal and accounting
1740	Accum depr-automobiles	7000	License fees
1900	Deposits paid	7100	Maintenance
1920	Other non-current assets	7200	Office supplies
2100	Accounts payable	7300	Payroll wages
2200	Sales tax payable	7400	Payroll employer expense
2300	Accrued payroll taxes	7500	Graphic art supplies
2320	Accrued employer expenses	7600	Postage
2400	Customer deposits	7700	Rent
2500	Other current liabilities	7800	Supplies
2600	Bank loans	7900	Telephone
2700	Other long-term liabilities	8000	Travel and entertainment
3000	Owner's investment	8100	Utilities-electric
3100	Owner's withdrawal	8200	Utilities-gas
3200	Suspense	8300	Utilities-water
3300	Retained earnings	9000	Interest income
4000	Contract fees	9500	Interest expense
4100	Commissions	9600	Suspense
4400	Late fees collected		

Medical Partnership Chart of Accounts

1010	Cash In Bank - Chequeing Acct.	6200	Bad Debts
1020	Money Market Account	6200.01	Bad Debts - Partner A
1100	Accounts Receivable	6200.02	Bad Debts - Partner B
1200	Prepaid Expenses	6300	Bank Charges
1700	Medical Equipment	6400	Contributions
1720	Office Furniture & Equipment	6500	Depletion
1740	Vehicles	6600	Depreciation Expense
1800	Accum. Depr. - Medical Equip.	6700	Dues & Subscriptions
1820	Accum. Depr. - Office	6700.01	Dues & Subscriptions-Partner A
1840	Accum. Depr. - Vehicles	6700.02	Dues & Subscriptions-Partner B
2100	Accounts Payable	6800	Insurance - General
2200	Sales Tax Payable	6900	Insurance - Group
2300	Federal Withholding Tax	6950	Insurance - Owner
2400	State Withholding Tax	6950.01	Insurance - Owner - Partner A
2500	FICA Tax Payable	6950.02	Insurance - Owner - Partner B
2550	State Disability Tax	7100	Legal & Accounting Services
2700	Bank Loan	7200	Meals & Entertainment
3000	Capital - Partner A	7200.01	Meals & Entertainment-Partner A
3050	Capital - Partner B	7200.02	Meals & Entertainment-Partner B
3100	Owners Draw - Partner A	7300	Miscellaneous Expense
3150	Owners Draw - Partner B	7300.01	Miscellaneous Exp.- Partner A
3200	Retained Earnings	7300.02	Miscellaneous Exp.- Partner B
4100	Patient Fees	7400	Office Supplies
4100.01	Patient Fees - Partner A	7410	Equipment Rental
4100.02	Patient Fees - Partner B	7420	Laboratory Expenses
4110	Consultation Fees	7420.01	Laboratory Exp. - Partner A
4110.01	Consultation Fees - Partner A	7420.02	Laboratory Exp. - Partner B
4110.02	Consultation Fees - Partner B	7440	Reference Material
4120	Miscellaneous Income	7440.01	Reference Material - Partner A
4120.01	Miscellaneous - Partner A	7440.02	Reference Material - Partner B
4120.02	Miscellaneous - Partner B	7450	Laundry
4130	Fee Refund	7450.01	Laundry - Partner A
4130.01	Fee Refund - Partner A	7450.02	Laundry - Partner B
4130.02	Fee Refund - Partner B	7460	Medical Supplies
6000	Automobile Expense	7500	Pension/Profit Sharing Expense
6000.01	Automobile Expense - Partner A	7600	Postage
6000.02	Automobile Expense - Partner B	7700	Rent
6100	Advertising/Marketing	7800	Repairs & Maintenance

7900	Payroll Salaries	8200	Travel
7950	Payroll Taxes	8200.01	Travel - Partner A
8000	Licenses	8200.02	Travel - Partner B
8000.01	Licenses - Partner A	8300	Utilities
8000.02	Licenses - Partner B	9100	Interest Earned
8100	Telephone	9500	Interest Expense

Newspaper Chart of Accounts

1010	Cash in bank	4600	Merchandise sales
1020	Cash on hand	4700	Miscellaneous revenue
1100	Notes and accounts receivable	6000	Office salaries
1150	Allowance for doubtful account	6100	Taxes on payroll salaries
1200	Prepaid expenses	6200	Depr on machinery, furn, type
1400	Inventory	6300	Depr on building
1600	Land	6400	Feature and ad mat services
1620	Building	6500	Insurance and professional svc
1640	Machinery and equipment	6600	Light, power, water, gas
1660	Furniture and fixtures	6700	Memberships and dues
1680	Motor vehicles	6800	Motor vehicles and mileage
1700	Type and metal	6900	Office supplies and postage
1720	Accum depr-building	7000	Rent, fuel and heating
1740	Accum depr-machinery and equip	7100	Repairs and maintenance equip
1760	Accum depr-furniture and fixtures	7200	Taxes on plant and business
1780	Accum depr-motor vehicles	7300	Taxes and maintenance on build
1800	Accum depr-type and metal	7400	Telephone and telegraph
1900	Goodwill	7500	Miscellaneous
2100	Accounts and notes payable	8000	Shop wages
2300	Federal unemployment tax	8100	Taxes on shop payroll
2320	State unemployment tax	8200	Bad debts
2340	FICA tax payable	8300	Commissions on sales
2360	Federal withholding tax	8400	Materials
2380	State withholding tax	8500	Photos and engravings
2400	Local withholding tax	8600	Second class postage
2500	Interest payable	8700	Contributions
2560	Income tax payable	8800	Advertising and promotion
2600	Mortgage and long term notes	8900	Travel and entertainment
3000	Capital stock	9000	Cash discounts taken
3020	Retained earnings	9100	Interest earned
3040	Dividends paid	9200	Miscellaneous other income
3060	Profit and loss clearing acct	9500	Cash discounts allowed
4000	Local advertising	9600	Interest paid
4100	National advertising	9700	Miscellaneous other expense
4200	Classified advertising		
4300	Legal advertising		
4400	Circulation		
4500	Commercial printing		

Non-Profit Chart of Accounts

1000	Current Assets	2500	Collections Due Headquarters
1010	Cash in Bank - General	2600	Long Term Liability
1020	Cash in Bank - Payroll	2700	Deposits for Future Services
1030	Petty Cash	2800	Line of Credit - Bank
1040	Undeposited Cash	2850	Notes Payable - Bank
1050	Cash Register Drawer	3000	Equity
1100	Pledges Receivable	3100	Retained Earnings
1200	Prepaid Expenses	3200	Suspense
1300	Accounts Receivable	4000	Income
1400	Inventory	4100	Donations
1500	Investments	4200	Activities Income
1550	Long Term Assets	4300	Licensing Income
1600	Building	4400	Subsidies
1620	Computer Equipment	4500	Fund Income
1640	Furniture & Fixtures	4510	Poor Fund
1660	Leasehold Improvements	4520	Youth Fund
1680	Vehicles	4530	Foreign Fund
1700	Accum. Depr. - Building	4540	Building Fund
1720	Accum. Depr. - Comp. Equip.	4550	Other Fund
1740	Accum. Depr. - Furn. & Fix.	4600	Miscellaneous Income
1760	Accum. Depr. - Leaseholds	5000	Cost of Goods
1780	Accum. Depr. - Vehicles	6000	Expenses
1900	Construction in Progress	6100	Advertising
1930	Deposits	6200	Bad Debts
1950	Long Term Notes Receivable	6300	Bank Service Charges
2000	Current Liabilities	6400	Travel & Entertainment
2100	Accounts Payable	6500	Miscellaneous
2200	Sales Tax Payable	6600	Late Fees Paid
2300	Employee Health Insurance	6700	Dues & Memberships
2310	Employee 401k Savings Plan	6900	Freight and Shipping
2320	Federal Unemployment Tax	7000	Insurance Expenseq
2330	State Unemployment Tax	7010	Insurance-Group Health
2340	FICA Tax Payable	7020	Insurance-Life
2350	Federal Withholding Tax	7030	Insurance-Disability
2360	State Withholding Tax	7100	Interest Expense
2370	Local Withholding Tax	7200	Legal Fees
2380	State Disability Ins. Tax	7300	Messenger Services
2400	Credit Card	7400	Accounting Fees

7500	Parking	8400	Supplies - Office
7600	Pension Plan Expense	8410	Supplies - Other
7700	Postage	8500	Taxes - Payroll
7800	Rent	8600	Telephone
7900	Repairs & Maintenance	8700	Utilities
8000	Reproduction & Printing Chgs.	9000	Other Income
8100	Salaries - Staff	9100	Gain/Loss on Sale of Assets
8200	Storage	9200	Interest Earned
8300	Subscriptions	9500	Other Expenses

Partnership Chart of Accounts

1010	Chequeing	6300	Bank charges
1020	Payroll Chequeing	6400	Contributions
1030	Cash register drawer	6500	Commissions and fees
1040	Petty cash	6600	Depletion
1100	Accounts receivable	6700	Depreciation
1200	Prepaid expenses	6800	Dues and memberships
1400	Inventory	6900	Employee benefits
1600	Computer equipment	7000	Insurance
1620	Office furniture and equipment	7100	Late fees
1640	Vehicles	7200	Legal and professional
1660	Leasehold improvements	7300	Maintenance and repairs
1700	Accum. depr.-computer equipment	7400	Miscellaneous
1720	Accum. depr.-office furniture	7500	Office supplies
1740	Accum. depr.-vehicles	7600	Payroll-wages
1760	Accum. depr.-leasehold improv	7700	Payroll-taxes
2100	Accounts payable	7800	Postage
2200	Sales tax payable	7900	Rent
2300	FICA tax payable	8000	Rent or lease equipment
2320	Federal withholding tax	8100	Taxes and licenses
2340	State withholding tax	8200	Telephone
2360	Federal unemployment tax	8300	Travel, meals and entertainment
2380	State unemployment tax	8400	Utilities
2400	State disability tax	9000	Interest income
2600	Note payable	9500	Interest expense
3000	Partner A investment		
3020	Partner B investment		
3100	Partner A withdrawal		
3120	Partner B withdrawal		
3200	Retained earnings		
4000	Sales		
4100	Returns and allowances		
4200	Miscellaneous income		
5000	Cost of sales		
5100	Freight		
5200	Purchase discounts		
6000	Advertising/marketing		
6100	Automobile		
6200	Bad debts		

Printing/Copy Center Chart of Accounts

1010	Chequeing	5000	Paper purchases
1020	Payroll Chequeing	5020	Binder purchases
1030	Cash register drawer	5040	Stamp purchases
1040	Petty cash	5060	Other purchases
1100	Accounts receivable	5080	Ink purchases
1200	Other current assets	5100	Freight
1400	Inventory	6000	Advertising
1600	Printing equipment cost	6100	Depreciation
1620	Furniture and fixtures cost	6200	Discounts given
1640	Leasehold improvement cost	6300	Discounts taken
1700	Accum depr-printing equipment	6400	Dues and subscriptions
1720	Accum depr-furniture and fixtures	6500	Insurance
1740	Accum depr-leasehold improv.	6600	Late fees paid
1900	Deposits paid	6700	Leasehold improvements
1920	Other non-current assets	6800	Legal and accounting
2100	Accounts payable	6900	Maintenance
2200	Sales tax payable	7000	Store supplies
2300	Accrued payroll taxes	7100	Payroll wages
2320	Accrued employer expenses	7200	Payroll employer expense
2400	Customer deposits	7300	Postage and shipping
2500	Other current liabilities	7400	Rent
2600	Bank loans	7500	Telephone
2700	Other long-term liabilities	7600	Travel and entertainment
3000	Owner's investment	7700	Utilities-gas
3100	Owner's withdrawal	7800	Utilities-electricity
3200	Suspense	7900	Utilities-water
3300	Retained earnings	9000	Interest income
4000	Photocopy	9500	Interest expense
4020	Signage	9600	Suspense
4040	Other printing sales		
4100	Paper		
4120	Binders		
4140	Stamps		
4160	Other retail items		
4200	Printing services		
4300	Shipping collected		
4400	Late fees collected		
4500	Miscellaneous income		

Professional Chart of Accounts

1010	Cash In Bank - Chequeing Acct.	7200	Meals & Entertainment
1020	Money Market Account	7300	Miscellaneous Expense
1100	Accounts Receivable	7400	Office Supplies
1200	Prepaid Expenses	7500	Pension/Profit Sharing Expense
1700	Leasehold Improvements	7600	Postage
1720	Office Furniture & Equipment	7610	Printing
1740	Vehicles	7700	Rent
1800	Accum. Depr. - Leasehold	7800	Repairs & Maintenance
1820	Accum. Depr. - Office	7900	Payroll Salaries
1840	Accum. Depr. - Vehicles	7950	Payroll Taxes
2100	Accounts Payable	8000	Licenses
2200	Sales Tax Payable	8100	Telephone
2300	Federal Withholding Tax	8200	Travel
2400	State Withholding Tax	8300	Utilities
2500	FICA Tax Payable	9100	Interest Earned
2550	State Disability Tax	9500	Interest Expense
2700	Bank Loan		
3000	Capital		
3100	Owners Draw		
3200	Retained Earnings		
4100	Fee Income		
4200	Commissions		
4300	Consulting		
4400	Reimbursement Expenses		
4500	Miscellaneous Income		
6000	Automobile Expense		
6100	Advertising/Marketing		
6200	Bad Debts		
6300	Bank Charges		
6400	Contributions		
6600	Depreciation Expense		
6700	Dues & Memberships		
6800	Insurance - General		
6900	Insurance - Group		
7000	Insurance - Owner		
7100	Legal & Accounting Services		
7110	Professional Fees		
7120	Commissions Paid		

Profit Center Chart of Accounts

1010	Cash in Bank - General	3000	Common Stock
1020	Cash in Bank - Payroll	3020	Retained Earnings
1030	Petty Cash	4100	Sales - Consulting
1040	Money Market Account	4200	Sales - Labor
1100	Accounts Receivable	4300	Sales - Merchandise
1140	Allowance - Bad Debts	4300.01	Sales - Merchandise - Store 1
1200	Prepaid Expenses	4300.02	Sales - Merchandise - Store 2
1400	Inventory	4600	Sales Discounts
1600	Land	4600.01	Sales Discounts - Store 1
1620	Building	4600.02	Sales Discounts - Store 2
1640	Computer Equipment	4700	Sales Returns & Allowances
1660	Furniture & Fixtures	4700.01	Sales Returns & Allow. Store 1
1680	Leasehold Improvements	4700.02	Sales Returns & Allow. Store 2
1690	Vehicles	4800	Other Income - Finance Charges
1720	Accum. Depr. - Building	4800.01	Other Income - Store 1
1740	Accum. Depr. - Comp. Equip.	4800.02	Other Income - Store 2
1760	Accum. Depr. - Furn. & Fix.	4900	Freight Revenue
1780	Accum. Depr. - Leaseholds	4900.01	Freight Revenue - Store 1
1790	Accum. Depr. - Vehicles	4900.02	Freight Revenue - Store 2
1800	Construction in Progress	5000	Cost of Goods Sold
1900	Deposits	5000.01	Cost of Goods Sold - Store 1
1950	Long Term Notes Receivable	5000.02	Cost of Goods Sold - Store 2
2100	Accounts Payable	5050	Delivery & Freight Charges
2200	Sales Tax Payable	5050.01	Delivery & Freight - Store 1
2300	Employee Health Insurance	5050.02	Delivery & Freight - Store 2
2310	Employee 401k Savings Plan	5060	Purchase Discounts
2320	Federal Unemployment Tax	5060.01	Purchase Discounts - Store 1
2330	State Unemployment Tax	5060.02	Purchase Discounts - Store 2
2340	FICA Tax Payable	6000	Accounting Fees
2350	Federal Withholding Tax	6000.01	Accounting Fees - Store 1
2360	State Withholding Tax	6000.02	Accounting Fees - Store 2
2370	Local Withholding Tax	6100	Advertising
2380	State Disability Ins. Tax	6100.01	Advertising - Store 1
2390	Credit Union	6100.02	Advertising - Store 2
2400	United Way	6200	Bad Debts
2700	Line of Credit - Banks	6200.01	Bad Debts - Store 1
2750	Notes Payable - Bank	6200.02	Bad Debts - Store 2
2800	Notes Payable - Shareholders	6300	Bank Service Charges

6300.01 Bank Service Charges - Store 1	7030.01 Insurance-Off. Health-Store 1
6300.02 Bank Service Charges - Store 2	7030.02 Insurance/Off. Health-Store 2
6400 Business - Entertainment	7040 Insurance - Officer Life
6400.01 Business/Entertainment-Store 1	7040.01 Insurance/Off. Life - Store 1
6400.02 Business/Entertainment-Store 2	7040.02 Insurance/Off. Life - Store 2
6410 Business - Meals	7100 Interest Expense
6410.01 Business/Meals - Store 1	7100.01 Interest Exp - Store 1
6410.02 Business/Meals - Store 2	7100.02 Interest Expense - Store 2
6420 Business - Travel	7200 Legal Fees
6420.01 Business/Travel - Store 1	7200.01 Legal Fees - Store 1
6420.02 Business/Travel - Store 2	7200.02 Legal Fees - Store 2
6500 Contributions - Charitable	7300 Messenger Services
6500.01 Contrib/Charitable - Store 1	7300.01 Messenger - Store 1
6500.02 Contrib/Charitable - Store 2	7300.02 Messenger - Store 2
6510 Contributions - Political	7400 Miscellaneous
6510.01 Contrib/Political - Store 1	7400.01 Miscellaneous - Store 1
6510.02 Contrib/Political - Store 2	7400.02 Miscellaneous - Store 2
6600 Depreciation Expense	7500 Parking
6600.01 Depreciation Expense - Store 1	7500.01 Parking - Store 1
6600.02 Depreciation Expense - Store 2	7500.02 Parking - Store 2
6700 Dues and Memberships	7600 Pension Plan Expense
6700.01 Due and Memberships - Store 1	7600.01 Pension Plan Expense - Store 1
6700.02 Dues and Memberships - Store 2	7600.02 Pension Plan Expense - Store 2
6800 Employee - Moving Expenses	7700 Postage
6800.01 Employee/Moving - Store 1	7700.01 Postage - Store 1
6800.02 Employee/Moving - Store 2	7700.02 Postage - Store 2
6900 Freight and Shipping	7800 Rent
6900.01 Freight & Shipping - Store 1	7800.01 Rent - Store 1
6900.02 Freight & Shipping - Store 2	7800.02 Rent - Store 2
7000 Insurance - Disability	7900 Repairs & Maintenance
7000.01 Insurance/Disability - Store 1	7900.01 Repairs/Maint. - Store 1
7000.02 Insurance/Disability - Store 2	7900.02 Repairs/Maint. - Store 2
7010 Insurance - Group Health	8000 Reproduction & Printing Chgs.
7010.01 Insurance/Group Health-Store 1	8000.01 Reproduction/Printing-Store 1
7010.02 Insurance/Group Health-Store 2	8000.02 Reproduction/Printing-Store 2
7020 Insurance - Life	8100 Salaries - Agency Temp. Fees
7020.01 Insurance/Life - Store 1	8100.01 Salaries-Temp. Fees - Store 1
7020.02 Insurance/Life - Store 2	8100.02 Salaries-Temp. Fees - Store 2
7030 Insurance - Officer Health	8110 Salaries - Commissions

8110.01 Salaries/Commissions - Store 1	8500 Taxes - Personal Property
8110.02 Salaries/Commissions - Store 2	8500.01 Taxes/Personal Prop. - Store 1
8120 Salaries - Officers	8500.02 Taxes/Personal Prop. - Store 2
8120.01 Salaries/Officers - Store 1	8510 Taxes - Payroll
8120.02 Salaries/Officers - Store 2	8510.01 Taxes/Payroll - Store 1
8130 Salaries - Staff	8510.02 Taxes/Payroll - Store 2
8130.01 Salaries/Staff - Store 1	8520 Taxes - Real Estate
8130.02 Salaries/Staff - Store 2	8520.01 Taxes/Real Estate - Store 1
8200 Storage	8520.02 Taxes/Real Estate - Store 2
8200.01 Storage - Store 1	8600 Telephone
8200.02 Storage - Store 2	8600.01 Telephone - Store 1
8300 Subscriptions	8600.02 Telephone - Store 2
8300.01 Subscriptions - Store 1	8700 Utilities
8300.02 Subscriptions - Store 2	8700.01 Utilities - Store 1
8400 Supplies - Office	8700.02 Utilities - Store 2
8400.01 Supplies/Office - Store 1	9100 Gain/Loss on Sale of Assets
8400.02 Supplies/Office - Store 2	9200 Interest Earned
8410 Supplies - Other	9600 Federal Income Tax
8410.01 Supplies/Other - Store 1	9700 State Income Tax
8410.02 Supplies/Other - Store 2	

Restaurant Chart of Accounts

1010	Cash in Bank - General	5100	Cost of Sales-Food
1020	Cash in Bank - Payroll	5200	Cost of Sales-Beverage
1030	Cash Register Drawer	5300	Cost of Sales-Catering
1040	Petty Cash	5400	Cost of Sales-Rentals
1100	Accounts Receivable	5500	Other Cost of Sales
1200	Inventory	6000	Automobile Expense
1300	Deposits Paid	6010	Advertising/Marketing
1310	Prepaid Insurance	6020	Bad Debts
1320	Prepaid Taxes	6030	Bank Charges
1330	Prepaid Licenses	6040	Contributions
1700	Kitchen Equipment	6050	Dues & Subscriptions
1720	Dining Room Furn & Fixt	6060	Employee Meals
1730	China, Glass, Silver, Linen	6070	Exterminator
1740	Office Furniture & Fixtures	6080	General Insurance
1750	Automobiles	6090	Group Insurance
1760	Improvements	6100	Laundry & Linen
1800	Accum Depr-Kitchen Equipment	6110	Late Fees (Penalties)
1820	Accum Depr-DR Furn & Fixt	6120	Legal & Professional
1830	Accum Depr-Ch, Gl, Sil, Lin	6130	Kitchen Supplies
1840	Accum Depr-Office Furn & Fixt	6140	Office Supplies
1850	Accum Depr-Automobiles	6150	Postage
1860	Amortization-Improvements	6160	Repairs & Maintenance
2100	Accounts Payable	6170	Rent
2200	Sales Tax Payable	6180	Replacements
2300	Federal Withholding Tax	6190	Rubbish Removal
2400	State Withholding Tax	6200	Salaries-Management
2500	FICA Tax Payable	6210	Salaries-Host/Hostess
2550	State Disability Tax	6220	Salaries-Waiter/Waitress
2560	Employees' Payroll Deductions	6230	Salaries-Bus Person
2700	Note Payable	6240	Salaries-Dishwasher
2999	Suspense	6250	Payroll Tax Expenses
3000	Capital Stock	6260	Retirement Plan Compensation
3020	Retained Earnings	6300	Telephone
4100	Food Sales	6350	Travel & Entertainment
4200	Beverage Sales	6400	Uniforms
4300	Catering Fees	6450	Utilities
4400	Rental Fees	9000	Interest Income
4500	Other Income	9100	Gain on Assets

9500 Interest Expense
9600 Loss on Assets

Retail Chart of Accounts

1010	Cash In Bank - Chequeing Acct	5100.02	Cost of Sales Returns-Store 2
1020	Cash in Bank - Payroll Acct	5200.01	COS Damage/Shrinkage-Store 1
1030	Cash Register Drawer	5200.02	COS Damage/Shrinkage-Store 2
1040	Petty Cash	5300	Shipping/Postage
1100	Accounts Receivable	6000	Advertising/Marketing
1200	Prepaid Expenses	6100	Automobile Expense
1400	Inventory	6200	Bad Debts
1710	Furniture & Equipment	6300	Bank Service Charges
1720	Leasehold Improvements	6400	Commissions Paid
1730	Vehicles	6500	Contributions
1810	Accum Depr - Furniture & Equip	6600	Depletion
1820	Accum Depr - Leasehold	6700	Depreciation Expense
1830	Accum Depr - Vehicles	6800	Dividend Expense
2100	Accounts Payable	6900	Dues & Memberships
2200	State Sales Tax Payable	7000	Equipment Rental
2250	City Sales Tax Payable	7100	Franchise Fees
2300	Federal Withholding Tax	7200	Insurance - General
2310	Federal Unemployment Tax	7300	Insurance - Health
2400	State Withholding Tax	7400	Interest Expense
2410	State Unemployment Tax	7500	Legal & Accounting Services
2500	FICA Tax Payable	7600	Licenses
2510	Employee 401K Savings Plan	7700	Meals & Entertainment
2520	Employee Health Insurance	7800	Mileage Expense
2530	Employee Cafeteria Plan	7900	Pension/Profit Sharing Exp
2540	United Way	8000	Printing
2550	Union Dues	8100	Rent
2600	Bank Loan	8200	Repairs & Maintenance
2700	Other Long-Term Liabilities	8300	Store Supplies
3000	Capital Stock	8400	Telephone
3300	Retained Earnings	8500	Travel
4000.01	Sales-Store 1	8600	Utilities
4000.02	Sales-Store 2	8700	Wages
4100.01	Sales Returns-Store 1	8800	Wages - Officers
4100.02	Sales Returns-Store 2	8900	Wages - Tax Expense
4200	Other Income	9000	Gain/Loss on Sales of Assets
5000.01	Cost of Sales-Store 1	9001	Interest Income
5000.02	Cost of Sales-Store 2	9002	Interest Expense
5100.01	Cost of Sales Returns-Store 1	9003	Tax Expense

Sole Proprietorship Chart of Accounts

1010	Chequeing	6200	Bad debts
1020	Payroll Chequeing	6300	Bank charges
1030	Cash register drawer	6400	Contributions
1040	Petty cash	6500	Commissions and fees
1100	Accounts receivable	6600	Depletion
1200	Prepaid expenses	6700	Depreciation
1400	Inventory	6800	Dues and memberships
1600	Computer equipment	6900	Employee benefits
1620	Office furniture and equipment	7000	Insurance
1640	Vehicles	7100	Late fees
1660	Leasehold improvements	7200	Legal and professional
1700	Accum. depr.-computer equipment	7300	Maintenance and repairs
1720	Accum. depr.-office furniture	7400	Miscellaneous
1740	Accum. depr.-vehicles	7500	Office supplies
1760	Accum. depr.-leasehold improv	7600	Payroll-wages
2100	Accounts payable	7700	Payroll-taxes
2120	American Express	7800	Postage
2140	MasterCard	7900	Rent
2160	Visa	8000	Rent or lease equipment
2200	Sales tax payable	8100	Taxes and licenses
2300	FICA tax payable	8200	Telephone
2320	Federal withholding tax	8300	Travel, meals and entertainment
2340	State withholding tax	8400	Utilities
2360	Federal unemployment tax	9000	Interest income
2380	State unemployment tax	9500	Interest expense
2400	State disability tax		
2600	Note payable		
3000	Owner's investment		
3100	Owner's draw		
3200	Retained earnings		
4000	Sales		
4100	Returns and allowances		
4200	Miscellaneous income		
5000	Cost of sales		
5100	Freight		
5200	Purchase discounts		
6000	Advertising/marketing		
6100	Automobile		

Appendix C Glossary

This appendix contains a glossary of accounting terms, as well as terms related to MultiLedger and your computer.

Accrual Accounting - a method of accounting in which transactions are recorded in the period that they occur, which is not necessarily when cash changes hands.

ASCII - an abbreviation for the American Standard Code for Information Interchange. It is a standard way of representing text in computer files.

Assets- property owned by the company, such as cash, inventory, furniture, equipment, and buildings.

Audit Trail - records of the transactions of a company.

Balance Sheet - a report which lists the assets, liabilities, and equity in a company as of a certain date.

Bank Reconciliation - a screen in MultiLedger used to reconcile the cash accounts with the bank statements.

Beginning Balances - those account balances that are carried forward from a previous accounting period.

Cash Accounting - a method of accounting in which revenues are recorded when cash is received and expenses are recorded when cash is paid.

Cash Flow Statement- a report which shows the cash in and out for a given period of time.

Chart of Accounts - the account numbers and descriptions which a company uses to record all transactions.

Check Box - a small square box that appears in a dialog box used to choose an option.

Click- positioning the pointer on the object to be selected, and then pressing and releasing the mouse button.

Close Box- a small square box in the upper left hand corner of the title bar of the current window or dialog box on Macintosh or the 'X' box in the upper right hand corner of the current window on Windows.

Close Year - an accounting procedure in which the balances in the income and expense accounts are transferred to the balance sheet (to Equity).

Control Buttons - buttons which are used to cause an action to take place. The action is indicated by the button title.

Customer Invoices - a screen in MultiLedger used to record sales of items and generate invoices.

Customer Payments - a screen used to record payments on account from customers.

Dialog Box - a box where choices are made or data is entered.

Disbursements Journal - a journal used to record cheques for items not entered in accounts payable.

Double-click - positioning the pointer on the object to be selected, and then clicking twice in quick succession with the mouse button.

Double Entry Accounting - a method of accounting in which each transaction has equal debit and credit amounts. In this way, the accounts remain balanced.

Drag - the act of positioning the pointer over the item to be dragged, and then holding the mouse button down while moving the mouse.

Equity (Owner's Equity) - the rights to the properties of a business, such as common stock and retained earnings.

Expenses - expenditure for operating costs of an accounting period.

Export - the capability to move data into a text file which can be used by other applications.

Financial Snapshot- a report which shows a summary of cash, receivables, payables, inventory and several financial ratios.

Fiscal Year - the twelve-month accounting period used by a company.

Format - the ability to define the placement of fields for cheques.

General Journal - a journal used to record transactions that do not fit within the scope of the Receipts or Disbursements Journal, such as depreciation or amortization adjustments.

General Ledger - a collection of ledger accounts which track a company's financial activities.

Icon- a picture on the desktop that represents a file.

Income - revenues received by a company, usually from sales.

Income Statement - a report which shows the income and expenses of a company for a given time period.

Item Purchases - a screen in MultiLedger used to record purchases of items.

Interface Accounts - a screen used to assign ledger accounts to posting categories.

Liabilities- any debts owed by a company, such as accounts payable or sales taxes payable.

Payables Journal - a journal used to record payables.

Pointer- the small shape on the screen that follows the movement of

the mouse (usually an arrow).

Profit Center - a portion of a company that is responsible for its own income and expenses.

Radio Button - a hollow button which, when clicked on, becomes filled in with a black circle. Radio buttons are a means of making a single choice from several related alternatives within a dialog.

Receipts Journal - a journal used to record deposits to cash accounts for items not entered in accounts receivable.

Retained Earnings - that portion of Owner's Equity which represents the retained net income/loss of a company.

Reversing Entry - an entry that reverses a previous entry.

Sales Journal - a journal used to record sales and generate invoices.

Scroll - to move lines of text within a box so that a different portion of the text may be viewed.

Select - to use the mouse to click and drag across some information in order to highlight it.

Text File - a file which can be opened by word processing and other software packages.

Trial Balance - a listing of all of the accounts from the chart of accounts along with their balances.

Vendor Payments - a screen used to record payments to vendors and to generate cheques.

Year-to-date - the total balance of an account from the first period in the fiscal year to the current period.

Appendix D AppleScript and Importing

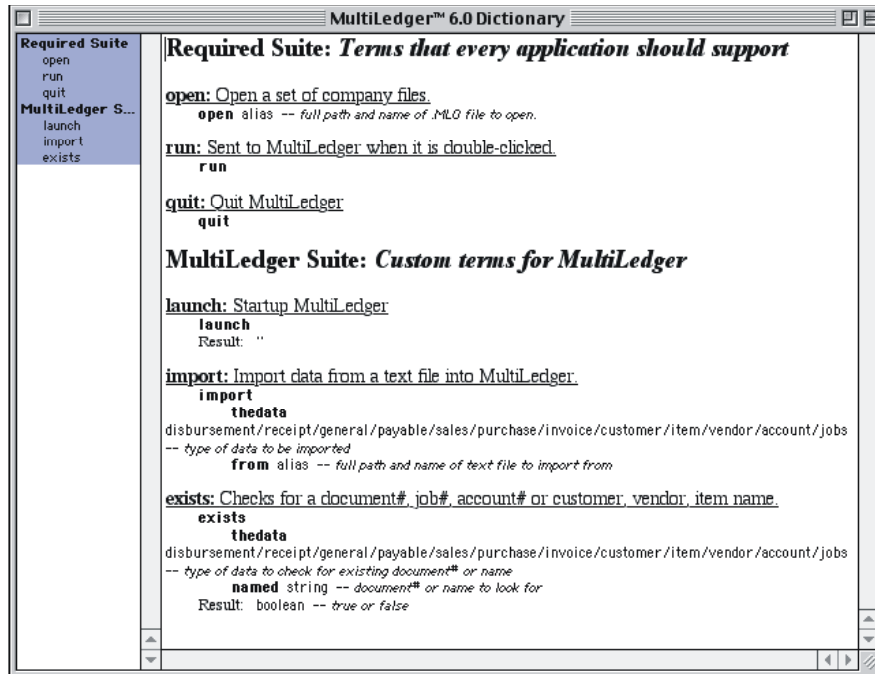
This appendix describes how to use MultiLedger's built-in AppleScript capabilities for importing information into MultiLedger for Macintosh.

Importing Information into MultiLedger Using AppleScript

AppleScript is a feature of the Mac OS that lets you automate tasks on your computer. All of the available Import functions in MultiLedger, such as importing customers, vendors, invoices, disbursements, etc..., can be called automatically using AppleScript commands. This means you can automate interaction from other AppleScript-aware applications, such as FileMaker Pro or Microsoft Excel.

AppleScript is a scripting language. A scripting language lets you control a computer by writing a series of commands, which make up the script. When you run the script, the computer performs the actions indicated by the commands. As with any programming or scripting language, AppleScript consists of a set of commands, operators, control structures, and syntax rules. Writing successful scripts is a skill that takes time to acquire. Details about the AppleScript language, including a beginner's tutorial, can be found on Apple's AppleScript web site, <http://www.apple.com/applescript>.

MultiLedger's AppleScript Dictionary is available from any scripting tool, including Apple's Script Editor. Below is MultiLedger's scripting dictionary.



The **Required Suite** of scriptable commands are **Open**, **Run**, and **Quit**, and are standard with most scriptable applications.

The **Open** command opens a specified set of MultiLedger company files. Be sure to type in the complete path name, including the file name with the extension .ML0 (e.g. HardDisk:Folder1:Folder2:FileName.ML0).

The **MultiLedger Suite** consists of three commands: **Launch**, **Import**, and **Exists**.

The **Launch** command opens the specified application. In the example below, it is the application MultiLedger.

Import is used from within a script to call any import function within MultiLedger.

Scripting commands begin with a “tell application” command and end with an “end tell” command. Comments are prefaced with a double hyphen (- -).

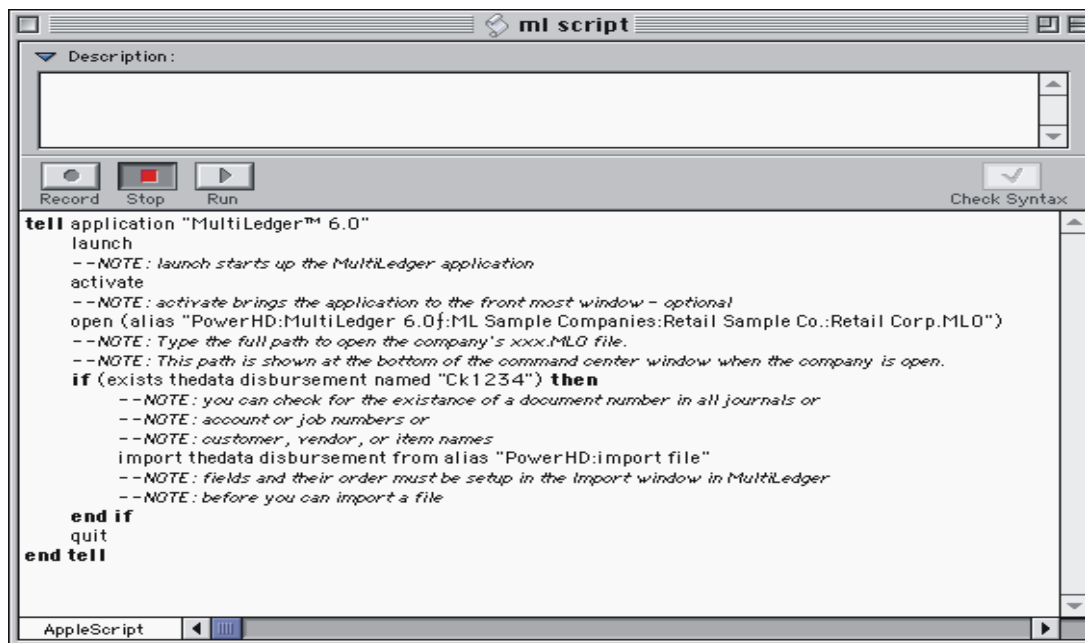
Below is an example of an import script written in Apple's Script Editor that imports a cheque into MultiLedger. This script checks first to see if the disbursement "Ck 1234" already exists in the MultiLedger company files. If the transaction already exists in the company files, the import command is skipped.

Note

The field order used for the import is the same as the field order in the Import List (on the Import window under the File menu) for the company you are importing into. You should check the Import List in the company files you are importing into to make sure that the field order is correct.

The **Import** commands use the keywords **import**, **thedata**, **from**, and **alias**.

Exists is used to determine if a customer, vendor, or item name, or, in this case, a transaction document number already exists in the MultiLedger company files.



Appendix E Error Messages

This appendix describes various MultiLedger error messages and suggestions to help resolve these errors.

Macintosh or Windows Error Messages

- 39** **File incorrect size** - In most cases, a file has either been moved out of the folder replaced by an older file, or renamed. If the message indicates that it is the ML9 file, make sure you have a backup, then continue with the open and Rebuild the Files. If there is a transaction or transactions that are not complete, doing a Rebuild of the files should either delete the problem transaction or fix it. After the Rebuild is complete, view the General Ledger for the whole year to verify that it is in balance. If it's not the ML9 file, or the rebuild doesn't work, the fastest and easiest solution is to revert to a recent backup. If that's not an option, you need to contact Tech Support.

Macintosh Error Messages

- 36** **Input/Output Error** - You might get this error by itself or with a -38 error. Either way, it's BAD NEWS! It means a sector on the drive or media you are using (hard drive, CD, zip, USB, etc.) is bad and the files affected by that bad sector can't be recovered. You will have to revert to a backup. Make sure if the problem is with the hard drive that you have the drive checked.
- 38** **File not Open** - If you get this message by itself and not in conjunction with the above error, you can generally close out of the company, shut down your computer, then when you restart you shouldn't get the error message.
- 5000** **File Access Error** - If you are getting this error message when trying to open either MultiLedger or Payroll files on Mac OSX, it means either the folder the datafiles are in, the application, or the datafiles themselves have lost their access privileges and need to be set to read and write. If you need detailed instructions on how to do this, please refer to the Knowledge Base on our website, www.checkmark.com.

Windows Error Messages

- Unhandled Exception** This generally means there is a transaction or transactions that are not complete. Doing a Rebuild of the files should either delete the problem transaction or fix it. PLEASE make a backup of the files even if you have to make a copy of the folder with the data files in it before doing a Rebuild.
-

**DZIP32.DLL and/or
DUNZIP32.DLL**

If you are getting these error messages, you need to first make a backup of your files by copying the folder they are into a disk or different location on your hard drive. Then you need to Uninstall the MultiLedger or Payroll program. Then re-stall the most recent version you have and download any patches from our website to bring your application current. The re-install will install the DLL files into the Windows folder where they need to be.

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