

***PCS Accounting***  
**User's Manual**

**PC Skills**

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Amherst, NY 14226

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## **PCS Accounting**

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### **PC Skills**

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## **Overview and System Requirements**

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*PCS Accounting* is a PC-based, 32-bit, double-entry accounting database package. The program incorporates a complete set of the most commonly used accounting and accounting-related tools and features, including:

- General Ledger
- Accounts Receivable Ledger
- Accounts Payable Ledger
- Cash Management — cash, checks and credit card handling
- Inventory
- Billing
- Purchasing
- Order Entry

### **PCS Accounting Features**

#### **Networkable**

*PCS Accounting* is fully networkable. The number of users is unlimited. If the anticipated number of users is greater than ten, we recommend upgrading to the Microsoft SLQ version of *PCS Accounting*.

#### **Database System**

The current version of *PCS Accounting* employs a Microsoft Access 2000 database (Microsoft Jet 4.0) as its back end. The front end is written in Microsoft Visual Basic, Ver. 6.0. For larger organizations, a Microsoft SQL Server version of *PCS Accounting* is available.

#### **Chart of Accounts**

*PCS Accounting* uses 10 digit account numbers. The account tree allows up to eight levels of accounts and sub-accounts, although the practical limit is usually five or six levels.

#### **Instant Posting**

Accounting transactions are posted when they are completed and saved. This means that account balances are current at all times and general ledger reports such as trial balances, balance sheets and income statements can show up-to-the-minute financial data.

#### **Transaction Tracking**

All transactions are time- and user-stamped. A complete history of any transaction is always available — when it was first entered and by whom, and when and by whom any modifications to the transaction were made. From the entry form for a transaction, you can run a Journal Entries report to directly examine how the General Ledger has been changed by the transaction.

## Accounting Periods

You may choose either 12 or 13 accounting periods per year. The number of open periods is unlimited. Good practice dictates that periods and fiscal years be closed in a timely fashion. Once a period is closed, additions can not be made to the period nor can changes be made to the data previously recorded in that period. Closing a year zeroes out Revenue and Expense accounts and consolidates their sums into an Equity Account which then reflects the profit or loss for the closed year. No transactions can be added to or modified in a closed year.

## Handy Features

*PCS Accounting* has a large number of useful features, some of which you'd expect with any Windows package, and others that may surprise you.

- Simple lookups for dates and lists of items like customers, vendors, products, etc. See the section on Navigating within *PCS Accounting* on page 139 for details.
- Multiple document interface allows simultaneous examination of various transactions and information about customers, vendors, products, accounts, etc.
- Previewed reports initially show summary information with a drill-down feature that lets you get to the detail without being buried by it.
- Reconcilable accounts are easily reconciled from within the Check Register.
- Built-in calculator.
- Quick, easy backup, database repair and compacting features.

## System Requirements

### Supported Operating Systems

Windows 98/NT 4 (Service Pack 3)/2000/XP.

### Equipment

Pentium-133 MHz or better preferred.

16 Mb RAM, 32 Mb preferred.

25 Mb free hard disk space.

### Date Considerations

When entering a date, you can use a pop-up calendar and select a date between 1960 to 2059. If you chose to type in a date, enter a 2-digit year within the year range 1960 to 2059. *PCS Accounting*'s screen forms and reports show 2-digit years that should be interpreted as falling within the 1960-2059 range. Within the database, dates are kept in the Microsoft Visual Basic Date data type with limits between 100 AD and 9999 AD.

### International Formats

*PCS Accounting* is aware of your computer's Regional Settings' date and currency formats, as set using the *Windows* Control Panel. Forms. Forms and reports conform to these settings

### Customization

PC Skills recognizes that any "shrink-wrapped" accounting package will, to a greater or lesser extent, fall short of its users individual needs. Purchasers of *PCS Accounting* have the option of having PC Skills programmers customize the software to fit their special needs or they can purchase the *PCS Accounting* Developer's Kit containing the source code for the program and modify the code themselves.

*PCS Accounting* is written in Microsoft Visual Basic™, one of the most widely used programming languages in the world. It uses one additional third-party programming add-on, namely the ActiveReports™ reporting controls from from Data Dynamics, Inc.

## Installation of *PCS Accounting*

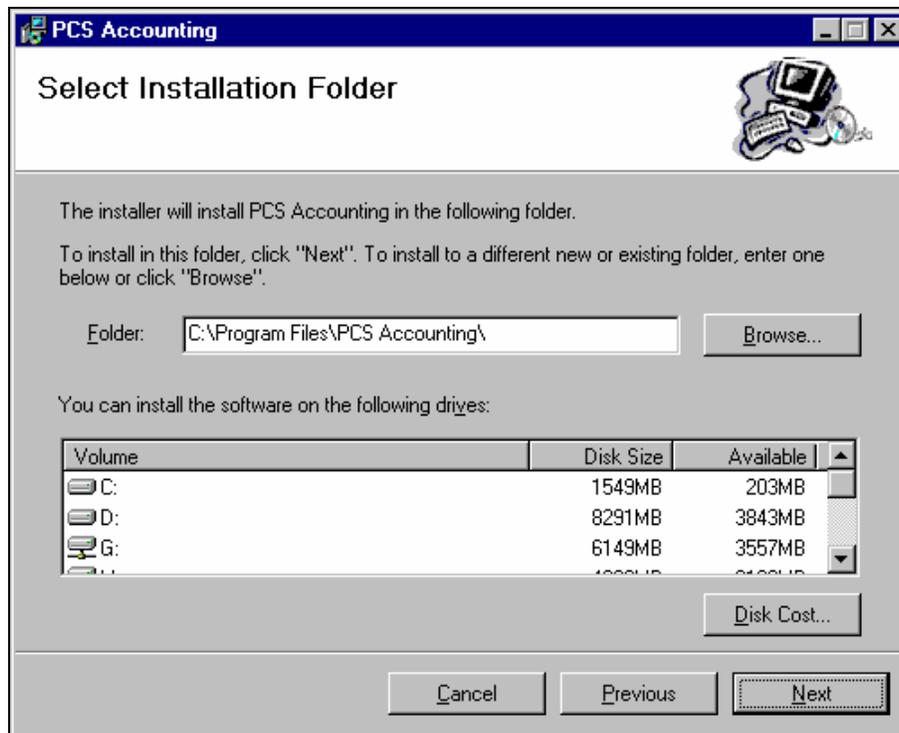
To install *PCS Accounting*:

1. Insert the *PCS Accounting* CD in your CD-ROM drive.
2. In the Start menu, choose **Run...** and enter (including quotes) "<CD-ROM drive letter>:\ **PCS Accounting.msi**" in the Open text box (for example, "**d:\ pcs accounting.msi**").
3. The Setup Wizard will start. Work your way through it.

For stand-alone setup, most users need only click the **Next>** button to proceed to the last window of the wizard, at which time, you click the **Finish** button. However, networked users should read the next paragraph carefully. By default, the program will be installed in the **Program Files\PCS Accounting** folder on your hard drive. If the installation folder does not exist, it will be created. The program and the database files are all installed in this folder. Additional support files (dll and ocx files) will be installed in your *Windows System* (System32 for NT, Win 2000 or XP) folder.

### Networked Users

*PCS Accounting* will, by default, set itself up in the C:\ProgramFiles\*PCS Accounting* folder on your local hard drive. For multi-user access, specify an installation folder on a shared network drive on a file server. Each workstation that will run *PCS Accounting* should have the setup program run on it. The setup program can be made to point to either a local machine (workstation) folder or to a shared, network folder designated during setup. To select the installation folder, click the **Browse...** button when the setup screen shown below appears. This folder will contain the program (pcsacct2.exe), the reports dll (pcsadoreports2.dll), help files and other support dll's. Selecting a common, shared network folder, instead of a local folder, will make for increased network traffic, but may make upgrading easier since many of the files being upgraded will be in only one location. Consult your network administrator for the proper location for your organization. The location of the database is made separately (see below), so the choice made here for program location is not crucial.

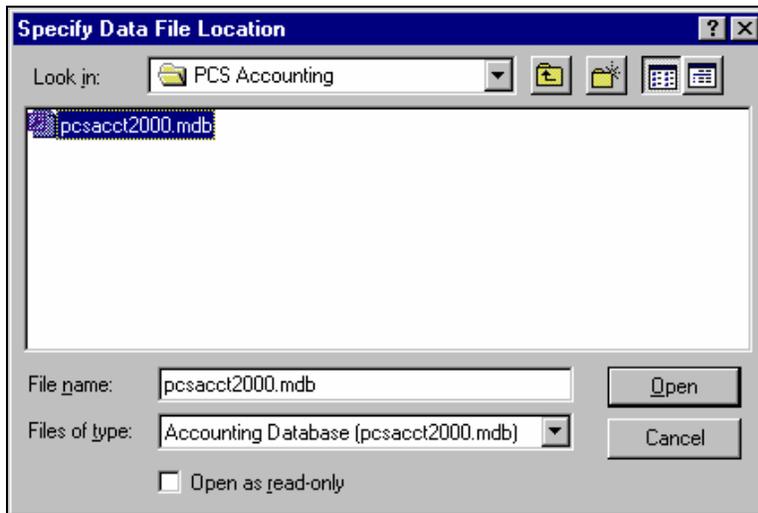


Setup window for selecting the installation folder

## PCS Accounting Desktop Version

### Database Location

After installing the program, to launch *PCS Accounting*, double-click the newly added *PCS Accounting* desktop icon or select **Programs/PCS Accounting/PCS Accounting** from the Start Menu. You will immediately be presented with the Specify Data File Location window that allows you to specify the *PCS Accounting* database, pcsacct2000.mdb. The window will show the *PCS Accounting database* in the program installation folder. For new, stand-alone installations where accounting for only one company is planned, you can choose the database file presented here. This is the blank database that was installed by the setup program in your program folder (usually c:\program files\pcs accounting). For networked situations, use this window to find the database on the network server, as instructed by your network administrator. Note that, in any case, the database file is always named pcsacct2000.mdb.

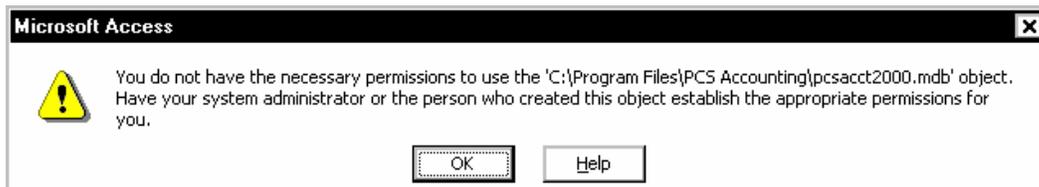


Specifying database file location

### Microsoft Access and the *PCS Accounting* Database

The *PCS Accounting* database is a native Microsoft Jet database, i.e., it is an MS Access® 2000 database. The database is a secured database, meaning that you must supply a user name and password to open it. When opened *with PCS Accounting*, the database is opened using your *PCS Accounting* login information. However, when you try to open the database in *MS Access 2000*, the process of opening the file will fail, unless you join the *PCS Accounting* workgroup.

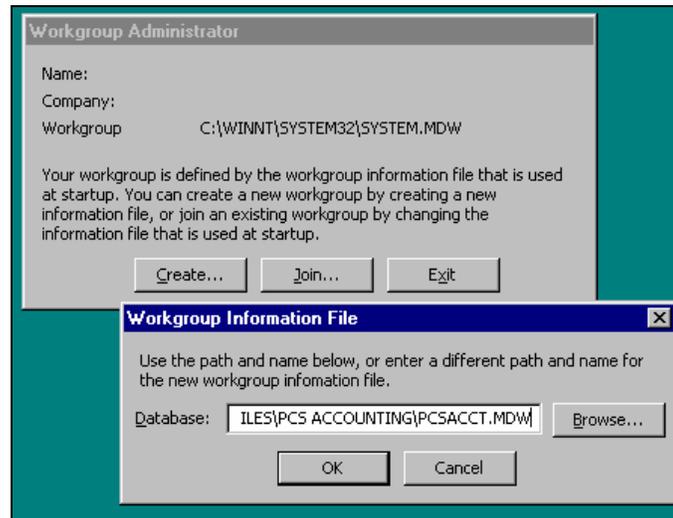
After installing *PCS Accounting*, if you try to open pcsacct2000.mdb in *Access*, you will be informed with the message window shown below that you lack the necessary permissions to open the database. The same thing will occur if you double-click on pcsacct2000.mdb to open it.



To open pcsacct2000.mdb in *Access*, use the *MS Access Workgroup Administrator* program, wrkgadm.exe, supplied with *MS Access* and join the workgroup defined by the pcsacct.mdw that was installed in the *PCS Accounting* folder by the *PCS Accounting* setup procedure.

To join the *PCS Accounting* workgroup:

1. Start wrkgadm.exe. This brings up the Workgroup Administrator window. Note the path for the current workgroup information file (the current .mdw file).
2. In the Workgroup Administrator window, click the **J**oin... button.



Joining the *PCS Accounting* workgroup

3. In the Workgroup Information File window, use the **B**rowse... button to bring up the Select Workgroup Information File window and find the pcsacct.mdw file in the *PCS Accounting* folder.
4. Click the **O**K button to close the Select Workgroup Information File window. Make sure the correct path for the pcsacct.mdw file appears in the **D**atabase: text box of the Workgroup Information File window and click the **O**K button to close it.
5. Click the **E**xit button in the Workgroup Administrator window to close it.
6. Start *MS Access 2000*. You will be prompted for a password for the user "Master". Until you have changed the master password it will be "master". Note that, as long as you belong to this workgroup, you will be prompted for the password whenever you try to open any .mdb file. You can (and should) change the Master password from within *PCS Accounting*.
7. To use Access with databases you were previously working with, use the Workgroup Administrator program to change back to the workgroup information (e.g., system.mdw) file you were using previously (as was noted in Step 1, above).

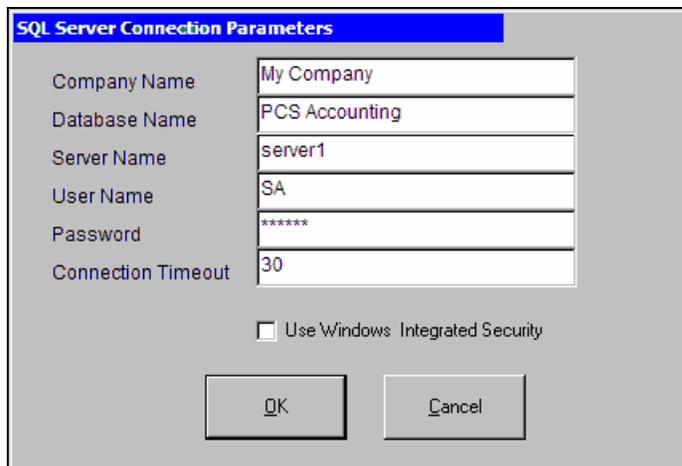
## PCS Accounting SQL Client Version

### Connection Parameters

After installing the program, to launch *PCS Accounting*, double-click the newly added *PCS Accounting* desktop icon or select **Programs/PCS Accounting/PCS Accounting** from the Start Menu. You will immediately be presented with the SQL Server Connection Parameters window that allows you to specify information needed to access the *PCS Accounting* database. For new, stand-alone installations where accounting for only one company is planned, you can choose the database file presented here. This is the blank database that was installed in a SQL Server or MSDE Server by following the instructions found on Appendix 4. Setting up PCS Accounting Database in Microsoft SQL Server on page 159.

Please fill in a name for the company, SQL Server name, a valid user name and password. The connection time out is by default 30 seconds.

It is highly recommended that you use Windows Integrated security, if possible. If you use this option, the user who is logged into the workstation should have access to SQL Server database.



### Troubleshooting the Installation

A common problem that occurs is an incorrect location for the program (the location of pcsacct2.exe ) *vis-à-vis* an accounting database file, pcsacct2000.mdb. Usually this is because the location of the accounting database has been moved. If the program is unable to locate a database, you will be prompted for a location when you start *PCS Accounting*. Use the Specify Data File Location window that appears at startup to specify the database location.

**Note for Sophisticated Users:** An alternative to using the dialog box shown above is to modify the registry so that *PCS Accounting* is correctly informed about the location of an accounting database file.

**WARNING:** Never change the registry without backing it up first! Incorrectly modifying the registry can make your computer inoperable. ANY CHANGES YOU MAKE TO THE REGISTRY ARE UNDERTAKEN AT YOUR OWN RISK. If there is anything about this warning or the material in the preceding paragraph you don't understand, you should avoid attempting what is suggested here.

Registry settings for the program point to the location of the database file(s), pcsacct2000.mdb. If necessary, change the path description data in the registry for the values under HKEY\_CURRENT\_USER\Software\VB and VBA Program Settings\*PCS Accounting*\[A company name] to point to the folder containing pcsacct2000.mdb for that company. (Make sure to terminate the path string with a backslash.)

Another possible problem is that the computer does not contain a current set of ADO database support files. *PCS Accounting* requires each workstation computer to have the Microsoft Data Access Components (MDAC), Version 2.6 or better installed. Many Microsoft products (e.g., *Access 2000*, *Internet Explorer 6.0*) install this package, but your computer may not have it. If so, download mdac\_typ.exe from the PC Skills ([www.pcskills.net](http://www.pcskills.net)) or the Microsoft web site ([www.microsoft.com/data/download.htm](http://www.microsoft.com/data/download.htm)) and run it to install the required components.

## Getting Started

Start *PCS Accounting* by clicking the **Start** button on the Task Bar and choosing **Programs/PCS Accounting/PCS Accounting** from the Start Menu. (You can also use the *PCS Accounting* desktop icon that was created during installation to start the program.)

### Starting *PCS Accounting* for the First Time

**Very Important! Make sure the computer's system clock is set correctly. *PCS Accounting* reads the system date and time when performing many of its functions. An incorrect system clock will result in erroneous time stamping of transactions and may lead to a variety of performance problems.**

### Logging In

When starting *PCS Accounting*, you must always (i) supply a user name, (ii) supply a password and (iii) specify a company (i.e., a database). When launching the program for the first time, you always must use "Master" (without the quotes) as the user name. The password is also "master" (without the quotes).

**Note:** User names and passwords are *not* case-sensitive in *PCS Accounting*.

### Initial Login, Single User

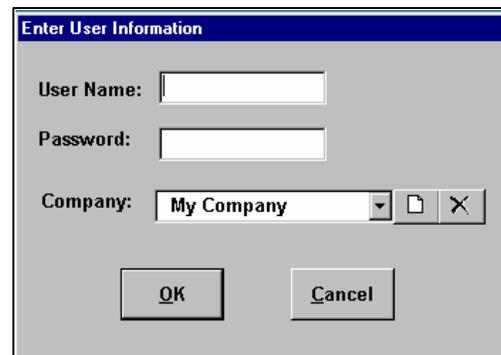
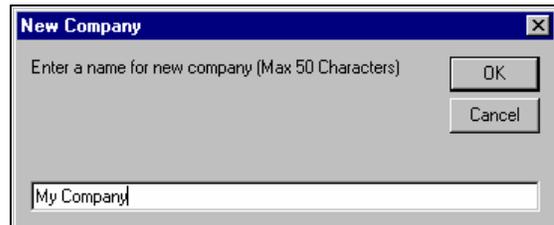
If you are starting *PCS Accounting* for the first time, there will be a *PCS Accounting* database file named pcsacct2000.mdb in the folder containing the program. This is a "blank" database, containing no accounting transaction data, that provides initial information the program needs to launch.

Upon the first launching of the program, the splash screen introducing *PCS Accounting* and the Specify Data File Location window will appear, showing the blank database in the application folder.

In the Specify Data File Location window, click on the pcsacct2000.mdb database file to choose it and click on the **Open** button. *PCS Accounting* now knows where your company's database is located.

In the New Company window that pops up next, enter your company's name. You have now connected to a database file for your first company.

Next, the Enter User Information window appears. Enter your name and password. Initially, "Master" and "master" are the user name and password, respectively. The only database available in the **Company:** combo box is the one you just connected to.



### Initial Login, Networked User

If you are launching *PCS Accounting* for the first time, and are a member of a network, the *PCS Accounting* database file (always named pcsacct2000.mdb) may be located anywhere on the network. With the help of your network administrator, use the Specify Data File Location window to locate the database file for the company to which you wish to connect. This may be a blank database, if your organization is just starting to use *PCS Accounting*, or it may be an accounting database that has been in use for some time. (Remember, all *PCS Accounting* databases are named pcsacct2000.mdb.)

In the Specify Data File Location window, click on the pcsacct2000.mdb database file to choose it and click on the **Open** button. *PCS Accounting* now knows where your company's database is located.

## Getting Started

In the New Company window that pops up next, enter your company's name. (This name is kept locally on your computer. Others may have used a different name for the same database.)

Next, the Enter User Information window appears. *Enter a user name and password that is authorized for use with the PCS Accounting database to which you have just connected.* For new databases, "Master" and "master" are the user name and password, respectively. However, an accounting database that has been in use will almost certainly have a different set of users and passwords. Once you supply an acceptable user name and password, you will be connected to the accounting database file for that company.

## Working with More than One Company

An important decision is whether you plan to work with a single company or with several companies. Each company has its own database file, and the name of all company database files must be pcsacct2000.mdb. Since all of the company database files have the same name, it is mandatory that, in the case of multiple companies, the company database reside in different folders.

The following assumes you are responsible for setting up companies in *PCS Accounting*. If someone else has already set up the accounting databases for the company (or companies) you need to work with, skip to the next section (Connecting to Multiple Companies).

### Desktop Version

The following procedure is recommended if you plan to have more than one company:

1. Start *PCS Accounting* for the first time. The splash screen introducing the program will appear, followed by a window entitled "Specify Data File Location."
2. You now need to create a folder and copy the blank pcsacct2000.mdb database file that is in the application folder into the new folder. (When first starting out, you can use the pcsacct2000.mdb database file. If data has been entered into this database, you should use the database file "Blank pcsacct2000.mdb" provided.) Folder creation and copying of the database can be done from the Windows Explorer, or, using the Specify Data File Location window as follows:

In the Specify Data File Location window, right-click and, in the pop-up menu, select **N**ew and then **F**older. A new folder will be created. Immediately type in a distinctive name for the folder. (Alternatively, right-click on the new folder, choose **R**ename from the pop-up menu and type in a distinctive name. The company name is a good choice.)

Now right-click on the pcsacct2000.mdb (or "Blank pcsacct2000.mdb) database file and choose **C**opy from the pop-up menu.

Click on the new folder and then right-click and choose **P**aste. This will copy the blank pcsacct2000.mdb database file into the new folder. If need be, rename the file to make sure it is called "pcsacct2000.mdb" (without the quotes).

If you want to specify more companies, you can repeat this process, creating a new folder, each containing a copy of pcsacct2000.mdb.

3. In the Specify Data File Location window, double-click on the folder containing the database for the company you wish to log into.
4. Click on the pcsacct2000.mdb file to select it and then click on the **O**open button. *PCS Accounting* now knows where this company's database is located.
5. The New Company window that pops up. Enter this company's name.
6. Click **O**K to close the New Company window. You will now be asked to supply a user name and password ("Master" and "master" initially) to log in to a new company's database, after which you will need to set up the chart of accounts and the other initial information required for the company as described below.

### SQL Client Version

If you are using SQL Client version, SQL Connection Parameters window will appear. Fill in the information to access a valid PCS Accounting database in SQL Server or MSDE.

## Connecting to Multiple Companies

*PCS Accounting* accommodates as many companies as you may need. Each company's accounting database must reside in its own folder. The name of the database file is always pcsacct2000.mdb.

Each time you start *PCS Accounting*, in the Enter User Information box, you have the opportunity to connect to an accounting database for a different company or to make a connection to a "new" company. The "new" company may be one that has been in use for some time by others. In what follows, the "new" company is simply new to you.

In order to connect to a new company, there must be an accounting database set up in a folder specific to that company. You may have already set up such a folder, or it may have been done for you.

To connect to a new company.

1. If you have not yet connected to at least one company's accounting database, launching *PCS Accounting* will cause the Specify Data File Location window to appear. Proceed as described above in the section entitled "Logging In."
2. Thereafter, when you start *PCS Accounting*, the Enter User Information window appears.
3. In the **User Name:** box, enter a user name with Level 1 (administrative) security rights for the database to which you are connecting. ("Master" always has sufficient rights). In the **Password:** box, enter the password for that user in that database.
4. To connect to the new (to you) company's accounting database, click on the **New** button, .
5. The Specify Data File Location window appears.
6. Find the folder containing the database for the company you wish to connect to and open it.
7. Select the pcsacct2000.mdb file in that company's folder and click the **Open** button to make the connection. If this company's database does not yet exist, follow the procedure described above (see Logging In) to create one.
8. Supply a name for the new company in the New Company window and click **OK**. You are now connected to the new company.

Whenever you launch *PCS Accounting*, in the Enter User Information window, you can use the **Company:** combo box to connect to any company for which you have previously made a connection.

**Important!** When setting up a new company, one of the first things you will want to do is add yourself and others as users, provide these new users with passwords and change the password for Master.

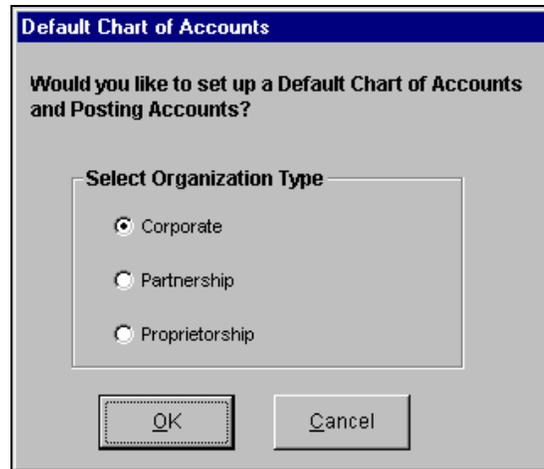
### Deleting a Connection to a Company

To remove a company from the list shown in the **Company:** combo box in the Enter User Information login window, select a company in the **Company:** combo box and click the **Delete** button, . The company database selected will immediately be removed from the **Company:** combo box list. Note that this only removes your connection to the company; it does *not* affect the company's database in any way.

### Prompt for Chart of Accounts

When connecting to a blank *PCS Accounting* database, you will be prompted to set up a Default Chart of Accounts. In order to use *PCS Accounting*, you must build a chart of accounts, either by choosing the default chart of accounts supplied by the program and modifying it to suit your organization's needs, or by entering your own chart of accounts from scratch. Many of you will want to use *PCS Accounting*'s default set of accounts to get started. If you wish to do so, pick the type of your organization (Corporate, Partnership or Proprietorship) and click the **OK** button. (To see what the Default Chart of Accounts looks like, see Appendix 1: Default Chart of Accounts on page 145.)

If you wish to construct your own chart of accounts from scratch, rather than use the default chart provided by the program, click the **Cancel** button.



Prompt for setting up a default chart of accounts

Until a chart of accounts has been set up (either the default or your custom chart of accounts), you will see this message window every time you start *PCS Accounting* and choose a company whose database is blank, so you will wish to get this task out of the way as soon as you can. However, if you wish to proceed with other tasks needed to set up *PCS Accounting*, you can click the **Cancel** button and postpone account setup until later.

## Summary of Setup Procedures

The rest of this section and the following two sections describe the procedures needed to set up *PCS Accounting*. These steps should be completed before attempting to enter transactions into *PCS Accounting*.

1. Specify names, passwords and security levels for users. Change the password for the Master user.
2. Provide information describing your company or organization.
3. (Optional) Specify a company logo that you wish to see on reports.
4. Specify the beginning of your fiscal year and the number of accounting periods per year.
5. Specify starting numbers for purchase orders, checks, invoices and other documents.
6. Set up your organization's chart of accounts.
7. Set up a table of posting accounts. (Chart of Accounts required.)
8. Set up terms, sales tax, purchasing and billing codes. (Chart of Accounts required.)
9. Set up customer and vendor groups.
10. Set up lists of sales persons.
11. Set up lists of customers, vendors, products, and services.
12. Enter starting balances for all accounts. (Chart of Accounts required.)

Each of these steps will now be described in detail.

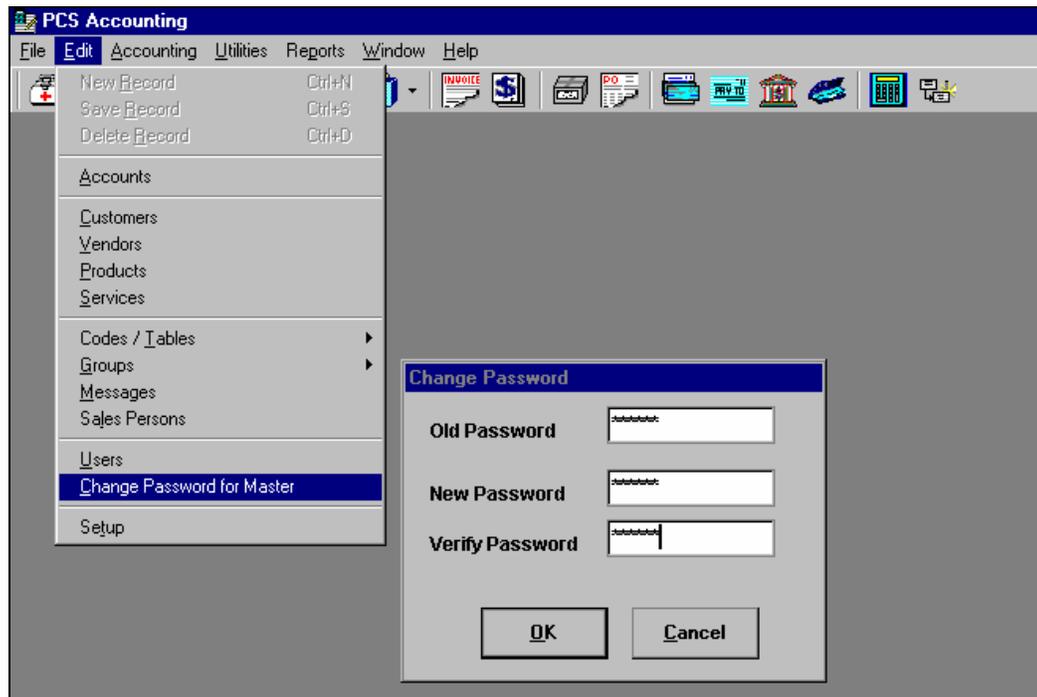
## Setting up Users and Passwords

Initially, *PCS Accounting* has one user named Master. This user has full, administrative rights to the program and the data. The Master user cannot be deleted nor can the Master's rights be modified. One of your first tasks is to secure the program and data from unauthorized use by changing the Master user's password.

To do this, perform the following steps:

1. After logging in to *PCS Accounting* as Master, in the menu bar, choose **Edit/Change Password for Master**. This brings up the Change Password window.
2. In the Change Password window, type "Master" in the **Old Password** box.
3. Type the new password in the **New Password** box. The password can be up to 8 characters in length. Preferably, the password should have at least 6 characters, and include a mixture of digits and letters.
4. Type the new password again in the **Verify Password** box.

- Click the **OK** button. If the text (“**OK**”) in the **OK** button is dimmed and the button is not responding, it means that the old password was incorrect. Return to the **Old Password** box and re-enter the correct password.



Changing the Master password

You may also wish to add yourself as a user with full (i.e., administrative) rights. To do so, continue as follows.

- Open the User Information window (**Edit/Users**).
- From the User Information menu, choose **File/New User**.
- Enter your Login **Name**:. This might be your first or last name, your full name or your initials. This is the name you will use to log into *PCS Accounting*.
- Enter a **Security**: level of **1** (one). This is the highest security level.
- Type any character in the **Password**: box. The Change Password window will immediately open.
- In the **New Password** box, type in the new user's password.
- Type in the same password in the **Verify Password** box.
- Click the **OK** button. If the text (“**OK**”) in the **OK** button is dimmed and the button is not responding, it means that the two passwords are not the same. Return to the **New Password** and **Verify Password** boxes and re-enter the correct password.
- From the User Information menu bar, choose **File/Save Changes**. The new user's name should appear in the **User Name** list.
- From the User Information window's menu, choose **File/Close**.

If several people will be using the program, you can use the procedure described in Adding Users on page 31 to add them later, with appropriate security rights.

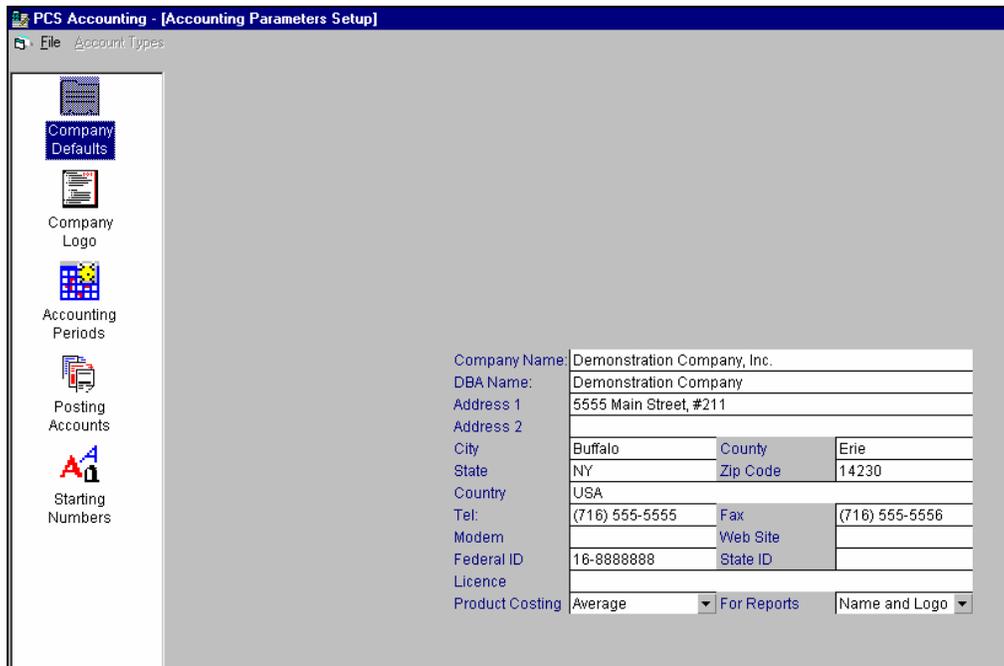
### Setting up Your Company Defaults

Choose **Edit** and then **Setup** from the *PCS Accounting* menu bar. You will be prompted to lock the database before you can enter the setup window. This is to make sure no one else is using the database when setup parameters are being modified.



Click **Y**es to gain access to Setup. This will bring up the Accounting Parameters Setup window.

In the Accounting Parameters Setup window, click on the Company Defaults icon on the left of the screen. Fill in the form.



Setting up your organization's defaults

The information you supply in this setup window, and in the other setup forms described here, is automatically saved when you close the Accounting Parameters Setup window, or when you move from one form to another within the window.

Enter the requested information for your company in the Company Defaults screen form.

### Product Costing

In the Company Defaults form, at the lower left, pick the method you wish to use for product costing in the **Product Costing** box. (If your organization doesn't keep inventory, you can ignore this box.) If you wish to track inventory, you can choose between "Average", "Standard" and "Last Purchase Price". These choices govern the amount that the inventory account is credited and the cost-of-goods-sold account is debited when an inventoried product is sold. See the section on setting up a product list, see Products on page 55, for a description of how these costing methods are used with the product list.

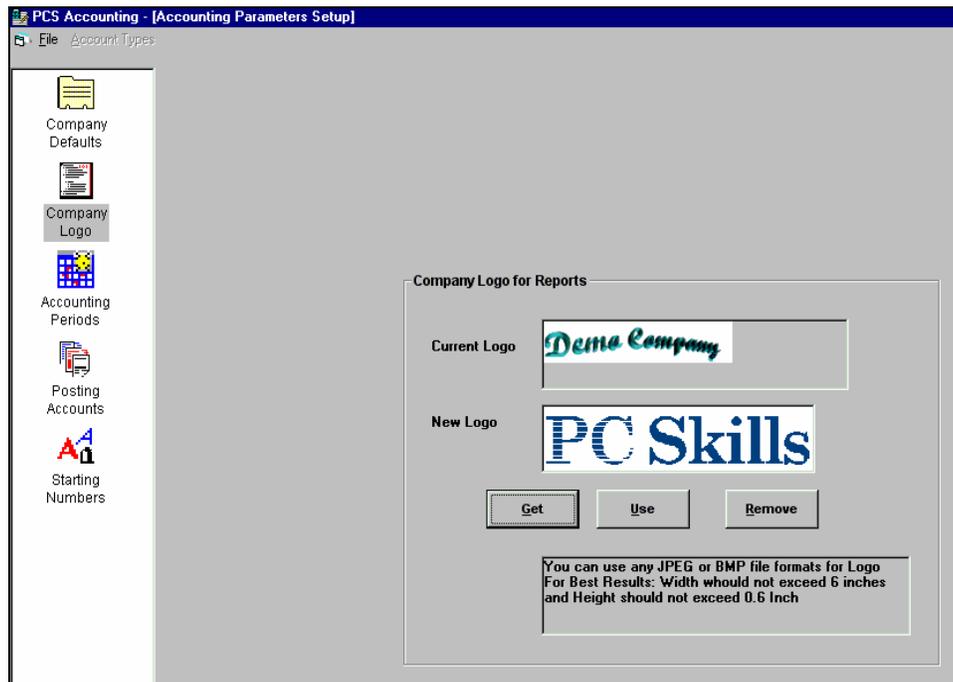
- Average      A running average of the purchase cost of inventoried items is kept. When an inventoried item is sold, the average cost is subtracted (credited) from inventory and added (debited) to the appropriate cost-of-goods-sold account (as determined by the Sales Department assigned to the product).
- Standard      A standard cost is assigned to products in the Products screen form (shown in Products on page 55).

Last Purchase Price    The cost of a sold item is equal to that paid for the item when last purchased.

**Important:** Once a transaction involving inventory has occurred, the product costing method should not be changed without very careful consideration. The accounting consequences may be serious and should be carefully tracked. Check with your accountant before initially choosing a product costing method and especially before changing it.

## Specifying a Company Logo

If you have your company logo in the form of a BMP (\*.bmp) or JPEG (\*.jpg) file, you can import it into *PCS Accounting* and use it in your printed output — invoices, purchase orders, balance sheets, etc. To do so, click the Company Logo icon at the left of the Accounting Parameters Setup screen. Click the **Get** button, find the graphics file in the Select Picture window and select it. When you click on the **Open** button in the Select Picture window, the graphic will appear in the New Logo window. If it looks good, click the **Use** button to make it your Current Logo. Use the **Remove** button to clear the Current Logo window and stop using a logo in your reports.



Setting up your organization's logo for use in *PCS Accounting* reports

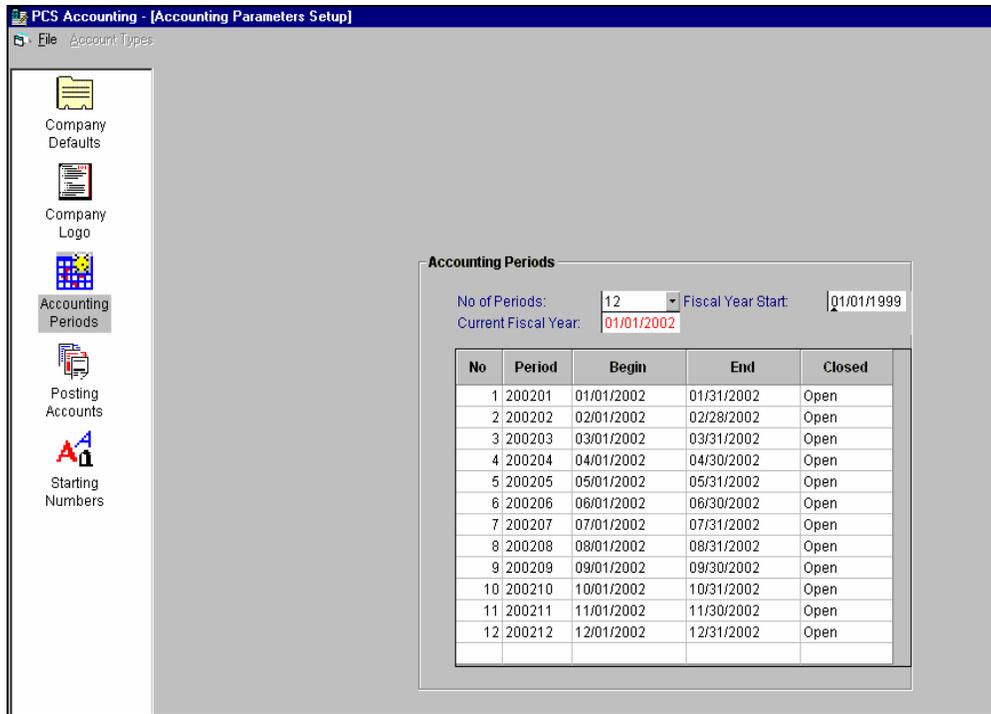
## Specifying Fiscal Year and Accounting Periods

Still in the Accounting Parameters Setup window, click on the Accounting Periods icon on the left of the screen.

**Important:** Be certain about the entries you make in this window. Once you enter your first transaction, you will not be able to change these parameters.

Use the **No of Periods:** combo box to choose whether you wish to work with a 12-period fiscal year (monthly periods) or a 13-period fiscal year (biweekly periods).

On the **Fiscal Year Start:** box, bring up a calendar by double-clicking the box. Select the starting date of your organization's fiscal year. The year-start month and day are crucial, but the year is unimportant.

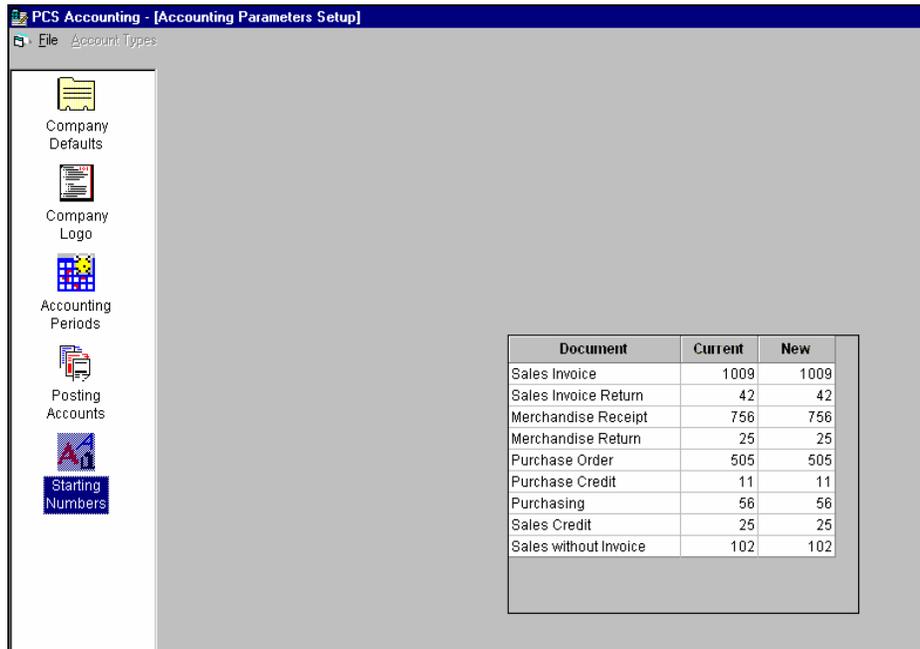


Setting up accounting periods

Once the **No of Periods:** and **Fiscal Year Start:** boxes are filled in, clicking in the table of period starting and ending dates will cause it to be filled in. The **Current Fiscal Year:** box will show the beginning of your current fiscal year. Once accounting entries have been made, this form will become read-only and cannot be modified further.

### Specifying Starting Numbers

Still in the Accounting Parameters Setup window, click on the Starting Numbers icon on the left of the screen.



Setting up starting numbers

**Important: Be certain about the entries you make in this window.** *PCS Accounting* assumes that all numbers less than those in the **Current** column have previously been used and will not let you enter a number less than this. Entries made in the **New** column in this table are saved and transferred to the **Current** column immediately after you close the warning message box by clicking **Yes**.

In the table on the right in this window, in the **New** column, enter the starting numbers for the various types of purchasing and sales transactions available in *PCS Accounting*. By default they are set to 1 (one) initially. If you have been doing business for some time, enter the number you wish to see for the *next* transaction you will enter. Thus, if your last invoice was Invoice 25000, enter “25001” in the **New** column as the number you wish to assign to your next invoice.

As you enter the starting numbers, you are warned to check the number. If you attempt to enter a number in the **New** column that is less than that in the **Current** column, you will see a box telling you that the number you have entered is invalid and your change will be ignored.

### Posting Accounts

You’ve probably noticed that we’ve skipped the Posting Accounts setup feature. We will return to this feature once the chart of accounts is set up. (See the section on Posting Accounts on page 23).



## Chart of Accounts

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The *PCS Accounting* Chart of Accounts designates accounts with numbers having between 1 and 10 digits. Accounts are either *detail* accounts or *general* accounts. Transactions post only to detail accounts. General accounts are summary amounts with balances that are the sums of the balances of their sub-accounts. These sub-accounts can be either general or detail accounts. A general account, if it is to be useful, must have at least one detail sub-account that reports to it. Conversely, a detail account must report to a general account.

You can have five or more (up to eight) levels of accounts. The Level 1 accounts are general accounts fixed by *PCS Accounting* with single-digit account numbers in the range 1 to 5. They are:

5	Asset
5	Liability
5	Equity
5	Revenue
5	Expense

All other accounts are sub-accounts of these five general accounts. For any sub-account, the first digit of the account's number denotes which one of these five general accounts the sub-account reports to.

One of the first jobs you must undertake after installing *PCS Accounting* is to set up your chart of accounts by creating sub-accounts of the top-level accounts. Until you do so, you will be frequently prompted to complete this task by the dialog box shown under Logging In on page 7.

Until a chart of accounts is set up, you will be unable to enter any transactions. Attempts to do so will result in a warning telling you to enter a chart of accounts.

When creating a chart of accounts, *PCS Accounting* demands the following:

- Account number characters must be digits — letters, spaces and punctuation characters are not allowed.
- Sub-account numbers have leading digits that are identical to their parent account number.
- General account numbers are limited to 7 digits in length. Detail account numbers can have up to 10 digits. This means that you can have up to eight levels of accounts. It is recommended, however, that you limit the number of levels to five. Managing more levels than five will become difficult.

Other than these rules, the way you number accounts and set up your account hierarchy is left up to you.

Ideally, you should devise a numbering scheme before beginning to construct your chart of accounts. As an example, the default chart of accounts provided with *PCS Accounting* uses the following five-level scheme:

A where A is 1, 2, 3, 4 or 5	One of the top-level accounts listed above. Always a general account. (Mandatory)
ABB where BB is 01-99	A Level 2 sub-account of A. May be a general or detail account.
ABBCC where CC is 01-99	A Level 3 sub-account of a general account ABB. May be a general or a detail account.
ABBCCDD where DD is 01-99	A Level 4 sub-account of a general account ABBCC. May be a general or a detail account.
ABBCCDDEEE where EEE is 001-999	A Level 5 sub-account of a general account ABBCCDD. Must be a detail account.

Notice that, in this scheme, an account number should have 1, 3, 5, 7 or 10 digits.

Although an overall numbering scheme will prove helpful for *PCS Accounting* users, there is no requirement that you adhere to a single numbering scheme throughout your chart of accounts. For instance, you may find that the default example shown above works well, except for one set of liability accounts, where you need six levels.

## Chart of Accounts

Assuming that there are no more than 10 second level liability accounts, and you need 10 or fewer third level accounts under this second level account, you could, for this set of liability accounts, use only one digit for the second and third levels and have a numbering scheme that looks like 2BCDDEEFFF.

The following diagram describes a five-level scheme that may help you design your chart of accounts.

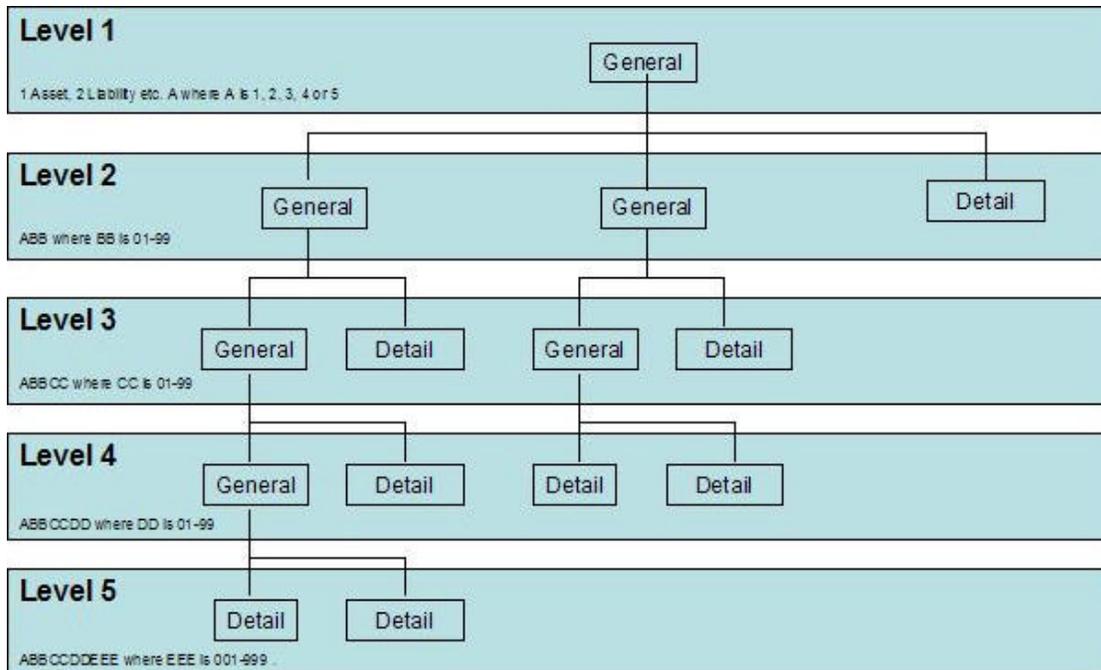


Diagram of 5-level chart of accounts

## Adding a Default Chart of Accounts

Default charts of accounts are supplied with *PCS Accounting*. There are three choices: Corporate, Partnership and Proprietorship. These choices differ only in the layout of the Equity accounts. These charts of accounts are specified in Appendix 1: Default Chart of Accounts on page 145.

Most *PCS Accounting* users will probably choose to start with one of these charts of accounts. After the appropriate default chart of accounts has been added, additional accounts that are specific to your organization can be added and accounts that are not useful can be deleted.

**Note:** If you are going to use one of the default charts of accounts, do not add accounts prior to making this choice. Once you manually add accounts, *PCS Accounting* assumes you will be designing your own chart of accounts from scratch and will not give you further opportunities to import a default chart of accounts.

The best way to install one of the default charts of accounts is to exit *PCS Accounting* and start it again. When the Enter User Information window shown under Logging In on page 7 appears, choose the radio button that is appropriate for your type of organization, and click the **OK** button. This will copy the default set of accounts into your chart of accounts.

Log in as "Master".

Your chart of accounts will now contain those accounts listed in Appendix 1: Default Chart of Accounts on page 145.

In the *PCS Accounting* menu bar, choose **Edit/Accounts...** to see the accounts listed in the window shown below.

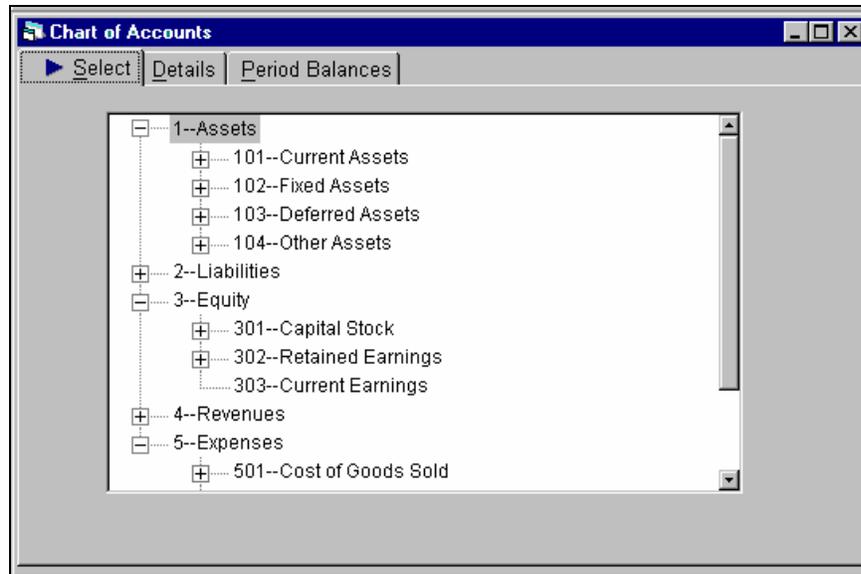


Chart of Accounts window

After obtaining a Default Chart of Accounts, your next task will be to customize it by add and deleting accounts.

## Removing Accounts

To delete an account:

1. From the *PCS Accounting* menu bar, choose **Edit/Accounts...**
2. In the Chart of accounts window, find the account you wish to delete by clicking on the + boxes to expand the account tree. When you find the account, click on it. You will automatically be taken to the **Details** tabbed page in the Chart of Accounts window.
3. Click on the **Delete** button, , on the toolbar, or choose **Edit/Delete Accounts** from the menu bar.
4. When prompted as to whether you are sure you wish to delete the account, click **Yes**.

### Rules for deleting accounts:

Accounts with balances, accounts for which there has been activity in the current year or in previous years, and accounts that have been designated as posting accounts cannot be deleted. In other words, if an account has ever been used for anything, it can't be deleted.

General accounts can only be deleted if there are no detail accounts reporting to them.

## Adding Accounts

To add an account:

1. From the *PCS Accounting* menu bar, choose **Edit/Accounts...**
2. In the Chart of Accounts window, find the account that will be the parent account of the account you wish to add. This must be a general account. Note the account number of this general account.
3. Click on the parent account. This will take you to the Details page for the parent account.
4. Click on the **New Accounts** button on the toolbar, or choose **Edit/New Account...** from the menu bar.

Adding a new account

Fill in the **Details** page:

1. Type in the **Number:** of the new account. Do this by adding digits to the number of the parent account. Remember, the number should be 3, 5, 7 or 10 digits long. The initial digits will be those of its parent's account number and cannot be edited.
2. Make sure the **Group:** (Asset, Liability, Equity, Revenue, Expense) is what you intend. This read-only entry is the same as that of the parent account.
3. Specify if the **Type:** of the account is Detail or General. If there will be sub-accounts of the new account, it should be a general account. If you intend to post transactions to the new account it will be a detail account (in which case there will be no sub-accounts reporting to the new account).
4. Use the **Status:** box to indicate that an account is active (the default) or inactive. Accounts can be made inactive if they are detail accounts that are not posting accounts or accounts to which billing or purchasing codes report. Transactions cannot be made that involve postings to inactive accounts.
5. In the **Name:** box, enter the name of the account. The name can be up to 30 characters (including spaces) long. The default name provided by *PCS Accounting* is the name of the parent account with the word "SubAccount" added. You should delete this name and provide a more descriptive name.
6. Make sure the **Parent:** account number is correct.
7. *If an account is an asset account, you can choose to make it a reconcilable bank account. This would normally be done only if the new account is a bank account for which statements are received. To make an asset account a reconcilable bank account, click the **Recon. Bank Acct** check box. Reconcilable bank accounts can be used with the Cash features of the program for such activities as check writing, making deposits, using the check register and, of course, account reconciliation.*

**Note:** If you pay many bills with cash, you may wish to make your Petty Cash account reconcilable. The default Chart of Accounts does not designate the Petty Cash account as reconcilable, so, if you wish to have Petty Cash appear as a source of funds when paying bills, edit the account to make it reconcilable. *Do this before you create any transactions involving petty cash.*

8. If desired, add **Notes:** describing the purpose of the account.
9. Click the **Save** button,  on the tool bar, or choose **Edit/Save Accounts** from the menu.

## Editing Accounts

Once an account has been created, you may edit its name, its status and its notes. An asset account can be made reconcilable as long as no transactions involving it have occurred. Account numbers and type (“Detail” or “General”) are not editable.

When building a chart of accounts, you may wish to make an existing detail account a general account and then add detail sub-accounts that report to the general account. To do this, you must delete the existing detail account and then re-create it as a general account. Then you will be able to add the detail sub-accounts.

Similarly, to reduce the complexity of the chart of accounts, you may wish to convert a general account to a detail account. To do this, you must first delete the detail accounts that report to the general account. After removing the detail accounts, delete the general account and re-create it as a detail account.

Remember, once an account or any of its sub-accounts has been used in a transaction it cannot be deleted.

## Entering a Chart of Accounts (from Scratch)

By choosing **Cancel** when prompted to load a default chart of accounts by the message box window (shown under Logging In on page 7), you have the opportunity to enter your own chart of accounts. You must then add at least one detail account to report to each of the five major general accounts that are always present in *PCS Accounting*. In other words, you must supply a detail asset account that reports to Assets (Account Number 1), a detail liability account that reports to Liabilities (Account Number 2), a detail equity account that reports to Equity (Account Number 3), a revenue account that reports to Revenues (Account Number 4), and an expense account that reports to Expenses (Account Number 5). In actual practice, you will want more than these five additional accounts.

In order to use the cash handling, payables and receivables features of *PCS Accounting*, you will need, at least, one reconcilable asset account (i.e., a bank account), a cash-on-hand or cash register account, a receivables account, a payables account, and sales and sales returns accounts. If inventory is handled, you will also need an asset inventory account and a cost-of-goods-sold (COGS) expense account. These will be needed to specify the posting accounts required for your cash handling, billing and purchasing activities.

**Note:** If you wish to make invoicing transactions using the products and services lists and/or maintain inventory tracking, create *general accounts* for sales and sales returns under Revenues and a *general cost-of-goods-sold (COGS)* account under Expenses. *Do not add detail accounts reporting to these general accounts.* You will use the Posting Accounts setup procedure described under Sales Departments on page 26 to create detail sales, sales returns and COGS accounts.

A bare minimum chart of accounts for a corporation might look something like that shown in the table below.

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
1	Assets	Asset	General	
101	Checking Account	Asset	Detail	1
102	Savings Account	Asset	Detail	1
103	Petty Cash	Asset	Detail	1
104	Receivables	Asset	Detail	1
105	Cash on Hand	Asset	Detail	1
106	Inventory	Asset	Detail	1
199	Other Assets	Asset	Detail	1
2	Liabilities	Liability	General	
201	Accounts Payable	Liability	Detail	2
202	Payroll Taxes Payable	Liability	Detail	2
203	Sales Taxes Payable	Liability	Detail	2
299	Other Liabilities	Liability	Detail	2

Chart of Accounts

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
3	Stockholders Equity	Equity	General	
301	Capital Investment	Equity	Detail	3
302	Retained Earnings	Equity	Detail	3
303	Current Earnings	Equity	Detail	3
4	Revenues	Revenue	General	
401	Sales	Revenue	General*	4
40101 <sup>†</sup>	<i>Sales (Department 1)</i>	<i>Revenue</i>	<i>Detail</i>	<i>401</i>
402	Sales Returns	Revenue	General*	4
40201 <sup>†</sup>	<i>Sales Returns (Department 1)</i>	<i>Revenue</i>	<i>Detail</i>	<i>402</i>
499	Other Revenues	Revenue	Detail	4
5	Expenses	Expense	General	
501	Cost of Goods Sold	Expense	General*	5
50101 <sup>†</sup>	<i>COGS (Department 1)</i>	<i>Expense</i>	<i>Detail</i>	<i>501</i>
502	Payroll	Expense	General	5
50201	Salaries and Wages	Expense	Detail	502
50202	Payroll Taxes	Expense	Detail	502
50203	Benefits	Expense	Detail	502
503	Office Expenses	Expense	Detail	5
504	Rents and Leases	Expense	Detail	5
505	Insurance	Expense	Detail	5
506	Financial Expenses	Expense	Detail	5
510	Business Taxes	Expense	Detail	5
599	Other Expenses	Expense	Detail	5

**Important:** You must have at least one reconcilable (bank) asset account. You will also need to add posting accounts in the company setup window. For a list of the posting accounts needed by various transactions see [Types of Posting Accounts](#) on page 23.

\* In order to use the products and services lists and maintain inventory when invoicing or purchasing, make your Sales, Sales Returns and Cost-of-Goods-Sold (COGS) accounts *general* accounts. Then create Sales, COGS, Returns Departments detail posting accounts using the Posting Accounts setup procedure described on page 26 to set up a Sales Department. This procedure creates Sales, Sales Return and COGS detail accounts reporting to these general accounts.

<sup>†</sup> The detail Sales, Sales Returns and COGS accounts are added using the Posting Accounts setup procedure described on page 26. (See previous footnote.)

## Posting Accounts

Posting accounts are required if you wish to use any of the features of *PCS Accounting* other than General Ledger transactions. Billing, purchasing and cash transactions automatically post the amounts involved in the transaction to a number of accounts. Exactly which accounts are utilized during these activities are specified in a table of *posting accounts*.

For example, if you wish to bill a customer, the amount of the invoice must be added (debited) to a receivables (asset) account. It will also post (credit) the billed amount (less taxes) to a revenue account. The invoicing module in *PCS Accounting* automatically posts the invoiced amount to the correct asset and revenue accounts based on billing entries (account numbers) listed in the program's table of posting accounts. On the other hand, suppose the customer pays the invoice with a credit card. In this case, the debit entry is made to an asset account whose balance shows what the credit card issuer owes you (less fees). When you enter the invoice, you choose the credit card asset account as the posting account for billing.

Other uses of posting accounts include tracking of inventory during sales and purchases. For instance, a sale may include inventoried items, in which case, the invoice transaction must remove (credit) the value of the items from the inventory (asset) account and add (debit) this value to a cost-of-goods-sold (expense) account. The account numbers for these accounts are also recorded as posting accounts.

### Types of Posting Accounts

The types of posting accounts and their use are as follows:

<i>Type</i>	<i>Explanation</i>
Billing	Designates accounts for posting amounts in sales transactions. Billing accounts must be asset accounts. There should be a Billing account entry for each method of invoice payment. Billing account entries might include ones for billed sales, and for payments made at the time of sale by cash, credit card or check. The Description entries for the Billing accounts appear in the <b>Pay by:</b> combo box in the Invoice and Sales Without Invoice forms. The Account Number for this type of posting account indicates which asset account is debited by a sales transaction. For instance, billed sales would debit an Account Receivable account ("Bill Customer" in the default chart of accounts); cash sales would debit a cash-on-hand account. One and only one of the Billing accounts must be designated as a default receivable account. The Default Billing account Description appears in the <b>Pay by:</b> box when the Invoice and Sales without Invoice forms are opened. Cash sales in which partial payments are made debit the Default Billing account for the balance owed.  To allow entry of a payment check number in Invoice and Sales Without Invoice transactions, make the <b>Description</b> of that billing account "Check".
Cash Payment (default)	Designates the reconcilable asset account that is the default source of cash for payments. This is usually your main checking account. There is only one posting account of this type. This account initially appears in the <b>Bank Account:</b> box in the Cash Bank Transactions form and the <b>Ch Acct:</b> box in the Payment to Vendor and Advance Payment windows.
Cash Receipt (default)	Designates the asset account that records receipts prior to deposit. Cash Receipt for Sale, General Receipt and Advance Receipt transaction all post the cash or checks received to this account. There should be one and only one of this type of account. The Cash Deposit transaction removes money from (credits) this account and places it in (debits) a bank account.

<i>Type</i>	<i>Explanation</i>
Earnings (default)	Designates the Current Earnings equity account that is used when a fiscal year is closed to record the difference between Revenues and Expenses, i.e., the profit/(loss), for the closed year. Unless a General Ledger or Beginning Balances transaction has credited (added) or debited (subtracted from) this account in the current year, the balance in this account will be zero, except immediately after a year is closed. Upon closing the year, the difference between Revenues and Expenses will be credited (added) to this account. After closing a year, create an equity account to hold the retained earnings for the closed year. Then make a General Ledger transaction to move the closed year’s earnings from this posting account to the newly created retained earnings account.
Inventory (default)	Designates the inventory asset account. Merchandise Receipt transactions add (debit) the value of purchased products to this account. Invoice transactions remove (credit) the value of sold products from this account.
Sales/COGS/Sales Return (for each Sales Department)	Sales activities can be categorized by creating sales departments. Each sales department has a sales account, a sales return account and a cost-of-goods-sold (COGS) detail account. Customers are assigned to one or another of these sales departments. Sales to and sales returns from these customers result in posting to their department’s accounts. These accounts are distinguished by a non-zero entry in the Department Number value for the posting accounts for that department. For instance, Sales Department 3 would have its own Sales (revenue) posting account, Sales Return (revenue) posting account and COGS (expense) posting account, all with a Department Number of 3.
Sales Discount (default)	Designates an expense account that records the value of discounts given to customers in cash receipt transactions.
Purchasing	Designates accounts for posting amounts in purchasing transactions. Purchasing accounts must be liability accounts. There should be a Purchasing account entry for each method of payment for a purchase <i>that results in a liability</i> . Purchasing account entries might include ones for billed purchases and for payments made at the time of purchase by credit card, <i>but not by cash or check</i> . The Description entries for the Purchasing accounts appear in the <b>Pay by:</b> box in the Purchasing forms. The Default Purchasing account should be the payable account you wish any unpaid amounts arising from a purchase to be credited to.
Purchase Discount (default)	Designates a revenue account that will receive discounted amounts specified in cash payment transactions.
Advance Receipts and Advance Payments	Designates a pair of posting accounts – a deferred income account for advances paid by customers and a deferred expense account for advances paid to vendors. This pair of posting accounts is required for creating advances from customers or to vendors, for applying advanced amounts to invoices or purchases or for refunding advanced amounts.

Posting accounts that are designated as defaults are either unique (there can be only one such account, e.g., inventory) or are the first account of that type listed in forms (e.g., the default Billing posting account).

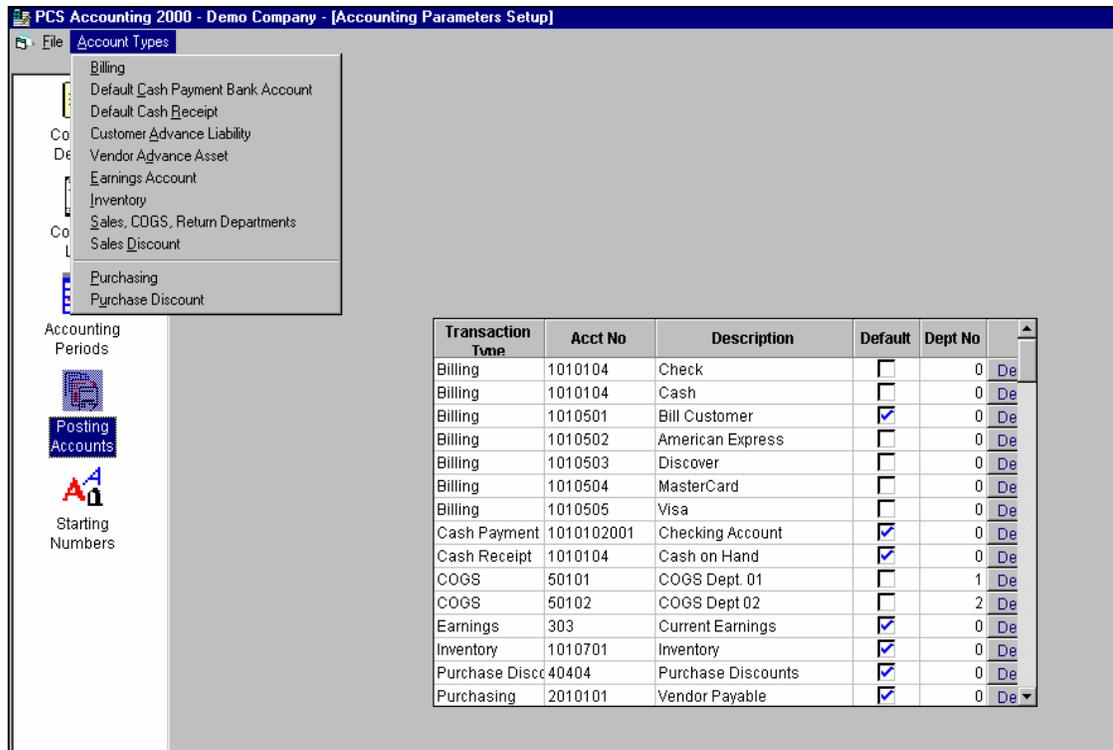
### Default Posting Accounts

When you choose to use one of the default charts of accounts provided by *PCS Accounting*, a default set of posting accounts is set up for you. See Appendix 2: Default Posting Accounts on page 153 for a list of these posting accounts.

## Adding Posting Accounts

To add a posting account:

1. Make sure the detail account you wish to specify as the posting account exists. If not, add it to the chart of accounts.
2. Choose **Edit/Setup** from the menu bar and, in the Accounting Parameters Setup window, click on the Posting Accounts icon in the window's left frame. This will bring up the list of current posting accounts.
3. In the Accounting Parameters Setup window's menu, choose the type of posting account you wish to add. This will bring up the Select Account window from which you select the account you wish to use as a posting account.



Adding a Billing posting account



Selecting a posting account

4. In the Select Account window, click on the + boxes to expand the account tree until you find the account you want to use. Click on the account to select it and close this window. (Occasionally, you may not see newly created accounts in the Select Account window. If this happens, click on the **Refresh** button to make the missing account appear.)
5. Back in the Accounting Parameters Setup window, find the newly designated posting account. Edit the Description to a short name (less than 20 characters) that will describe the account well in the forms where it may appear.
6. The new posting account will be designated as a default posting account. Clear or set the Default check box by clicking on it. There must be one, and only one, default posting account of each type.

Your new posting account will be saved immediately. No action on your part is required to save the information.

### Deleting a Posting Account

To delete a posting account, in the Accounting Parameters Setup window, click on the **Del** button at the right of each row in the list of posting accounts. Default posting accounts cannot be deleted.

### Sales Departments

In order to track inventory and maintain products and services lists to use the invoicing and purchasing modules of *PCS Accounting*, Sales/ COGS/ Return (or simply, Sales) Departments must be set up.

#### Before Setting up a Sales Department

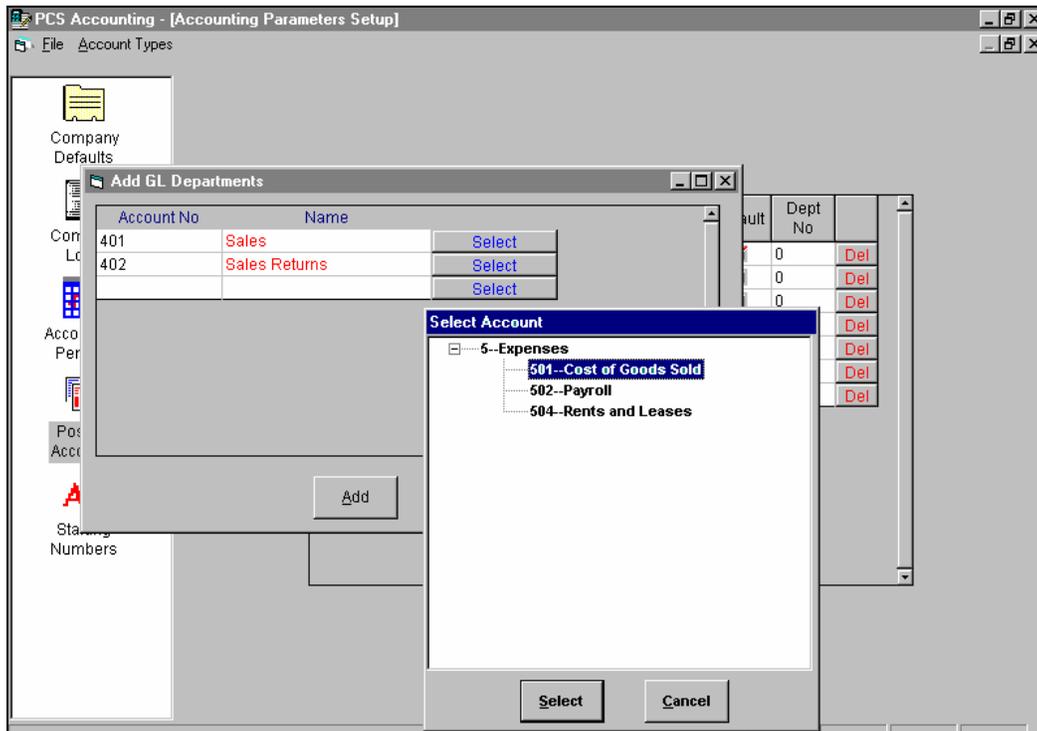
Prior to setting up a sales department, the chart of accounts must include the following accounts:

- There must be two general revenue accounts, one for Sales and one for Sales Returns.
- There must be one general expense account, a cost-of-goods (COGS) account.
- These three general accounts can have only sales department detail accounts reporting to them. *If you are setting up your chart of accounts from scratch, the setup procedure described below must be used to create these detail accounts.*

If you elect to use the default chart of accounts provided with *PCS Accounting*, these general accounts and a set of detail sub-accounts making up one sales department are created automatically.

If you are specifying your own chart of accounts, you will need to create two general revenue accounts, one for sales and one for sales returns. You will also need to create a general expense account for COGS. (See Entering a Chart of Accounts (from Scratch) on page 21 for the procedure for creating accounts.) For instance, in the example pictured below, the minimal chart of accounts described in the table under Entering a Chart of Accounts (from Scratch) on page 21, with the general revenue accounts 401 (Sales) and 402 (Sales Returns) and the general expense account 501 (COGS), is present before the following procedure is carried out.

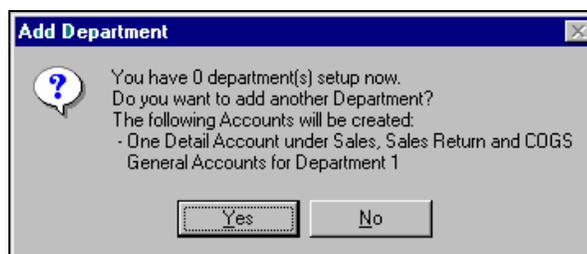
## Setting up a Sales Department



Setting Sales Department general accounts

To set up a Sales/ COGS/ Return Department:

1. Choose **Edit/Setup** from the *PCS Accounting* menu bar.
2. In the Accounting Parameters Setup window, click on Posting Accounts icon on the left side of the window.
3. Click on **Account Types** and then **Sales, COGS, Return Departments** in the window's menu bar.
4. The Select GL Accounts window will open. If there are no sales departments currently set up, you will need to select general sales, sales returns and COGS general accounts. To do so:
5. Click the Select buttons to the right of the Sales row in the window.
6. From the Select Account window, choose the general revenue account for sales and click the **Select** button.
7. Repeat Steps (a) and (b) for the Sales Returns and Cost of Goods Sold rows in the Select GL Accounts window.
8. After the three general accounts have been selected, or if departments already exist, in the Select GL Accounts window, click the **Add** button.



9. The Add Department message box will inform you about how many departments currently exist and that three new detail accounts are about to be created under the general accounts you have specified for sales,

## Posting Accounts

returns and COGS. Click the **Yes** button to create the Sales Department, i.e., the three detail accounts. The Add GL Departments window will now show the account structure for the Sales Departments you've set up.



GL Dept	Account No	Name
Sales	401	Sales
Dept 1	40101	Sales Dept 01
Sales Return	402	Sales Returns
Dept 1	40201	Return Dept 01
Cost of Goods Sold	501	Cost of Goods Sold
Dept 1	50101	COGS Dept 01

Sales Department account structure with one department

10. To add more departments, repeat Steps 5, and 6.
11. If you wish to change the names of the department accounts, follow the procedure described under Entering a Chart of Accounts (from Scratch) on page 21.

## Users and Security

When *PCS Accounting* is installed there is one user, “Master”, with a password, “Master”. This user has complete administrative rights to all the features of *PCS Accounting* and cannot be deleted. To prevent unauthorized access to the key procedures and data that your organization considers proprietary, one of your first tasks is to change the Master password.

To change the Master password, follow the procedure described under Setting up Users and Passwords on page 10.

**Access to the PCS Accounting Database:** *PCS Accounting* keeps its data in a format that is accessible to *Microsoft Access* and other database development environments. Anyone who knows that there is a user named Master and the Master password can open the *PCS Accounting* database and modify or destroy both data and the database structure. To control this type of unrestricted access, it is extremely important that the Master password be changed as soon as possible and kept secret.

### User Rights

*PCS Accounting* users, other than the Master user, have rights that are specified by a hierarchy of five security levels. The functionalities assigned to these levels correspond to the following business functions:

Master and Level 1	Technical personnel charged with maintaining the program. Chief financial officer. Personnel trusted to add users and maintain passwords.
Level 2	Top management, accounting personnel. Personnel requiring access to the General Ledger. Head of marketing.
Level 3	Office manager. Management personnel in charge of disbursements, receivables and purchasing, inventory control, products and services.
Level 4	Receivables and sales personnel.
Level 5	Payables and purchasing personnel.

The following tables show in detail the procedures and reporting capabilities for users whose user definitions are set at one of these levels :

<i>Adding, Deleting, Modifying Functions by Security Level</i>						
<i>Function</i>	<i>Master</i>	<i>Lvl 1</i>	<i>Lvl 2</i>	<i>Lvl 3</i>	<i>Lvl 4</i>	<i>Lvl 5</i>
Open database with third-party programs	Yes	No	No	No	No	No
Change Master password	Yes	No	No	No	No	No
Add users	Yes	Yes	No	No	No	No
Change others passwords	Yes	Yes	No	No	No	No
Setup (Company defaults, posting accounts, etc.)	Yes	Yes	No	No	No	No
Archive	Yes	Yes	No	No	No	No
Accounts — enter beginning balances	Yes	Yes	No	No	No	No
Close fiscal year	Yes	Yes	No	No	No	No
Close fiscal period	Yes	Yes	Yes	No	No	No
Accounts — create, delete, inactivate, examine balances	Yes	Yes	Yes	No	No	No

<b>Adding, Deleting, Modifying Functions by Security Level</b>						
<i>Function</i>	<i>Master</i>	<i>Lvl 1</i>	<i>Lvl 2</i>	<i>Lvl 3</i>	<i>Lvl 4</i>	<i>Lvl 5</i>
Codes and Tables — terms, tax codes, billing and purchasing codes	Yes	Yes	Yes	No	No	No
Messages	Yes	Yes	Yes	No	No	No
Sales persons	Yes	Yes	Yes	No	No	No
Groups — vendors, customers	Yes	Yes	Yes	No	No	No
Customers, vendors, products, services — create, modify, delete	Yes	Yes	Yes	Yes	No	No
General ledger transactions	Yes	Yes	Yes	Yes	No	No
Physical inventory adjustment	Yes	Yes	Yes	Yes	No	No
Cash transactions — enter, modify, delete receipts, expenditures (checks), deposit, reconcile	Yes	Yes	Yes	Yes	No	No
Sales transactions	Yes	Yes	Yes	Yes	Yes	No
Customers, products, services — examine only	Yes	Yes	Yes	Yes	Yes	No
Purchasing transactions	Yes	Yes	Yes	Yes	No	Yes
Vendors, products — examine only	Yes	Yes	Yes	Yes	No	Yes
Repair and compact database	Yes	Yes	Yes	Yes	Yes	Yes
Backup database	Yes	Yes	Yes	Yes	Yes	Yes
Update account balances	Yes	Yes	Yes	Yes	Yes	Yes
Change own password	Yes	Yes	Yes	Yes	Yes	Yes

<b>Report Availability by Security Level</b>						
<i>Report</i>	<i>Master</i>	<i>Lvl 1</i>	<i>Lvl 2</i>	<i>Lvl 3</i>	<i>Lvl 4</i>	<i>Lvl 5</i>
Balance sheet, income statement, trial balance, GL activity reports	Yes	Yes	Yes	No	No	No
Journals — GL, Sales, Purchases, Cash	Yes	Yes	Yes	No	No	No
Customer, vendor, product, services lists	Yes	Yes	Yes	Yes	No	No
Print checks	Yes	Yes	Yes	Yes	No	No
Check register	Yes	Yes	Yes	Yes	No	No
Sales and purchasing reports	Yes	Yes	Yes	Yes	No	No
Payables (vendor) aging report	Yes	Yes	Yes	Yes	No	Yes
Receivables (customer) aging report	Yes	Yes	Yes	Yes	Yes	No
Order Entry	Yes	Yes	Yes	Yes	Yes	No
Invoice	Yes	Yes	Yes	Yes	Yes	No
Purchase Order	Yes	Yes	Yes	Yes	No	Yes
Merchandise Receipt	Yes	Yes	Yes	Yes	No	Yes
Choose printer or preview as default	Yes	Yes	Yes	Yes	Yes	Yes

## Adding Users

Only Level 1 users can add users.

To add users ::

1. Open the User Information window (**E**dit/**U**sers).
2. From the User Information menu, choose **F**ile/**N**ew User.
3. Enter the new user's (unique) login **N**ame: This might be their first or last name, their full name or their initials. This is the name the user will use to log into *PCS Accounting*. The name can be up to 12 characters in length.
4. Enter the **S**ecurity: level between 1 and 5 for the new user.
5. Type any character in the **P**assword: box. The Change Password window will immediately open.
6. In the **N**ew Password box, type in the new user's password. The password can be up to 8 characters in length.
7. Type in the same password in the **V**erify Password box.
8. Click the **O**K button or press ENTER. If the text ("OK") in the **O**K button is dimmed and the button is not responding, it means that the two passwords are not the same. Return to the **N**ew Password and **V**erify Password boxes and re-enter the correct password.
9. From the User Information menu bar, choose **F**ile/**S**ave Changes. The new user's name should appear in the **U**ser Name list.
10. From the User Information window's menu, choose **F**ile/**C**lose.

## Changing Passwords and Security Levels

If you are the Master user, you can change anyone's password and anyone's security level except for the Master's. If you are a Level 1 user other than Master, you can change anyone's password modify anyone's security level except for the Master's. If you are not a Level 1 user, you can modify only your own password.

To change your password:

1. After Choose **E**dit/**C**hange Password for [Your User Name]. This brings up the Change Password window.
2. In the Change Password window, type your current password in the **O**ld Password box.
3. Type the new password in the **N**ew Password box. Preferably, the password should have at least 6 characters, including a mixture of digits and letters.
4. Type the new password again in the **V**erify Password box.
5. Click the **O**K button or press ENTER. If the text in the **O**K button is dimmed and the button is not responding, it means that the old password was incorrect or the entries for the new password are not the same. Return to the **O**ld Password box and re-enter the correct current password. If the **O**K button remains dimmed, return to the **N**ew Password and **V**erify Password boxes and re-enter the new password.

If you are a Level 1 user, to change someone else's password:

1. Open the User Information window (**E**dit/**U**sers).
2. Click on the user whose name you wish to change in the **U**ser Name list.
3. From the User Information menu, choose **F**ile/**C**hange Password. The Change Password window appears.
4. Type the new password in the **N**ew Password box. Preferably, the password should have at least 6 and up to 8 characters, including a mixture of digits and letters.
5. Type the new password again in the **V**erify Password box.
6. Click the **O**K button or press ENTER. If the text in the **O**K button is dimmed and the button is not responding, it means that the old password was incorrect or the entries for the new password are not the same. Return to the **O**ld Password box and re-enter the correct current password. If the **O**K button

remains dimmed, return to the **New Password** and **Verify Password** boxes and re-enter the new password.

7. From the User Information menu bar, choose **F**ile/**S**ave Changes. The new user's name should appear in the **User Name** list.
8. From the User Information window's menu, choose **F**ile/**C**lose.

To change a user's security level:

1. Open the User Information window (**E**dit/**U**sers).
2. Click on the user whose security level you wish to change in the **User Name** list.
3. Enter the **Security:** level between 1 and 5 for the user.
4. From the User Information menu bar, choose **F**ile/**S**ave Changes.
5. From the User Information window's menu, choose **F**ile/**C**lose.

## Changing User Names

Level 1 users can modify their own and other user's names. User names can be up to 12 characters long and can contain spaces and punctuation. *The name must be unique.*

To change a user's name:

1. Open the User Information window (**E**dit/**U**sers).
2. Click on the user whose login name you wish to change in the **User Name** list.
3. Enter the **Name:** level between 1 and 5 for the user.
4. From the User Information menu bar, choose **F**ile/**S**ave Changes.
5. From the User Information window's menu, choose **F**ile/**C**lose.

## Requirements for Module Availability and Saving Data

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Many modules in *PCS Accounting* require that some of the accounting parameters to be set up before the module can be used. These parameters include sales departments, specific posting accounts and beginning balances. The following table lists the various modules and their requirements.

Module	Transaction	Required
Products		No of Departments >0
Services		No of Departments > 0
Sales	Invoicing Sales Return	No of Departments > 0 Inventory Posting Account Billing Post Account Beginning Balances
Sales	Sales Order	No of Departments > 0 ? Beginning Balances
Sales	Sales Without Invoice Sales Credit	Inventory Posting Account Billing Post Account Beginning Balances
Purchasing	Merchandise receipt Purchase Return	No of Depts > 0 Inventory Posting Account Purchasing Post Account Beginning Balances
Purchasing	Purchase Order	No of Departments > 0 ? Beginning Balances
Purchasing	Non-inventoried Purchase Purchase Credit	Inventory Posting Account Purchasing Post Account
Cash	Receipt for Sale	Cash Receipt Posting Account Billing Posting Account Sales Discount Posting Account Beginning Balances
Cash	General Receipts	Cash Receipt Posting Account Beginning Balances
Cash	Bank Transactions	Cash Payment Posting Account Beginning Balances
Cash	Advance Receipts	Cash Receipt Posting Account Billing Posting Account Beginning Balances
Cash	Payment to Vendor	Cash Payment Posting Account Purchasing Posting Account Purchase Discount Posting Account Beginning Balances
Cash	Advance Payment	Cash Payment Posting Account Purchasing Posting Account Beginning Balances

Module	Transaction	Required
Cash	Deposit	Cash Payment Posting Account Cash Receipt Posting Account Beginning Balances
Cash	Check Register	Cash Payment Posting Account Beginning Balances
Archiving Database		Closed Fiscal years

**In Invoicing and Sales Returns:** When you set discounts, these amounts are not posted to Sales Discount Account. The amount just reduces the sales.

The Sales Discount Account is only used in Cash Receipts

**In Purchasing and Purchase Returns:** When you set discounts, these amounts are not posted to Purchase Discount Account. The amount just reduces the expenses.

The Purchase Discount Account is only used in Cash payments

### Fields required for saving and deleting

In order to maintain data integrity, *PCS Accounting* requires that specific fields are entered prior to saving transactions or records in almost all the windows. Also, some restrictions are imposed on deleting existing data.

### Open and Closed Periods:

All active transaction dates must be in open periods. Transactions in closed periods cannot be edited or deleted.

### Other Requirements:

In addition to being in open periods, the following requirements are enforced to maintain data integrity in *PCS Accounting*.

Window	Required for saving	Required for Deleting
Non-Inventoried Purchase Purchase Credit	At least one item line. Valid vendor ID. If not the default purchasing account, paid amount should be non-zero.	
Sales Without Invoice Sales Credit	At least one item line. Valid customer ID. If not the default billing account, paid amount should be non-zero.	
Cash Deposit	Valid bank account and deposit number.	Cannot be deleted after clearing at the bank.
Bank Transactions	Valid bank account, and valid check number or deposit number.	Cannot be deleted after clearing at the bank.
General Receipts	Valid amounts.	Cannot be deleted after depositing.
Cash Payments	Total check amount must be applied.	Cannot be deleted after clearing the bank
Cash Receipts	Total check amount should be applied. Valid customer ID. Valid check number.	Cannot be deleted after depositing. Cannot be deleted if paid with invoice.

Window	Required for saving	Required for Deleting
Chart of Accounts		Cannot be deleted: <ul style="list-style-type: none"> <li>• If sub-accounts exist.</li> <li>• If balance &gt; 0 in any of the periods.</li> <li>• If it is a posting account.</li> </ul>
Customers	Valid customer ID. At least one alternate location.	Cannot be deleted if open invoices exist for customer.
Advance Payments	Valid vendor ID and check number.	Cannot be deleted if check has cleared the bank.
Advance Receipts	Valid customer ID and check number.	Cannot be deleted after depositing.
Purchase Returns	Valid vendor ID and at least one item line. Product on-hand quantity can not be less than zero.	
Sales Orders	Valid customer ID. At least one item.	
GL	Balanced transaction.	
Sales Invoice	Valid customer ID. Invoice date, due date. If there is tax then valid tax code and account. At least one item. If not default billing account then paid amount must be entered. If paid by check then check number is required.	Cannot be deleted if paid by check and check has been deposited.
Merchandise Receipt	Valid vendor ID Invoice date At least one item. Invoice date, due date. If not default purchasing account, then paid amount must be entered. Cannot be modified if the on-hand quantity of any product goes below zero due to changes.	Cannot be deleted if the on-hand quantity of any inventoried product goes below zero
Purchase Orders	Valid vendor ID. Order date and at least one item. Services should be entered as purchase codes.	
Products	GL department number. Product description.	Cannot be deleted if on-hand quantity > 0.

Requirements for Module Availability and Saving Data

Window	Required for saving	Required for Deleting
Sales Return	Valid customer ID. Sales return date. If not default billing account, then paid amount must be entered. At least one item.	
Services	Service description.	
Vendor	Valid vendor ID. At least one alternate location.	Cannot be deleted if open invoices exist for vendor.

## Terms and Taxes Tables

Before entering customers or vendors, set up your terms and tax tables. You will need these when preparing invoices or purchasing.

### Terms Table

To enter a list of terms of sale you can specify when billing, recording purchases, or setting up customers and vendors:

1. Select **Edit/Codes/Tables/Terms** from the *PCS Accounting* menu bar. This brings up the Terms window.

Code	Description
0000	Default
N30/2/10	Net 30 2% 10
Net10	Net 10
Net15	Net 15

<b>Term Code:</b>	N30/2/10
<b>Description:</b>	Net 30 2% 10
<b>Type:</b>	Number of Days
<b>Discount %:</b>	2.00
<b>Discount Days:</b>	10
<b>Due Days:</b>	30
<b>Closing Day:</b>	0
<b>Next Month:</b>	<input type="checkbox"/>

Buttons: New, Save, Delete, Close

Terms windows

2. In the **Term Code:** box, enter a code with up to 8 characters that identifies the terms.
3. Type a description of this set of terms in the **Description:** window.
4. In the **Type:** window choose either “Number of Days” or “Day of Month”.
5. If there is a discount for early payment, enter the percent discount in the **Discount %:** box.
6. If there is a discount, enter the discount days in the **Discount Days:** box. If the **Type:** is “Number of Days”, enter the number of days from the date of the invoice that the discount is in effect. If the **Type:** is “Day of Month”, enter the last day of the month that the discount is in effect.
7. If the **Type:** is “Number of Days,” enter the net days in the **Due Days:** box. If the **Type:** is “Day of Month,” enter the day of the month payment is due.
8. If the **Type:** is “Day of Month”, in the **Closing Day:** box, enter the day of the month that the billing cycle closes.
9. If the **Type:** is “Day of Month” and the due date and closing day are to fall in the month following the transaction, click the **Next Month:** check box.
10. When done, click the **Save** button.
11. To clear the form in the Terms window to add a new terms entry, click the **New** button.

To delete a terms entry, select the terms entry in the list at the top of the Terms window and click the **Delete** button.

Users with sufficient user rights can edit all the fields in the terms table at any time.

## Tax Codes Table

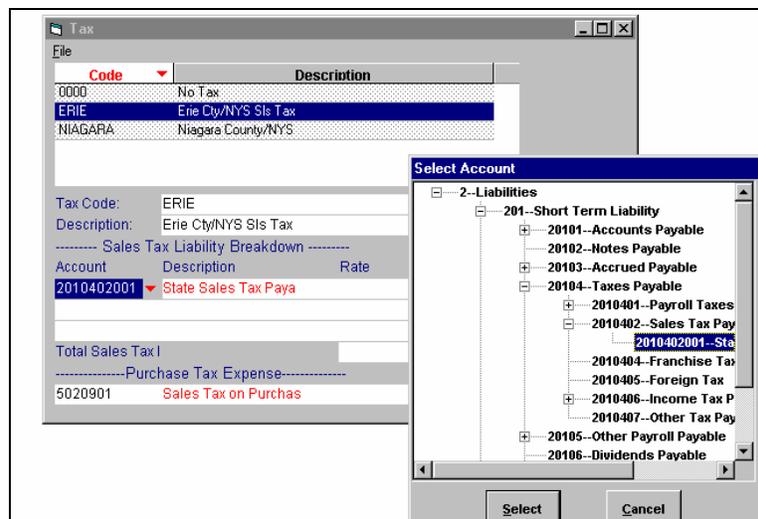
This table keeps a list of sales tax codes to be used when invoicing or purchasing. Specifying one of these codes in purchasing or invoicing transactions causes the sales tax to be calculated and entered automatically into the transaction. When invoicing, the amount of tax is credited to one or more sales tax liability accounts specified by the tax code when the transaction is saved. When purchasing, the sales tax paid is calculated based on the tax code and the amount of tax is automatically debited to an expense account designated by the tax code.

There is a default entry with a code “0000” used for tax-exempt sales and purchases.

When setting up customers and vendors, a tax code is specified that will appear as the default code when invoicing from that customer or purchasing from that vendor.

To add a tax code:

1. Select **Edit/Codes/Tables/Tax Codes** from the *PCS Accounting* menu bar. This brings up the Tax window. The Tax window shows, at the top, a list of sales tax codes. This is followed by a short, 4-line form for specifying the tax-payable liability accounts to be credited during invoicing and the tax rate percentage for each account.
2. Enter a tax code with up to 8 characters in the **Tax Code:** box.
3. In the first blank cell in the **Account** column, click the pic button at the right of the cell with the mouse to bring up the Select Account window. The window will display only liability accounts.
4. In the Select Account window, click on an account to collect sales tax liability amounts.
5. Click on the **Select** button.



Adding a (sales) tax code

6. Enter the sales tax rate percent in the **Rate** column.
7. You may wish to apportion the sales tax due between multiple taxing bodies. For instance, in the example shown in the above figure, the sales tax liability is being apportioned between the state and county. You can add up to three accounts to receive sales tax liability.
8. Tax codes are also used in purchase transactions. In the bottom part of the Tax window, in the leftmost cell under **Purchase Tax Expense**, designate an expense account that will be debited by sales taxes paid while purchasing. In the rightmost cell, enter the percentage rate for sales tax that corresponds to the tax code being defined.
9. When done, click the **Save** button. To enter another tax code, click the **New** button. To quit, click the **Close** button.

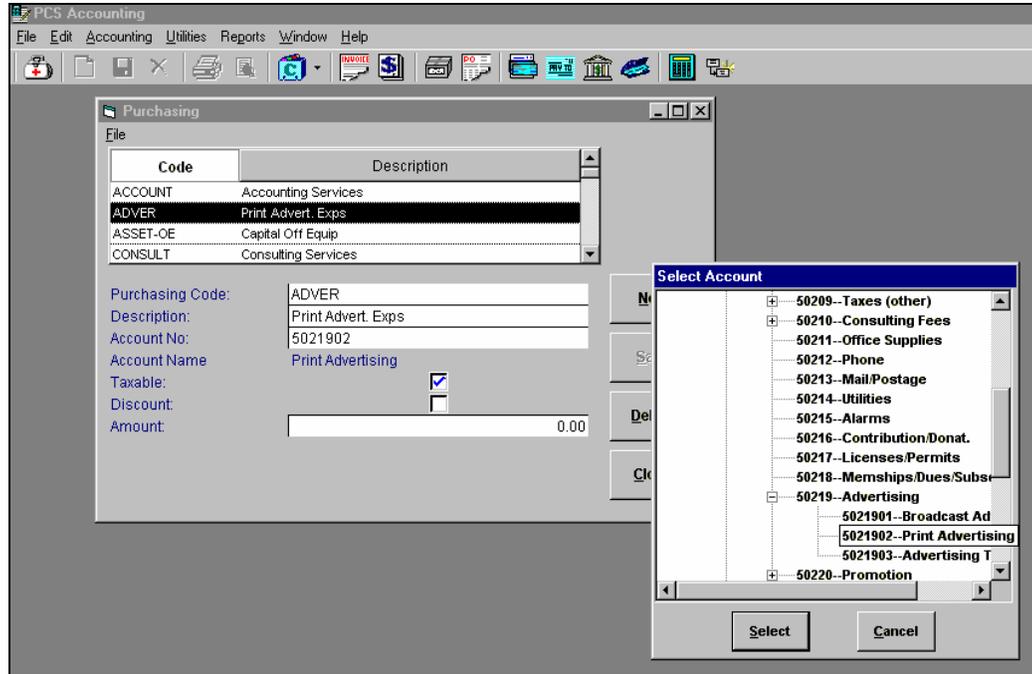
To delete a code, highlight the code in the list box at the top of the window and click the **Delete** button.

## Purchasing Codes

When processing purchase order, merchandise receipt or purchase returns transactions, detail line items record:

- i. purchased, inventoried products for resale or,
- ii. *through the use of purchasing codes*, non-inventory purchases of services, expensed materials or capital items.

The Products table is used when entering inventoried items. To record the second type of purchase, purchasing codes are used. These codes cause the cost of the line item to be debited (for merchandise receipts) or credited (for purchase returns) to an asset or expense account designated by the code.



Purchasing code setup

To enter a purchasing code:

1. Select **Edit/Codes/Tables/Purchasing Codes** from the *PCS Accounting* menu bar. This brings up the Purchasing window. The Purchasing window shows, at the top, a list of currently available purchasing codes. This is followed by a 7-line form for specifying properties of the code. To enter a new code, this form should be blank. If it is not, click the **New** button to clear the form.
2. Enter a purchasing code with up to 8 characters in the **Purchasing Code:** box.
3. Enter a description of the code with up to 20 characters in the **Description:** box.
4. Click the pic button with the mouse in the **Account No:** box to bring up the Select Account window. The window will display only asset and expense accounts.
5. In the Select Account window, click on the account that the purchasing code with post to.
6. Click on the **Select** button. The name of the account will appear in the **Account Name** box.
7. If the type of purchase you're describing with the code is usually taxed, click the **Taxable:** check box to set the default tax status.
8. If there may be a discount for this type of purchase, click the **Discount:** check box.
9. If the price for this type of purchase is usually a given amount, enter this amount in the **Amount:** box.
10. When done, click the **Save** button. To enter another purchasing code, click the **New** button. To quit, click the **Close** button.

To delete a code, highlight the code in the list box at the top of the window and click the **Delete** button.

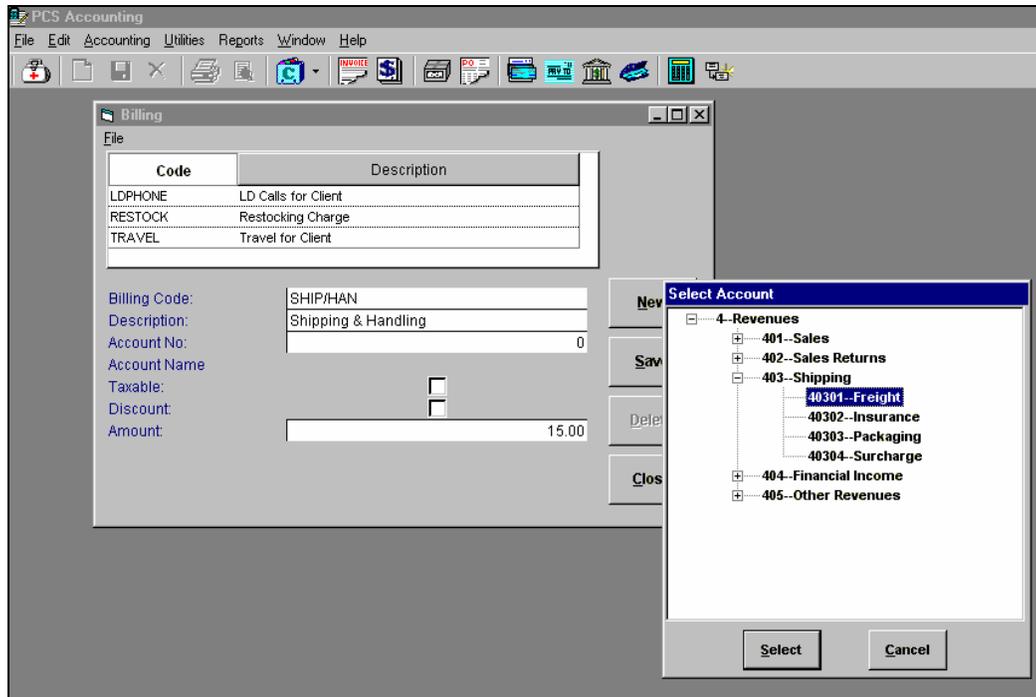


## Billing Codes

When processing Sales Orders, Invoice or Sales Return transactions, line items in the transaction record:

- i. sales of inventoried products and services or,
- ii. *through the use of billing codes*, charges for expenses incurred by the sale.

The Products and Services tables are used when entering inventoried items and services. To record the second type of charge, billing codes are used. These codes cause the cost of the line item to be credited (for Invoices) or debited (for Sales Returns) to a revenue account designated by the billing code.



Billing code setup

To enter a billing code:

1. Select **Edit/Codes/Tables/Billing Codes** from the *PCS Accounting* menu bar. This brings up the Billing window. The Billing window shows, at the top, a list of currently available billing codes. This is followed by a 7-line form for specifying properties of the code. To enter a new code, this form should be blank. If it is not, click the **New** button to clear the form.
2. Enter a purchasing code with up to 8 characters in the **Billing Code:** box.
3. Enter a description of the code with up to 20 characters in the **Description:** box.
4. Click the pic button with the mouse in the **Account No:** box to bring up the Select Account window. The window will display only revenue accounts.
5. In the Select Account window, click on the account that the billing code with post to.
6. Click on the **Select** button. The name of the account will appear in the **Account Name** box.
7. If the type of charge you're describing with the code is usually taxed, click the **Taxable:** check box to set the default tax status.
8. If there may be a discount for this type of charge, click the **Discount:** check box.
9. If the price for this type of charge is usually a given amount, enter this amount in the **Amount:** box.
10. When done, click the **Save** button. To enter another billing code, click the **New** button. To quit, click the **Close** button.

To delete a code, highlight the code in the list box at the top of the window and click the **Delete** button.



## Customer and Vendor Groups

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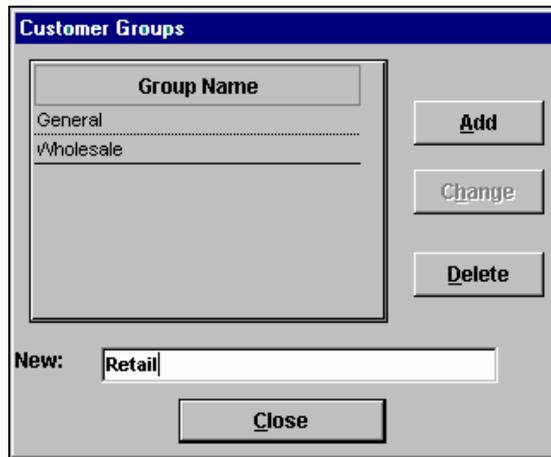
Customers and vendors can, for reporting purposes, be divided among groups. For instance, you may have wholesale customers and retail customers. You might have vendors who provide raw materials and those who provide finished goods. The possibilities are endless.

When creating your customer and vendor lists, you can specify a group for you customers. You are supplied with an initial group, “General,” by default. You can delete this group if you wish. *However, there must be at least one customer group and one vendor group.*

### Customer Groups

To add a customer group:

1. From the *PCS Accounting* menu bar, choose **E**dit/**G**roups/**C**ustomers. This brings up the Customer Groups window.
2. To add a group, in the **New:** box, type in the name of the new group.
3. Click the **A**dd button. The new group will be added to the list.



Adding a customer group

To delete a customer group:

1. While in the Customer Groups window, click on the name of the group you wish to delete in the **Group Name** list.
2. Click the **D**el~~e~~te button.

To change the name of a customer group:

1. While in the Customer Groups window, click on the name of the group whose name you wish to change in the **Group Name** list.
2. In the **New:** box, type in the new name.
3. Click the **C**h~~a~~nge button.

### Vendor Groups

To add a vendor group:

1. From the *PCS Accounting* menu bar, choose **E**dit/**G**roups/**V**endors. This brings up the Vendor Groups window.
2. To add a group, type in the name of the new vendor group in the **New:** box.
3. Click the **A**dd button. The new group will be added to the list.

To delete a vendor group:

## Customer and Vendor Groups

1. While in the Vendor Groups window, click on the name of the group you wish to delete in the **Group Name** list.
2. Click the **D**delete button.

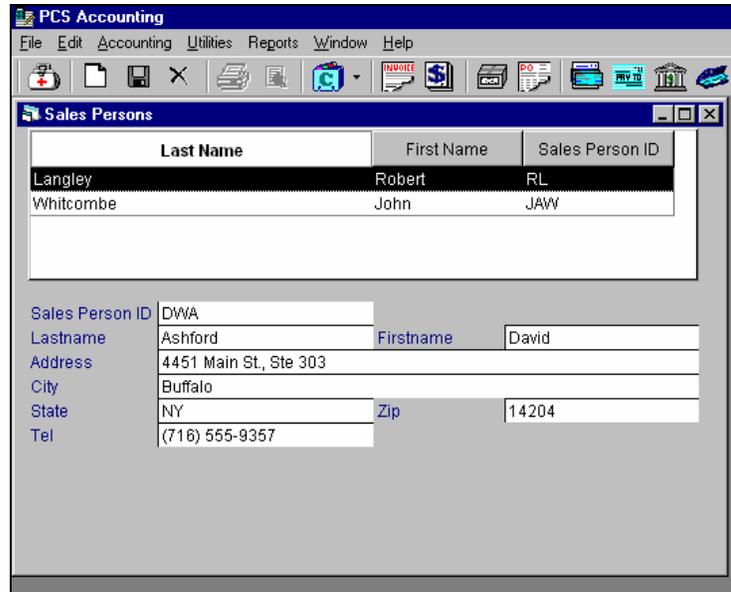
To change the name of a vendor group:

1. While in the Vendor Groups window, click on the name of the group whose name you wish to change in the **Group Name** list.
2. In the **New:** box, type in the new name.
3. Click the **C**hange button.

## Sales Persons List

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During sales transactions, you can specify a sales person responsible for the sale.



Adding a sales person entry

To add a sales person to the sales person list:

1. From the *PCS Accounting* menu bar, choose **E**dit/**S**ales Persons. The Sales Persons window appears.
2. In the Sales Person ID box, enter a unique code with up to six characters for the sales person.
3. Fill in the name, address and telephone number information for the sales person.
4. From the main window's menu bar, choose **E**dit/**S**ave Sales Person or click the Save button on the toolbar.
5. To add another sales person to the list, from the menu bar, choose **E**dit/**N**ew Sales Person or click the New button on the toolbar.

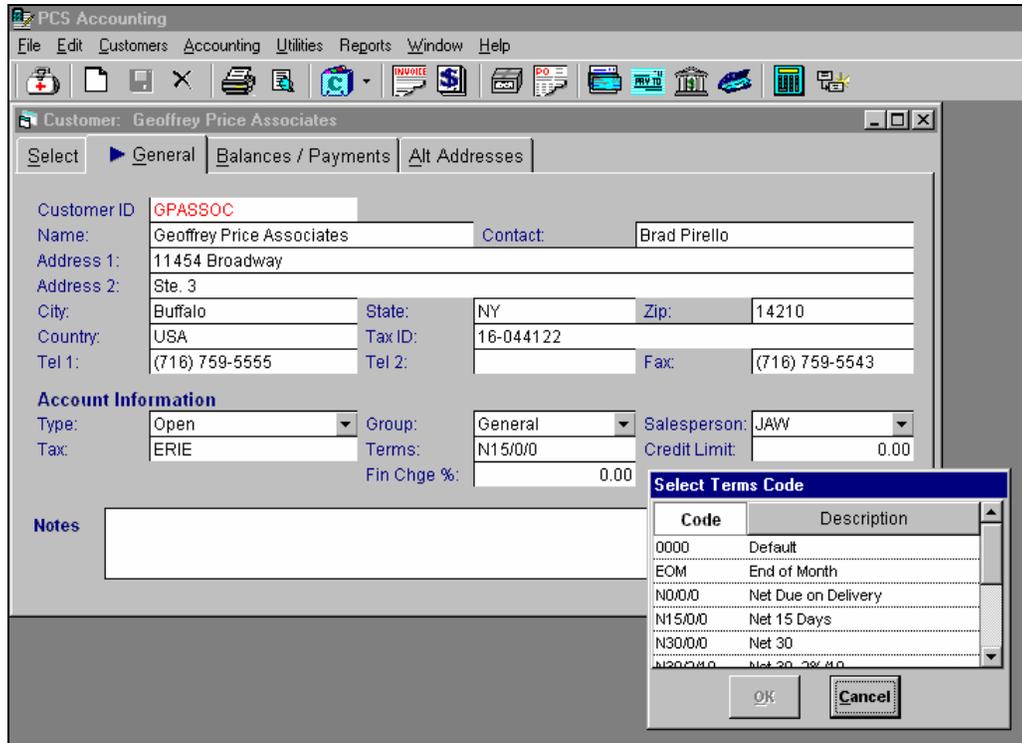
To delete a sales person:

1. From the *PCS Accounting* menu bar, choose **E**dit/**S**ales Persons. The Sales Persons window appears.
2. In the list of sales persons at the top of the Sales Persons window, click on the entry you wish to delete.
3. Click on the **D**el~~e~~te button or select **E**dit/**D**el~~e~~te Sales Person from the menu bar.



## Customers

In order to use the sales features of *PCS Accounting*, you must have a customer list.



Adding a default terms code while setting up a customer

To add customers:

1. From *PCS Accounting*'s menu bar, choose **Edit/Customers** or click the **Customers** button, , on the toolbar. This brings up the Customer window. The **Select** tabbed page is shown.
2. To add a customer, choose **Edit/New Customer** from the menu or click the **New** button, , on the toolbar. This will cause the **General** tabbed page in the Customer window to be selected.
3. In the **Customer ID** box, enter a unique identification code for the customer. This code can be up to 15 characters long.
4. Enter the customer's name, address, telephone numbers and other information as indicated in the form.
5. Under **Account Information**, in the **Type:** box, select whether you expect to extend credit to this customer or not. If you expect to extend credit and maintain a receivables balance for this customer, choose "Open". If the customer is a cash customer (no balance), choose "Cash."
6. In the **Group:** box, pick the customer group.
7. In the **Salesperson:** box, chose the sales person responsible for this customer.
8. In the **Tax:** box, Click the pic button with the mouse to bring up the Select Tax Code window and choose a default sales tax code for the customer.
9. In the **Terms:** box, click the pic button with the mouse to bring up the Select Terms Code window and choose a default terms code for the customer.
10. If you wish to place a limit on the credit you will extend to this customer, enter that amount in the **Credit Limit:** box.

## Customers

11. If this customer will be subject to a finance charge, enter the percentage rate in the **Fin Charge %**: box.
12. A customer may have a number of ship-to locations. (You have just entered the main or bill-to location on the **General** page.) To enter these alternate, ship-to addresses, click on the **Alt Addresses** tab and enter the information for as these ship-to addresses.
13. When finished, select **Edit/Save Customer** from the menu bar or click the **Save** button to add this customer to the list of customers.
14. To add another customer, choose **Edit/New Customer** or click the **New** button on the toolbar.

To modify a customer's information:

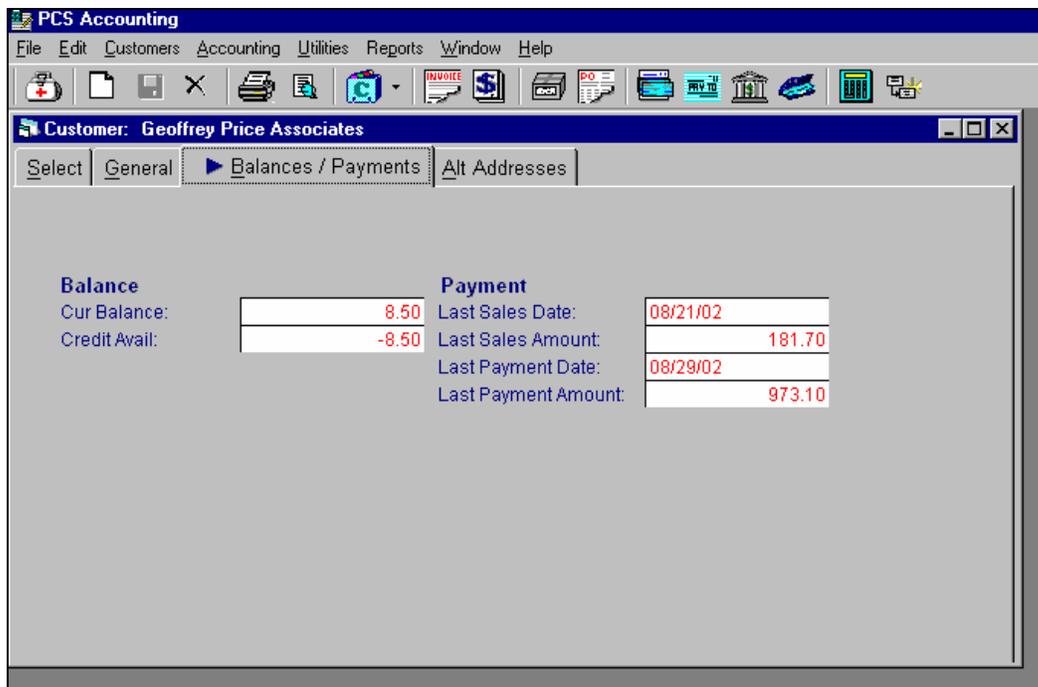
1. From *PCS Accounting's* menu bar, choose **Edit/Customers** to bring up the Customer window.
2. In the **Select** tabbed page, find the entry for the customer you wish to modify in the list and click on the entry. This will immediately take you to the **General** page.
3. In the **General** page, change any information about the customer that you wish, *except for the customer's ID*.
4. When finished, select **Edit/Save Customer** from the menu bar or click the **Save** button to save the information.

To delete a customer:

*A customer cannot be deleted if there are any sales transactions recorded for that customer.*

1. From *PCS Accounting's* menu bar, choose **Edit/Customers** to bring up the Customer window.
2. In the **Select** tabbed page, find the entry for the customer you wish to modify in the list and click on the entry. This will immediately take you to the **General** page.
3. Select **Edit/Delete Customer** from the menu bar or click the **Delete** button to delete the customer.

## Customer Sales History and Balances

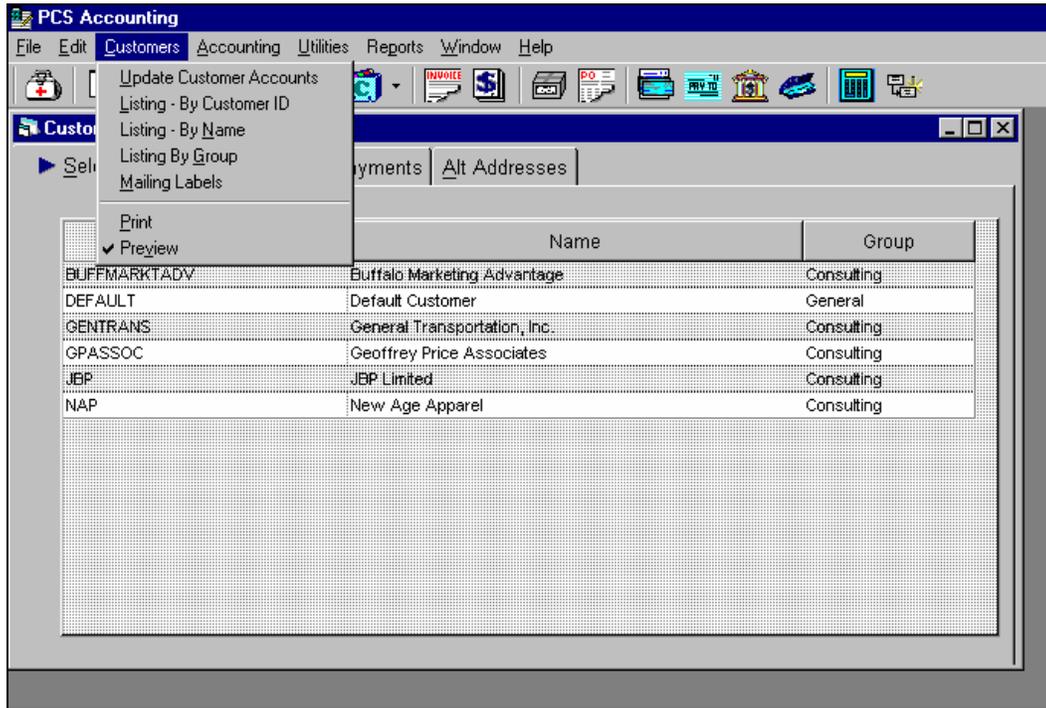


Balance		Payment	
Cur Balance:	8.50	Last Sales Date:	08/21/02
Credit Avail:	-8.50	Last Sales Amount:	181.70
		Last Payment Date:	08/29/02
		Last Payment Amount:	973.10

Customer sales, payments, current balance and available credit

The Customer window's **Balances / Payments** page shows a snapshot of the most recent sale to a customer, the most recent payment received from the customer and the customer's credit and balance status. To obtain up-to-date information about the customer's account status:

1. From *PCS Accounting's* menu bar, choose **Edit/Customers** or click the **Customers** button on the toolbar. This brings up the Customer window. The **Select** tabbed page is shown.



The Customers menu

2. Choose **Customers/Update Customer Accounts** from the menu bar. This will cause the account balances, payment and sales data for the customer to be updated. (To avoid unnecessary processing delays, the calculations needed to acquire these data are done only if you explicitly ask for them by using this menu command.)
3. From the list in the **Select** page, click on a customer and then click on the **Balances / Payments** tab.

The **Balances / Payments** page shows the current balance for the customer and the credit available to the customer. The available credit is the difference between the **Credit Limit** amount shown on the **Details** page for the customer and the customer's balance. The amount and date of the most recent sale to the customer and the date and amount of the most recent payment from the customer are also shown.

### Customer Statements and Reports

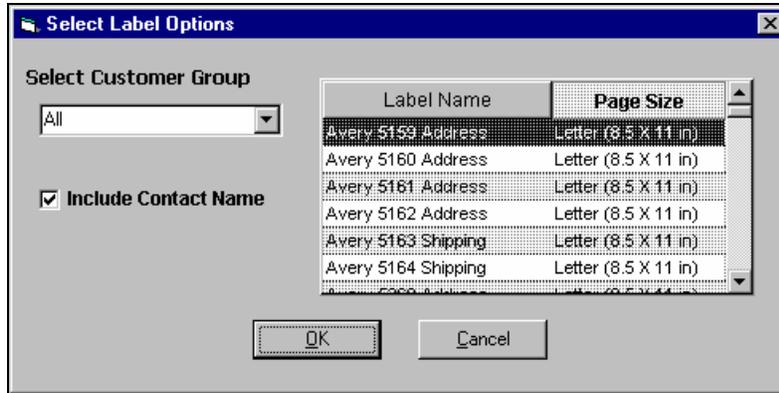
To choose to print or preview the following reports, click on the **Print** or **Preview** items in the **Customers** menu.

To preview or print a statement for a customer, click on a customer in the list to move to the **General** tabbed page for that customer. From the **Customers** menu, choose **Customer Statement**.

To preview or print aging information for the customer described in the **General** tabbed page, choose **Customers/Receivables** from the menu bar.

To print or preview the information contained in the Customer window, choose **File/Print Customer** from the menu.

To print or preview mailing labels for customers, choose **Customers/Mailing Labels** from the menu bar. The Select Label Options windows appears.

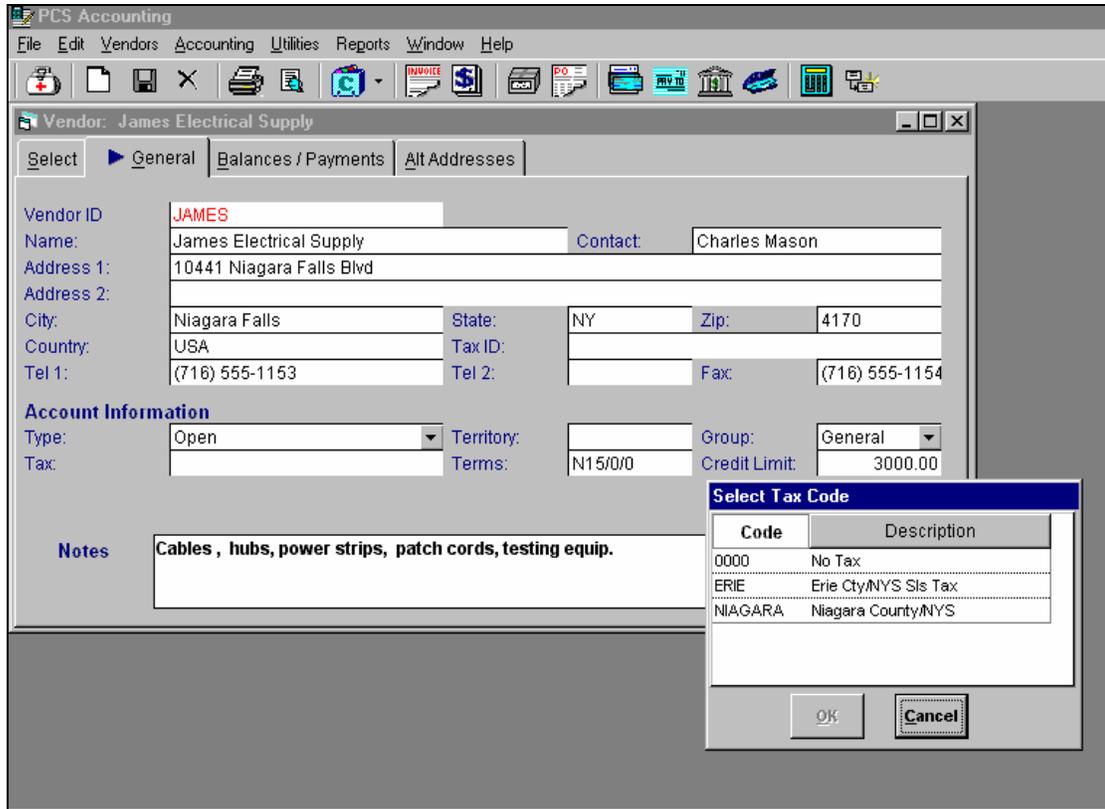


Selecting label options

You can choose to print labels for all customers or for a group of customers by using the **Select Customer Group** combo box. Choose the type of label to be printed from the list on the right and use the **Include Contact Name** checkbox to select whether you wish the customer contact name to appear on the labels. Click on **OK** to print or preview the labels.

## Vendors

In order to use the purchasing features of *PCS Accounting*, you must have a vendor list.



Adding a vendor's default tax code while setting up a vendor

To add vendors:

1. From *PCS Accounting's* menu bar, choose **Edit/Vendors** or click the **Vendors** button,  on the toolbar. This brings up the Vendor window. The **Select** tabbed page is shown.
2. To add a vendor, choose **Edit/New Vendor** from the menu or click the **New** button on the toolbar. This will cause the **General** tabbed page in the Vendor window to be selected.
3. In the **Vendor ID** box, enter a unique identification code for the vendor. This code can be up to 15 characters long.
4. Enter the vendor's name, address, telephone numbers and other information as indicated in the form.
5. Under **Account Information**, in the **Type:** box, select whether you expect to receive credit from this vendor or not. If you expect to obtain credit and maintain a payables balance with this vendor, choose "Open". If the vendor is always paid at the time of purchase (no balance), choose "Cash."
6. In the **Group:** box, pick the vendor's group.
7. In the **Tax:** box, click the pic button with the mouse to bring up the Select Tax Code window and choose a default sales tax code for the vendor.
8. In the **Terms:** box, click the pic button with the mouse to bring up the Select Terms Code window and choose a default terms code for the vendor.
9. If you have a credit limit with this vendor, enter that amount in the **Credit Limit:** box.

## Vendors

10. A vendor may have a number of ship-from locations. (You have just entered the vendor's main or remit-to location on the **General** page.) To enter these alternate, ship-from addresses, click on the **Alt Addresses** tab and enter the information for as these ship-from addresses.
11. When finished, select **Edit/Save Vendor** from the menu bar or click the **Save** button to add this vendor to the list of vendors.
12. To add another vendor, choose **Edit/New Vendor** or click the **New** button on the toolbar.

To modify a vendor's information:

1. From *PCS Accounting's* menu bar, choose **Edit/Vendors** to bring up the Vendor window. In the **Select** tabbed page, find the entry for the vendor you wish to modify in the list and click on the entry. This will immediately take you to the **General** page.
2. In the **General** page, change any information about the vendor that you wish, *except for the vendor's ID*.
3. When finished, select **Edit/Save Vendor** from the menu bar or click the **Save** button to save the information.

To delete a vendor:

*A vendor cannot be deleted if there are any purchase transaction recorded for that vendor.*

1. From *PCS Accounting's* menu bar, choose **Edit/Vendors** to bring up the Vendor window.
2. In the **Select** tabbed page, find the entry for the vendor you wish to modify in the list and click on the entry. This will immediately take you to the **General** page.
3. Select **Edit/Delete Vendor** from the menu bar or click the **Delete** button to delete the vendor.

## Vendor Purchasing History and Balances

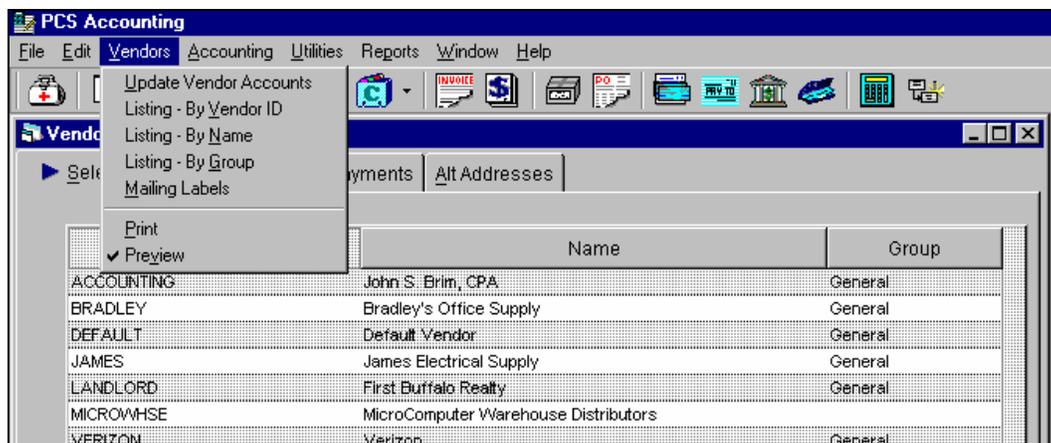
The screenshot shows the 'PCS Accounting' application window. The title bar reads 'Vendor: MicroComputer Warehouse Distributors'. The window has a menu bar (File, Edit, Vendors, Accounting, Utilities, Reports, Window, Help) and a toolbar with various icons. The main area is divided into four tabs: 'Select', 'General', 'Balances / Payments' (which is active), and 'Alt Addresses'. The 'Balances / Payments' tab displays the following information:

Balance		Payment	
Cur Balance:	0.00	Last Purchase Date:	08/21/02
Credit Avail:	3000.00	Last Purchase Amount:	366.00
		Last Payment Date:	09/02/02
		Last Payment Amount:	6170.00

Vendor purchases, payments, current balance and available credit

The Vendor window's **Balances / Payments** page shows a snapshot of the most recent purchase from a vendor, the most recent payment to the vendor and the your available credit and balance status. To obtain up-to-date information about the vendor's account status:

1. From *PCS Accounting's* menu bar, choose **Edit/Vendors** or click the **Vendors** button on the toolbar. This brings up the Vendor window. The **Select** tabbed page is shown.



The Vendors menu

2. Choose **Vendors/Update Vendor Accounts** from the menu bar. This will cause the account balances, payment and purchasing data for the vendor to be updated. (To avoid unnecessary processing delays, the calculations needed to acquire these data are done only if you explicitly ask for them by using this menu command.)
3. From the list in the **Select** page, click on a vendor and then click on the **Balances / Payments** tab.

The **Balances / Payments** page shows the current balance for the vendor and the credit you that you have available to you from the vendor. The available credit is the difference between the **Credit Limit** amount shown on the **Details** page for the vendor and the vendor's balance. The amount and date of the most recent purchase from the vendor and the date and amount of the most recent payment to the vendor are also shown.

## Vendor Reports

To preview or print aging information for the vendor, click on a vendor in the list to move to the **General** tabbed page for that vendor. Choose **Vendors/Payables** from the menu bar.

To print the information contained in the Vendor **General** window, choose **File/Print Vendor** from the menu.

To print or preview mailing labels for vendors, choose **Vendors/Mailing Labels** from the menu bar. The Select Label Options windows appears. You can choose to print labels for all vendors or for a group of vendors by using the **Select Vendor Group** combo box. Choose the type of label to be printed from the list on the right and use the **Include Contact Name** checkbox to select whether you wish the vendor contact name to appear on the labels. Click on **OK** to print or preview the labels.



## Products

To maintain inventory in *PCS Accounting*, you will need to have a products list.

The screenshot shows the 'PCS Accounting' application window with the 'Products: Mitsumi 4X8 IDE CD-R Drive' sub-window open. The 'Details' tab is selected. The form contains the following data:

Code:	CD-R/MITSUMI	Taxable:	<input checked="" type="checkbox"/>
Description:	Mitsumi 4X8 IDE CD-R Drive	Inventory Tracking:	Normal
GL Department:	01	Reorder Level:	2.0
Bin:			
Minimum:	0.0		
<b>Purchase Details</b>		<b>Sales Details</b>	
Measure:	Each	Measure:	Each
Vendor:	MICROWHSE	Sales Price:	48.000
Vendor Ref No:	987002-3		
<b>Cost Details</b>			
Standard	42.000	Average:	54.644
Last Purchase:	39.850	Total:	491.800

There is also a 'Notes' field at the bottom of the window.

Adding a product to the products list

To add products :

1. From *PCS Accounting*'s menu bar, choose **Edit/Products** or click the **Products** button,  on the toolbar. This brings up the Products window. The **Select** tabbed page is shown.
2. To add a product, choose **Edit/New Product** from the menu or click the **New** button on the toolbar. This will cause the **Details** tabbed page in the Products window to be selected.
3. In the **Code** box, enter a unique identification code for the product. This code can be up to 15 characters long.
4. If the product is subject to sales tax, check the **Taxable** box.
5. Enter a description of the product in the **Description** box. The description can have up to 40 characters.
6. Select a sales/COGS/returns group (see Setting up a Sales Department on page 27 for information about setting up sales departments) for this product in the **GL Department** box. This determines which COGS account is debited and which sales account is credited when the product is sold.
7. In the **Bin** box, place the bin identifier for the bin in which the product is stored. This identifier can be up to 9 characters long.
8. In the **Minimum** box, enter the minimum number that should always be present in inventory.
9. In the **Inventory Tracking** box, choose how you want the inventoried number of this product to be controlled during invoicing. You can choose the "Normal" or "Non-inventory."

Normal                      The product is added to inventory by a Merchandise Received transaction. The number of items of the product in inventory cannot go below zero when entering sales of the product in Invoice transactions. Sales that would result in bringing the number of inventoried items below zero result in backordered items.

Non-inventory      The receipt of the product cannot be recorded in a Merchandise Received transaction. The product is not inventoried. When it is sold, no entry is made to the cost-of-goods-sold account. Products of this type are usually products that are drop-shipped.

**Note:** Once a product has been used in a purchasing or sales transaction, you should be careful when changing its inventory tracking setting. Keep track of how the cost-of-goods sold for the product is being calculated to make sure realistic values are being recorded in sales of the product. It is probably better to create a new product entry in the Product Table.

10. In the **Reorder Level** box, enter the quantity of items normally ordered when the minimum level is reached. This might be a quantity needed to take advantage of a vendor's quantity discount.
11. Under **Purchase Details**, in the **Measure** box, enter the unit of measure for the item when it is purchased. Examples are "Each", "Case", "Box" or "Dozen".
12. In the **Vendor** box, enter the vendor identification code for the vendor from whom you usually purchase this item. Right-click to bring up the Select Vendor window and choose a vendor from the window.
13. Enter the vendor's catalog item number or UPC code for this item in the **Vendor Ref No** box. This entry can have up to 15 characters.
14. Under **Sales Details**, in the **Measure** box, enter the largest unit of measure for the item when it is sold. Examples are "Each", "Case", "Box" or "Dozen".
15. In the **Sales Price:** box enter the usual selling price for the item (the measure unit).
16. Under **Cost Details**, if you are using the "Standard" product costing method (see Product Costing on page 12), enter the standard cost in the **Standard** box. If you use another costing method, you may still want to enter a value here for reference. The other boxes under **Cost Details** show read-only, calculated values.
17. Click on the **Additional** tab to go to the **Additional** page to add more information about the product. To add alternative vendor information for this or similar products, click the pic button or press F5 while in the **Vendor 1** or **Vendor 2** boxes and choose alternative vendors from the vendor list. To add reference information for alternative or substitutable products, click the pic button or press F5 while in the **Prod Code 1** or **Prod Code 2** boxes and choose a substitute product from the product list.
18. To add another product, choose **Edit/New Product** or click the **New** button on the toolbar.

To modify product information:

1. From *PCS Accounting's* menu bar, choose **Edit/Products** to bring up the Vendor window. In the **Select** tabbed page, find the entry for the product you wish to modify in the list and click on the entry. This will immediately take you to the **Details** page.
2. In the **Details** page, change any information about the vendor you wish, *except for the product's ID*.
3. When finished, select **Edit/Save Product** from the menu bar or click the **Save** button to save the information.

To delete a product:

1. From *PCS Accounting's* menu bar, choose **Edit/Products** to bring up the Products window.
2. In the **Select** tabbed page, find the entry for the product you wish to modify in the list and click on the entry. This will immediately take you to the **Details** page.
3. Select **Edit/Delete Product** from the menu bar or click the **Delete** button to delete the product.

**Note:** Products that have been used in purchasing or sales transactions in open periods or have non-zero on-hand quantities cannot be deleted.

## Product Tracking

On the **Details** page of the Products window, if the Average Product Costing method (see Product Costing on page 12) is being used, the current average cost is shown in the **Average** box. This is the average cost of the items currently in inventory. If there are no items in inventory, this value is the average cost obtaining at the time of the last sale of the item.

The cost of the item in the most recent purchase is shown in the **Last Purchase** box.

The current value of the item in inventory is shown in the **Total** box. This is the product of the number on-hand times the value of each item (either the Standard, Average or Last Purchase per-item value, depending on the costing method being used).

On the **Additional** page, the number of items on-hand is shown. This read-only number is increased by merchandise receipts (see Creating a Merchandise Receipt on page 90) and sales returns (see Creating a Sales Return on page 79); it is decreased by invoices (see Invoices on page 73) and purchase returns (see Purchase Returns on page 95).

PCS Accounting

File Edit Products Accounting Utilities Reports Window Help

Products: Hard Drive, Seagate, 20 Gb

Select Details Additional

Code: HDD\_SEAGATE\_20  
 Description: Hard Drive, Seagate, 20 Gb Taxable:   
 GL Department: 01  
 Bin:   
 Minimum: 2.0 Inventory Tracking: Normal Reorder Level: 3.0

**Purchase Details**      **Sales Details**  
 Measure: Each      Measure: Each  
 Vendor: MICROWHSE      Sales Price: 102.000  
 Vendor Ref No: H6830020

**Cost Details**  
 Standard: 88.000      Average: 93.200  
 Last Purchase: 86.500      Total: 372.800

Notes:

PCS Accounting

File Edit Products Accounting Utilities Reports Window Help

Products: Hard Drive, Seagate, 20 Gb

Select Details Additional

**Alternate Vendors**  
 Vendor 1: JAMES      Vendor Ref No: S33222-20  
 Vendor 2:      Vendor Ref No:

**Alternate Products**  
 Prod Code 1:      Prod Code 2:

**Inventory Information**  
 On Hand: 4.00      On Order: 2.00

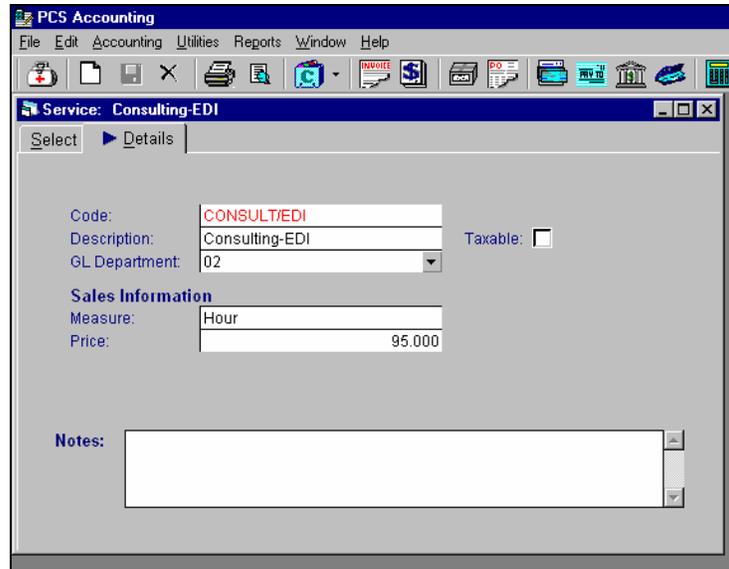
The number of items on order is also shown on the **Additional** page. This number is increased by purchase orders (see Purchase Orders on page 99) and decreased by merchandise receipts.

Reports are available in the **Products** menu (that appears when the Products window is opened) to provide a products list, a price list, a listing of items currently in inventory, a products alert listing of items for which the current on-hand quantity is below the minimum and a backordered report showing products not on-hand that are currently backordered.



## Services

To prepare invoices that include billed services, you will need to prepare a list of the services you render.



Adding a service to the services list

To add services :

1. From *PCS Accounting's* menu bar, choose **Edit/Services** or click the **Services** button, , on the toolbar. This brings up the Service window. The **Select** tabbed page is shown.
2. To add a service , choose **Edit/New Service** from the menu or click the **New** button on the toolbar. This will cause the **Details** tabbed page in the Service window to be selected.
3. In the **Code** box, enter a unique identification code for the service. This code can be up to 15 characters long.
4. If the service is subject to sales tax, check the **Taxable:** box.
5. Enter a description of the service in the **Description:** box. The description can have up to 40 characters.
6. Select a sales/COGS/returns group (see Sales Departments on page 26) for this service in the **GL Department:** box. This determines which sales account is credited when the service is sold.
7. Under **Sales Information**, in the **Measure** box, enter the unit of measure for the service when it is sold. Examples are "Each", "Instance", "Hour" or "Day".
8. In the **Sales Price:** box enter the usual selling price for the item (the measure unit).
9. In the **Price:** box, enter the usual price for a unit of the service.
10. To add another service, choose **Edit/New Service** or click the **New** button on the toolbar.

To modify a service's information:

1. From *PCS Accounting's* menu bar, choose **Edit/Services** to bring up the Vendor window. In the **Select** tabbed page, find the entry for the service you wish to modify in the list and click on the entry. This will immediately take you to the **Details** page.
2. In the **Details** page, change any information about the vendor you wish, *except for the service's ID*.
3. When finished, select **Edit/Save Service** from the menu bar or click the **Save** button to save the information.

To delete a service:

## Services

1. From *PCS Accounting's* menu bar, choose **E**dit/**S**ervices to bring up the Service window.
2. In the **S**elect tabbed page, find the entry for the service you wish to modify in the list and click on the entry. This will immediately take you to the **D**etails page.
3. Select **E**dit/**D**elete Service from the menu bar or click the **D**elete button to delete the service.

**Note:** Services that have been used in sales transactions in open periods cannot be deleted.

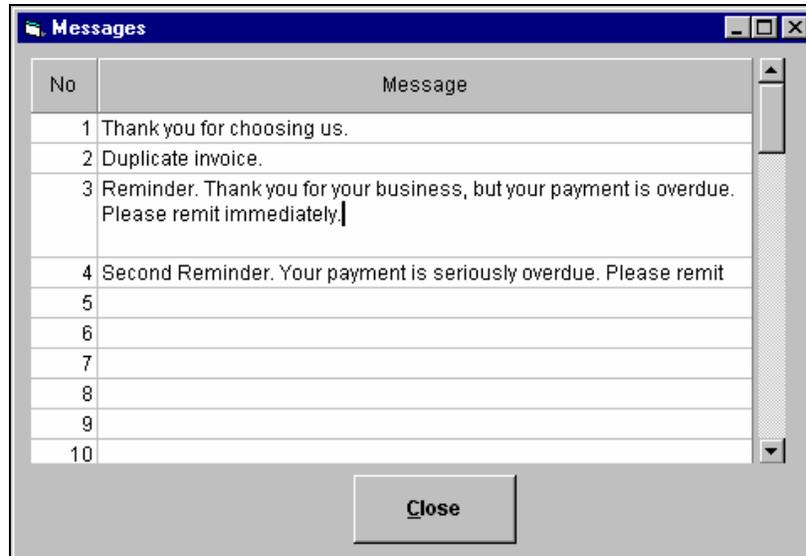
## Setting up Messages

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You can prepare a list of messages that can be printed on invoices.

To create a list of messages:

1. Select **E**dit/**M**essages from the *PCS Accounting* menu bar. The Messages window will appear.
2. Enter messages you may wish to print on invoices in the list in the Messages window.
3. When finished, click to **C**lose button.



Adding invoicing messages



## Starting Balances

Before transactions can be entered, current account balances must be entered into the chart of accounts. Until you do this, you will see this warning window telling you to perform this task whenever you choose the **Accounting** item from the menu bar.



After clicking on the **OK** button in the warning box, the Account Beginning Balances window will appear. Before attempting to enter information into this window, gather the information listed below. Until then, click on the **Cancel** button for this window.

Account	Number	Name	Debit	Credit
Asset	1	Assets		
Liability	2	Liabilities		
Equity	3	Equity		
Revenue	4	Revenues		
Expense	5	Expenses		

Totals      \$0.00      \$0.00

Save      Cancel

Account Beginning Balances window

## Preparation

Before proceeding with this step you should have available:

- ✓ a trial balance (or a detailed balance sheet and income statement), preferably for the beginning of the current accounting period,
- ✓ a list of open receivables and payables (e.g., receivables and payables aging reports),
- ✓ if you maintain inventory, a physical inventory list with numbers of inventoried items and their values.

In *PCS Accounting*, you already should have set up:

- ✓ your company's defaults information,
- ✓ your chart of accounts,
- ✓ the customers and vendor list — (at least those who have current receivable or payable balances),
- ✓ the products and services list — at least those products that are currently in inventory and those products and services for which there are outstanding payable and receivable transactions,
- ✓ purchasing codes used to purchase services and non-inventoried products in merchandise receipts,
- ✓ billing codes to allow for billed charges for expenses incurred by sales.

## Setting Beginning Account Balances

To set up beginning balances, perform the following tasks:

1. Enter a beginning balance for each detail account using the Account Beginning Balances procedure as described under Setting Beginning Balances on page 65. Print the resulting trial balance for the current period by selecting **Reports/Trial Balance** from the *PCS Accounting* menu bar. At this point, your trial balance is set, but no receivables, payables or inventory information has been entered.
2. Enter each outstanding payable that (i) existed prior to the closing date for your trial balance and (ii) has a current non-zero balance. Enter your outstanding payables using the procedures described under Purchasing Transactions on page 89 for entering merchandise receipts, purchase returns, non-inventory purchases and purchase credits. Also, enter any sales returns (see Sales Returns on page 79) you wish to appear in aging reports or sales journals. Entering merchandise receipts and sales returns begins the process of getting an up-to-date product table; these transactions add value to the inventory account and add items to the products table.

**Do Not Enter Cash Transactions:** Do not enter cash transactions that involve writing checks or making bank deposits during this procedure. You will *not* be able to reverse transactions that modify reconcilable accounts in Step 7, below, since entries involving reconcilable accounts cannot be made in General Ledger transactions.

You can enter cash receipt transactions that involve the receipt of checks into a cash-on-hand account, but this should not be necessary.

If you wish to enter paid receivables or payables (transactions with a zero balance as of the date of the trial balance), enter them with a zero net amount due.

3. Enter or (if the number and value existing because of Step 2 is incorrect) correct the number and value of inventoried products at the closing date of the trial balance. To do this, use the inventory adjustment procedure described below under Inventory Adjustments and Setup on page 67. This will change (increase) your inventory account and the inventory difference account you chose at the start of the procedure.
4. Enter each outstanding receivable that (i) existed prior to the closing date for your trial balance and (ii) has a current non-zero balance. See “Sales Transactions” on page 73. In particular, enter any invoiced sales in which inventoried products were sold. Also, enter any purchase returns (see Purchase Returns on page 95) in which inventoried products were returned to a vendor. These invoices and purchase returns will reduce the inventory account and will subtract these items from the products table. Note the inventoried items sold or returned— which items and the quantities were sold or returned.
5. For products sold or returned in the invoices entered in Step 4, correct inventory again as you did in Step 3. At this point, the item quantities and values in the product list should be correct as of the date of the trial balance.
6. Non-inventory purchases, purchase credits, sales without invoice transactions and sales credits do not affect inventory, but can affect any other non-cash account. To the extent you wish your receivables and payables information to be correct, these types of transactions should also be entered at this time.
7. Print a trial balance period by selecting **Reports/Trial Balance** from the *PCS Accounting* menu bar. Compare the balances to those of the correct balances printed out in Step 1.
8. Generate a general ledger transaction to reset the account balances. For the procedure, see Creating a General Ledger Transaction on page 69. The general ledger transaction will involve all the accounts modified during Steps 2-5, including receivables, inventory, inventory loss, payables, sales tax, sales, cost-of-goods-sold, purchasing code and billing code accounts. Your account balances and product table are correct as of the date of your trial balance.
9. Enter any transactions of any type that have occurred since the closing date for the trial balance.

At the end of this procedure, you will have a current chart of accounts and the information needed for aging outstanding payables and receivables. Your inventory will also be up-to-date.

## Account Beginning Balances Procedure

The Account Beginning Balances procedure is used only during the initial setup of *PCS Accounting*. With your organization's trial balance, or a detailed balance sheet and income statement, in hand, use this procedure to establish beginning account balances within the *PCS Accounting* Chart of Accounts. The Account Beginning Balances procedure sets account balances for the end of the previous period (and the beginning of the current period). The procedure creates a special general ledger transaction. The transaction does not appear in the General Ledger transaction window. In the General Ledger journal, the transaction appears and is dated with the date of the transaction. The balance sheet, income statement, and trial balance reports, and the account period information in the Chart of Accounts window will show the period of this type of transaction to be the previous period.

You can modify your beginning balance entries if you need to. Each time you run the Account Beginning Balances procedure, the original Account Beginning Balances transaction is modified to reflect any changes you have made. Previous general ledger entries are reversed and the new, modified values are posted. Because account balances for all open periods must be updated, saving the modified balances may take several minutes, so be patient.

### Setting Beginning Balances

1. From the *PCS Accounting* menu bar, select **Accounting/Account Beginning Balances**. Click **OK** in the warning window and the Account Beginning Balances window will appear.
2. With your current trial balance (or balance sheet and income statement) in hand, click on the **Asset** button in the leftmost, Account column. The account tree will expand to show the asset accounts in your chart of accounts. General accounts appear in red, detail accounts in blue. Account balance information is entered for detail accounts only.
3. Click in the appropriate debit or credit box for the first detail account that is to have a non-zero balance and type in the balance. Remember that:

Assets	positive = debit,	negative = credit
Liabilities	positive = credit,	negative = debit
Equity	positive = credit,	negative = debit
Revenues	positive = credit,	negative = debit
Expenses	positive = debit,	negative = credit

Account	Number	Name	Debit	Credit
Equity	3	Equity		
Revenue	4	Revenues		
	401	Sales		
	40101	Sales Dept 01	0.00	135105.65
	40102	Sales Dept 02	0.00	36485.00
	402	Sales Returns		
	40201	Returns Dept. 01	1284.50	0.00
	40202	Return Dept 02	33.00	0.00
	403	Shipping		
	40301	Freight	0.00	322.80
	40302	Insurance	0.00	77.25
	40303	Postage	0.00	75.00
<b>Totals</b>			<b>\$105,506.13</b>	<b>\$262,683.55</b>

Adding revenue beginning balances

#### Account Beginning Balances Procedure

4. Go to the next detail account with a non-zero balance and enter it.
5. Proceed to enter the balance for every detail account in the chart of accounts.
6. When you are finished, the **Totals:** boxes below the list of accounts must show equal total debits and credits. If they do not, your books are not balanced. You must correct this before you can proceed. If the total debits and credits are equal, the **Save** button will be enabled; click it to set your beginning balances.
7. From the *PCS Accounting* menu bar, select **Reports/Trial Balance** and print out a trial balance. You will need this to correct changes you will make to account balances by entering payable, receivable and inventory information.

## Inventory Adjustments and Setup

When initially setting up *PCS Accounting* and whenever a physical inventory is taken, you will want to adjust on-hand quantities and the value of products listed in the products table. To make these adjustments to inventory, run the Adjust Physical Inventory procedure. This procedure will modify the quantities and values of products in the products table; it will also create a General Ledger transaction that modifies the inventory account and a specified difference account by the total value you are adding to or subtracting from the products table.

To adjust inventory:

1. From the main *PCS Accounting* menu bar, choose **Accounting/Physical Inventory Adjustment**. This brings up the Physical Inventory Adjustment window.
2. In the Physical Inventory Adjustment window, at the top, the **Costing Method**, **Inventory Acct**, and **Date** boxes are set by the program. The costing method is specified by the Company Defaults product costing method (see Product Costing on page 12). The inventory account is the inventory posting account (see Types of Posting Accounts on page 23).
3. In the **Adjustment Account** box, enter the account number of an account to place the difference between the total value of the products in the inventory table before adjustment and the value after adjustment. This difference account (typically an inventory losses expense account) will be credited (debited) if the inventory adjustment process debits (credits) the inventory account. To pick the account from the Select Account window, right click in the box.
4. The product list in the lower part of the window will contain a product cost column that will read “Average Cost”, “Standard Cost” or “Last Purchase Cost,” depending on the product costing method chosen in setup.
5. With physical inventory in hand, go through the list of products. For each item in inventory, determine a per-item value. For instance, you might determine a value for the quantity you have on-hand based on their most recent purchase price and divide this value by the number on hand to obtain a per-item cost. In the (average, standard or last purchase) **Cost** column, enter the per-item cost. In the **Physical Count** column, enter the number on hand.

Product Code	Description	Average Cost	Book Quantity	Physical Count	Adjust Quantity
28	NE2000	\$12.00	0.00	1.00	1.00
29	NIC32	\$16.00	0.00	4.00	4.00
30	OUTLOOK	\$93.50	0.00	3.00	3.00
31	PC ANYWHERE	\$127.50	0.00	1.00	1.00
32	PENTIUM_SYSTEM	\$795.00	0.00	1.00	1.00
33	POWER STRIP	\$24.00	0.00	6.00	6.00
34	POWERSUPPLY	\$32.00	0.00	2.00	2.00
35	PRINT_ADAPTER	\$8.50	0.00	2.00	2.00
36	RAM-16MB	\$18.00	0.00	0.00	0.00
37	RAM-64MB	\$42.00	0.00	4.00	4.00
38	RG58CONNECT	\$1.25	0.00	8.00	8.00

Adjusting inventory

6. Repeat Step 4 for each item in inventory.

**Note:** For items that you sell, but do not have in stock, you can enter a catalog price, a recent purchase price or simply leave it at its current value. There is no effect on the inventory account.

7. When finished, click the **Save** button. You will get a message telling you that a general ledger transaction is being generated. This transaction will appear in the General Ledger transaction window and in the GL journal.



## General Ledger Transactions

Use General Ledger transactions to post directly to the chart of accounts. This type of transaction is typically used for internal purposes; usually for allocations to different uses within the organization. When doing business with outsiders — customers, vendors and banks, — you will typically use sales, purchasing or cash transactions. General ledger transactions can transfer amounts between any accounts *except reconcilable accounts*. To make transfers to or from a reconcilable account, use one of the cash transaction types.

**Warning!** Although you can use general ledger transactions to modify receivables, payables and inventory accounts, avoid using these accounts in general ledger transactions. Aging reporting will not be aware of changes made to the receivables or payables account balances. Thus, if these account balances are changed with general ledger transactions, totals in aging reports will no longer agree with the balances in these accounts. If general ledger transactions change the inventory account balance, the total value of on-hand products kept in the products table will no longer agree with the account balance.

### About Debits and Credits

General Ledger transactions, and, indeed, all transactions in *PCS Accounting* must be *balanced*, i.e., the sums of credits and debits in any transaction must be equal. A credit is a source of money; a debit is the destination of money in a transaction. A few examples are:

- A. A purchase of an inventoried product is made. The vendor payable account is credited. The inventory account is debited. (A Merchandise Received transaction does this automatically for us.)
- B. A check is written to pay for a purchase. The checking account is credited. The vendor payable account is debited. (A Payment to Vendor transaction is used to do this.)
- C. A sale is made of an inventoried product and sales tax is charged. The customer bill-to (receivable, asset) account is debited for the total billed amount. A sales (revenue) account is credited for the price of the sold goods, not including tax. The cost-of-goods-sold (expense) account is debited for the cost of the sold items. The inventory account is credited for the cost of the sold items. The sales tax payable account is credited for the accrued tax liability. (An Invoice transaction does this automatically.)
- D. An employee receives a loan. The loan amount (a check to the employee) is credited to the bank account on which the check is drawn and an equal debit is made to an asset account. (A Bank Transaction does this for us.) Every month, as interest is charged on the outstanding loan, a debit equal to the interest charged is made to the asset account and an equal amount is credited to a revenue account. (A General Ledger transaction is used for this.) When the employee repays the loan, the asset account is credited and cash-on-hand account is debited. (A Bank Transaction is used to record this.) When the employee's check is deposited, the cash-on-hand account is credited and the bank account is debited. (A Deposit transaction is performed.)

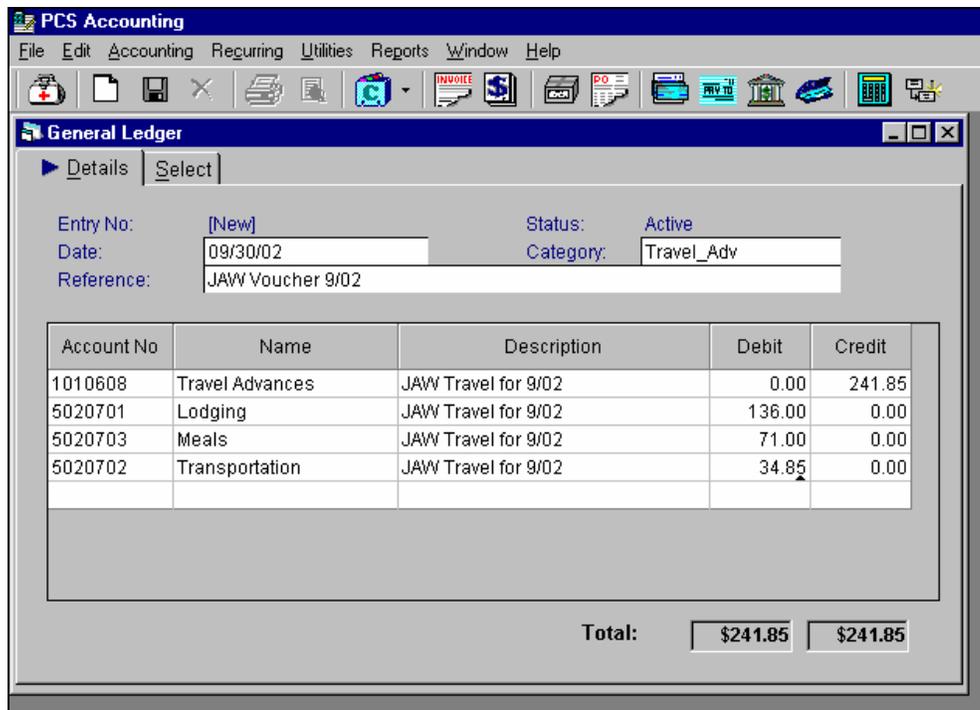
Instead of thinking in terms of debits and credits, you can think in terms of positive and negative amounts. Be careful, though. Most of the reports familiar to accounting are in terms of debits and credits and the correspondence of positive and negative amounts with debits and credits depends on the type of the account. The rules for this are as follows:

Assets	positive = debit,	negative = credit
Liabilities	positive = credit,	negative = debit
Equity	positive = credit,	negative = debit
Revenues	positive = credit,	negative = debit
Expenses	positive = debit,	negative = credit

### Creating a General Ledger Transaction

To create a General Ledger transaction:

1. In the *PCS Accounting* main menu, select **Accounting/General Ledger**. This brings up the General Ledger window with the **Details** tabbed page showing a blank (new) transaction.

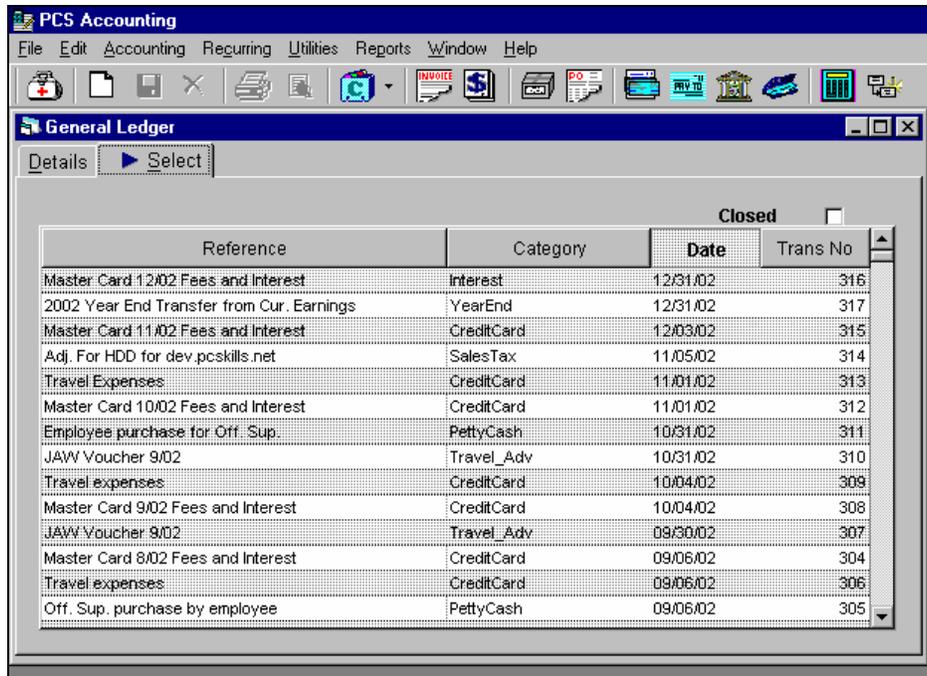


Creating a general ledger transaction

2. In the **Date:** box, the current date will appear. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the transaction date.
3. In the **Category:** box, (optionally) enter a short descriptive code with up to 10 characters. These codes are very useful in categorizing and grouping general ledger transactions. *Don't let them proliferate!*
4. In the **Reference:** box, enter a description of the transaction. Up to 50 characters are allowed.
5. Enter the list of accounts to be debited or credited.
6. To enter the first account and amount, click the pic button or press F5 in first cell in the **Account No** column. This brings up the Select Account window. Or, if you know the account number, you may type it into the **Account No.** cell.
7. In the Select Account window, click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be inserted into the transaction.
8. You may edit the account name that appears in the **Name** column.
9. In the **Description** column, add a description of this line item. Up to 40 characters are allowed.
10. Type in the amount in either the **Debit** or **Credit** column.
11. Repeat Steps 5-9 for each account involved in the transaction.
12. When finished entering accounts and amounts, check the **Total** boxes at the bottom to make sure the transaction is balanced.
13. A balanced transaction can be saved by clicking the **Save** button or by selecting **Edit** and then **Save GL Transactions** from the menu bar.

### Editing a General Ledger Transaction

To edit a general ledger transaction, choose **Accounting/General Ledger** from the main menu bar. When the General Ledger transaction window opens, the **Details** tabbed page will appear, ready for you to enter a new transaction. Click on the **Select** tab at the top of the window. The **Select** tabbed page shows a list of existing transactions.



Selecting an GL transaction

To order the list of transactions by Reference, Category, Date or Trans. No (transaction number), click on the corresponding column header button.

Clicking on an item in the list will immediately take you to the **Details** page and display the selected transaction for editing.

In the transaction detail, you can modify anything you wish, provided that the transaction remains balanced.

**Deleting a Line:** To delete a line in the transaction account list, delete the account number. The line will disappear when the transaction is saved.

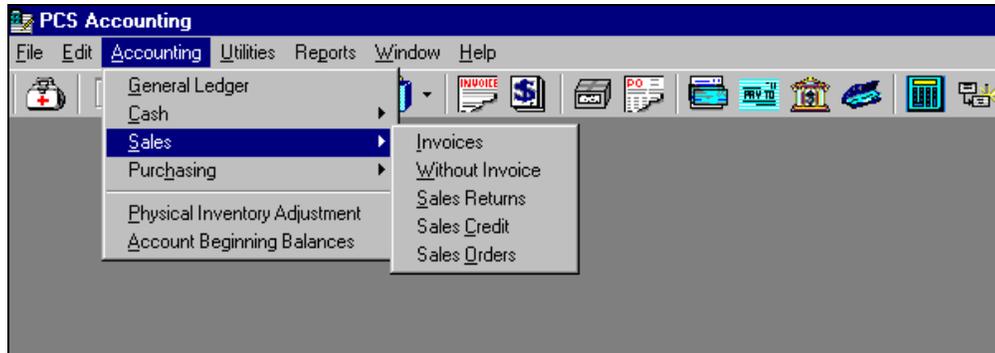
## Deleting General Ledger Transactions

General Ledger transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete GL Transactions** command from the menu bar. Transactions from closed periods cannot be deleted.



## Sales Transactions

Sales activities are conducted using the sub-menu under the **Accounting/Sales** menu selection.



Sales menu

The available sales transactions are:

- |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invoices              | For recording sales of inventoried products. Invoices can also record sold services, non-inventoried items and billing costs through the use of billing codes. The chart of accounts is <i>not</i> accessed directly; all posting is automatic. Invoice transactions credit product item costs to the inventory posting account and debit a cost-of-goods-sold account. Item quantities are subtracted from the products table. Transaction amounts are debited to a designated receivables posting account; the sale amount (less sales tax and billing codes used in the transaction) is credited to the sales account for the customer's sales department.. Sales taxes charged are posted to the sales tax liability account (see Tax Codes Table on page 38) designated by the tax code specified in the transaction. |
| Sales Without Invoice | For sales of non-inventory items and services. This type of transaction is most useful when making cash sales for services or non-inventory items. Products, services and billing code tables are <i>not</i> used. Sales are automatically debited to a billing (asset) posting account. The transaction is balanced by crediting one or more non-reconcilable accounts (usually a revenue account) explicitly specified in the detail section of the transaction. Sales taxes are posted to the sales tax liability account (Tax Codes Table on page 38) designated by the tax code specified in the transaction.                                                                                                                                                                                                         |
| Sales Returns         | Returns of inventoried sold items are processed using Sales Returns. This type of transaction is used to reverse an Invoice transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Sales Credit          | A Sales Credit is used to reverse a Sales Without Invoice transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sales Orders          | For recording orders from customers. No accounting functions are involved and no entries to any ledger is made. Sales Orders can be rolled over into Invoices transactions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Requirements and Restrictions:** A number of setup requirements must be fulfilled before the sales transactions can be performed. There are also a number of restrictions that govern the editing, saving and deleting of sales transactions. A complete list of these requirements and restrictions can be found in Appendix 3: Required Fields and Restrictions on page 155.

### Invoices

Use an Invoice to record the sale of inventoried products. Using posting accounts, this type of transaction credits the inventory account, debits a cost-of-goods-sold account (determined by the customer's sales department),

## Sales Transactions

credits a sales (revenue) account (determined by the customer's sales department), debits a receivables asset account (or a credit card or cash-on-hand asset account) and, if sales tax is involved, credits the sales tax liability account. It also decreases the number and amount data in the products table. Using billing codes, other revenue accounts can be credited.

*Invoice transactions are not available if no sales departments are defined in the posting accounts setup. See Sales Departments on page 26. An inventory posting account and a billing posting account (see Types of Posting Accounts on page 23) must also be defined.*

To create an Invoice:

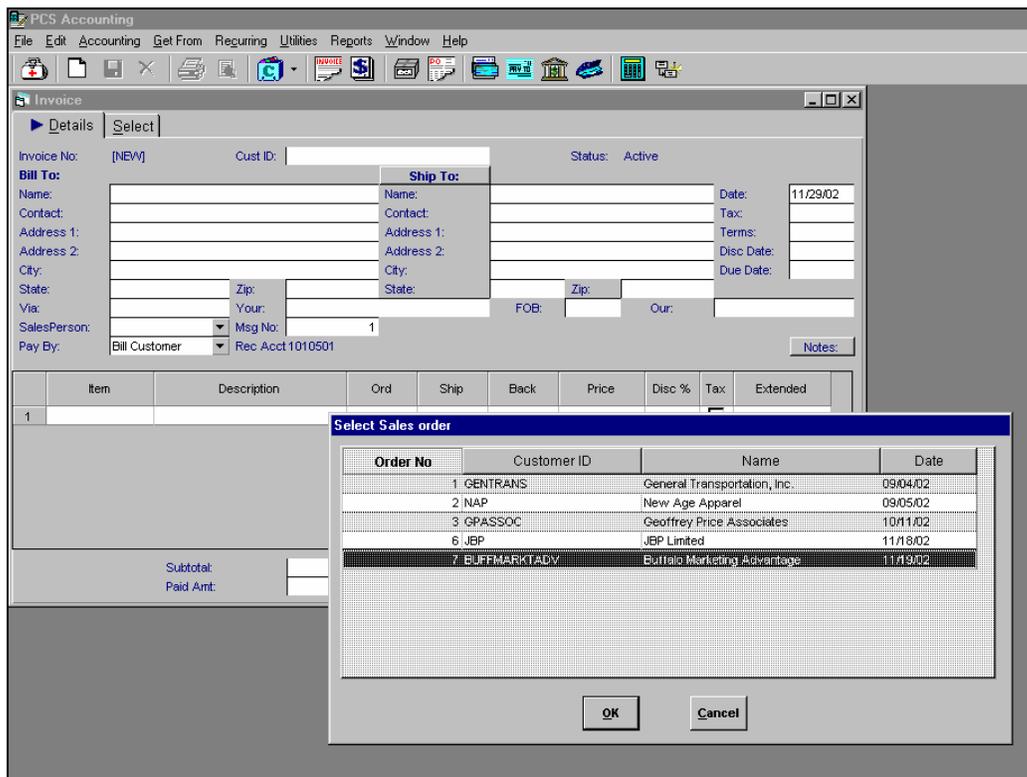
1. From the *PCS Accounting* menu bar, select **Accounting/Sales/Invoices**. This brings up the Invoice window. Alternatively, click on the **Invoice** button,  on the main toolbar. A blank **Details** tabbed page in the Invoice window appears.

You can create an invoice by rolling in a sales order or by entering the invoice information from scratch.

If you wish to create an invoice based on an existing sales order, choose **Get From/Sales Orders** from the menu bar. This will bring up the Select Sales Order window. Click on a sales order in the list and click on **OK**.

The information from the sales order will be transferred to the Invoice form. However, the date-related boxes will contain dates based on the current date and the terms are added based on the default terms for the customer. If any items are not currently in stock in inventory, they will be listed as backordered.

You will also want to check on the **Terms**: to make sure the terms are correct. You can edit, save and print the new invoice just as you would if you were entering the invoice from scratch as described in the following steps.



Rolling a sales order into an invoice

If you choose to build an invoice from scratch, perform the following steps:

- In the **Cust ID:** box (at the top of the form, in the middle), type in the customer identification code (not case-sensitive) and press ENTER or, click the pic button or press the F5 key to bring up the Select Customer window.
- If you clicked the pic button or pressed F5, in the Select Customer window, click on the customer and then click the **OK** button.

Item	Description	Ord	Ship	Back	Price	Disc %	Tax	Extended
1	PCSSYSTEM03 AMD XP 1.8 GHz System	6.00	6.00	0.00	1550.000	0.00	<input checked="" type="checkbox"/>	9300.00
2	CONSULT/DB Consulting-Databases	40.00	40.00	0.00	95.000	0.00	<input type="checkbox"/>	3800.00
3	LABOR Labor/Service Charges	12.00	12.00	0.00	80.000	0.00	<input type="checkbox"/>	960.00

Subtotal: 14060.00 Tax: 744.00 Total: 14804.00  
 Paid Amt: 0.00 Ref: Net to Pay: 14804.00

#### Creating an invoice

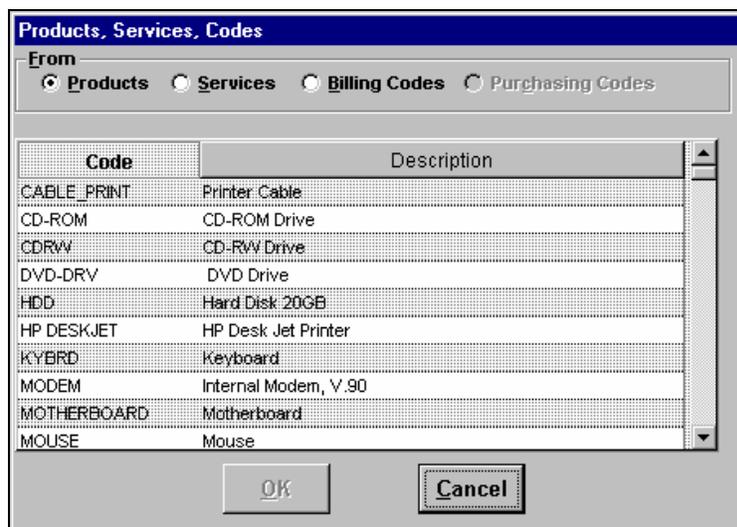
- Information from the customer list will fill in the main (bill-to) address information in the left side of the form and repeat this information in the right, ship-to section of the form. If the ship-to address is incorrect, click on the **Ship To:** button and, from the Select Location window, select an alternate address. You may edit any of the addressing fields.

**Note:** An invoice cannot be entered for a customer that is not in the customer list. To add a new customer, use the procedure described under Customers on page 47.

- On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the billing date.
- If you are charging sales tax for the items in this sale, make sure the correct tax code appears in the **Tax:** box. Right-click or press F5 to choose from the tax codes in the tax table.
- The **Terms:** box, by default, is set to the terms code for this customer. To pick different terms, click the pic button in the **Terms:** box or press F5 and select an entry from the Select Terms Code window.
- Check the **Disc Date** and edit the discount due date if you need to.
- Check the **Due Date** box and, if necessary, edit the date to show the due date for the net payment.
- In the **Via:** box, enter the name of your shipper.

11. In the **Your:** box, enter the customer's purchase order number or some other distinctive identifier that will let you identify the source of this receivable in aging reports. Up to 15 characters are allowed.
12. In the **FOB:** box, enter the method of payment of shipping charges. For instance, enter "Origin" if the customer is to pay the shipping charges; enter "Destination" if you are paying the shipping.
13. In the **Our:** box, you can enter any information that your organization might find useful for identifying this order and the customer.
14. In the **Pay by:** combo box, select the method of payment. The list of permitted entries is made up of the descriptions of Billing posting accounts (see Types of Posting Accounts on page 23) — for example, a "bill customer" receivable account, a credit card receivable account or a cash-on-hand or cash register account. Note that these are asset accounts. If the customer is paying by check (a billing account whose name is "Check"), optionally fill in the **Check No:** box with the customer check number.
15. Clicking on the **Notes:** button opens a small box where you can write any special instructions or descriptions you may have concerning the sale. *These comments will appear in the printed invoice.*
16. In the **Message No:** box, enter the number of a message you would like to see on the printed invoice. (See Setting up Messages on page 61 for procedure for setting up invoice messages.)
17. In the lower half of the Invoice window, list the items or services you have shipped and any billing codes for charges that accompany sale (e.g., codes for shipping and handling).

To enter your first item, in the first blank cell (Row 1) of the **Item** column, right click or press F5. This will bring up the Products, Services, Codes window.



Selecting a product, service or billing code for sales

18. In the **From** section at the top of the Products, Services, Codes window, choose to see a list of **Products**, **Services** or **Billing Codes** by clicking on the appropriate option button.
19. In the list, click on the received product, service or billing code and click on the **OK** button to enter it into the invoice. The product ID will be placed in the **Item** column and the description will be filled in the **Description** column. Zeroes will be placed in the **Ord** (number ordered) column, the **Ship** (number shipped) and the **Back** (number backordered) columns. The product's sales price, from the product table (see Products on page 55), will appear in the **Price** column. If you have chosen a billing code, the amount entered in the billing code form (see Billing Codes on page 41) will appear.
20. In the **Ord** column, enter the quantity of this item you have shipped. If you are entering a billing code, you will probably wish to enter "1.0" here.
21. In the **Ship** column, enter the quantity or number of the item that were shipped. If you try to enter a product quantity greater than that available in inventory, the number in the **Ship** column will be reduced to the quantity available. The difference between the ordered number and the available number will be placed in the **Back** (backordered) column. If you place a number greater than that ordered, the sum of

the shipped and backordered quantity will be automatically decrease to the ordered quantity. If you enter a number less than that ordered, the difference will appear as backordered.

22. The **Back** (quantity backordered) column is read-only. It is the calculated difference between the quantity ordered (the **Ord** column) and the quantity shipped (the **Ship** column).
23. Check the sales price for the item in the **Price** column and correct it, if needed.
24. If you are giving a sales discount, enter the percent of the discount in the **Disc** column. For instance, if you are giving a 15% discount, enter "15.00" in the **Disc** column.

**Note on Discounts:** Discount amounts are not posted to the Sales Discount posting account (see Types of Posting Accounts on page 23). The discount simply reduces the sales price of the item. The Sales Discount posting account is used only in Cash receipt transactions.

25. If you are charging sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be credited to the sales tax liability account(s) specified in the tax code table (see Tax Codes Table on page 38).
26. The extended price (not including sales tax) charged for the item will appear in the **Extended** column.
27. As you entered a quantity, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 17-26.
28. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable; the amounts in the **Sub-Total:** and **Total:** boxes are read-only.
29. If the entry in the **Pay by:** box is not the default billing posting account (for instance, the customer is making a credit card purchase), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be credited to the default billing posting account (the customer bill-to account).
30. If you were paid some amount by credit card (or any billing posting account other than the default billing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
31. Save the invoice by selecting **Edit/Save Invoice** from the menu bar or by clicking the **Save** button.
32. Print the invoice by choosing **File/Print Invoice** from the menu bar or by clicking the **Print** button. To print multiple copies or an alternate printer, use the menu bar command.

## Invoices and Inventory

When a product is sold, the inventoried on-hand quantity for that product is decreased by the quantity shipped and the total value of the inventoried product is decreased by the product of the quantity shipped times the average cost (or standard or last purchase cost, depending on the method of product costing chosen in setup) of the product.

## Sales Without Invoice

For sales not involving inventory, you can use Sales Without Invoice. Like invoices, these transactions will appear in aging reports and, if billed, in the list of outstanding sales transactions for the customer when payment is received and a cash payment transaction is reported.

As an example of using a Sales Without Invoice transaction, suppose you are selling a book that you purchased earlier for your own use and was debited to an expense account (instead of inventory) at the time of purchase. A Sales Without Invoice transaction can be used to:

- i. Debit the bill customer asset account for the amount you are charging for the book, including sales tax. This is done by the billing code chosen in the transaction form's **Pay by:** box.
- ii. Credit the expense account where the original purchase price was posted for the price you are charging for the book. This is done by explicitly choosing the account in the detail section of the form.
- iii. Credit the sales tax liability account for sales tax to be paid by the customer. This account is selected automatically when you choose a tax code for the customer.

To create a Sales Without Invoice transaction:

## Sales Transactions

1. From the *PCS Accounting* menu bar, select **Accounting/Sales/Without Invoice**. This brings up the Sales without Invoice window.
2. In the **Customer ID:** box (at the top of the form), type in the vendor identification code (not case-sensitive) and press ENTER or, click the pic button or press F5 to bring up the Select Customer window.
3. If you clicked the pic button or pressed F5, in the Select Customer window, click on the customer you are selling to and then click the **OK** button.

**Note:** A Sales Without Invoice transaction cannot be entered for a customer that is not in the customer list. To add a new customer, use the procedure described in Customers on page 47.

4. When the **Customer ID:** box is filled in with an existing customer ID, information from the customer list will fill in the addressing information in the upper part of the form. You may edit or add to any of the addressing fields.
5. On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the billing date.

Creating a Sales Without Invoice transaction

6. If you are charging sales tax for the items in this sale, make sure the correct tax code appears in the **Tax:** box. Right-click or press F5 to choose from the tax codes in the tax table.
7. The **Terms:** box, by default, is set to the terms code for this vendor. To pick different terms, in the **Terms:** box, click the pic button or press F5 and select an entry from the Select Terms Code window.
8. Check the **Disc Date** and edit the discount due date if you need to.
9. Check the **Due Date** box and, if necessary, edit the date to show the due date for the net payment.
10. In the **Reference:** box, enter a distinctive identifier that will let you identify the source of this sale in aging reports. Up to 15 characters are allowed.
11. In the **Pay by:** combo box, select the method of payment. The list of permitted entries is made up of the descriptions of Billing posting accounts (see Types of Posting Accounts on page 23) — for example, a bill-customer receivable account or a cash-on-hand account. Note that these are asset accounts. If the

customer is paying by check (a billing account whose name is “Check”), optionally fill in the **Check No:** box with the customer check number.

12. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the sale.
13. In the lower half of the window, list the accounts and amounts you wish to credit. To enter your first account, in the first blank cell (Row 1) of the **Account No.** column, right click or press F5. This will bring up the Chart of Accounts window. Or, if you know the account number, you may type it into the **Account No.** cell.
14. In the Chart of Accounts window, pick the account to which the sale (or some part thereof) is to be credited. Click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be inserted into the transaction.
15. You may edit the account name that appears in the **Name** column.
16. In the **Description** column, add a description of this line item. Up to 40 characters are allowed.
17. If you are charging sales tax for the amount in this line, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be credited to the sales tax liability account specified by the tax code).
18. Type in the amount to be credited in the **Amount** column.

**To Delete a Line:** To delete a line item in the details part of the form, simply delete the account number.

19. As you pass through the **Tax** column, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 13-18.
20. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable, the other two boxes are read only.
21. If the entry in the **Pay by:** box is not the default billing posting account (for instance, the customer paid cash), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be credited to the default billing posting account (the customer bill-to account).
22. If you are paid some amount by credit card (or any billing posting account other than the default billing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
23. Save the transaction by selecting **Edit/Save Sale – No Invoice** from the menu bar or by clicking the **Save** button.

## Sales Returns

Use Sales Return transactions to reverse all or part of an invoice.

*Sales Return transactions are not available if no sales departments are defined in the posting accounts setup. See Setting up a Sales Department on page 27. An inventory posting account and a billing posting account must also be defined.*

### Creating a Sales Return

To create a Sales Return:

1. From the *PCS Accounting* menu bar, select **Accounting/Sales/Sales Returns**. This brings up the Sales Return window. A blank **Details** tabbed page in the Sales Return window appears.

You can create a sales return by rolling in an invoice or by entering the sales return information from scratch.

If you wish to create a sales return based on an existing invoice, right-click in the **Orig Inv No:** box. This will bring up the Select Invoice window. Click on an invoice in the list and click on **OK**.

Most of the information from the invoice will be transferred to the Sales Return form. The date will be the current date.

No item quantity data is imported. Therefore, at a minimum, to complete the transaction, you must enter the quantities to be returned (in the **Return** column). You can edit, save and print the new sales return just as you would if you were entering the sales return from scratch as described in the following steps.

If you choose to build a sales return from scratch, perform the following steps:

2. In the **Customer ID:** box (at the top of the form, in the middle), type in the customer identification code (not case-sensitive) and press ENTER or, to bring up the Select Vendor window, click the pic button or press F5.
3. If you clicked the pic button, in the Select Customer window, click on the customer you are receiving the return from and then click the **OK** button.

**PCS Accounting**  
File Edit Accounting Utilities Reports Window Help

**Sales Return**

Return No: [NEW] Orig Inv No: 1001 Status: Active  
**Bill To:** Customer ID: NAP

Name: New Age Apparel Date: 09/24/02  
 Contact: Doris Johnson Tax: ERIE  
 Address 1: 3356 Maple Rd  
 Address 2:  
 City: Amherst State: NY Zip: 4221  
 Via: Your: VERBAL FOB: Our: 3SYSTEMS  
 SalesPerson: JAW Pay by: Bill Customer Rec Acct: 1010501 Notes:

Item	Description	Return	Price	Disc %	Tax	Extended
1	PCSSYSTEM03 AMD XP 1.8 GHz System	1.00	1550.000	0.00	<input checked="" type="checkbox"/>	1550.00
2					<input type="checkbox"/>	

Subtotal: 1550.00 Tax: 124.00 Total: 1674.00  
 Paid Amt: 0.00 Ref: Net to Pay: 1674.00

Creating a sales return

4. Information from the customer list will fill in the addressing information in the left side of the form.

**Note:** A sales return cannot be entered for a customer that is not in the customer list. To add a new customer, use the procedure described in Customers on page 47.

5. On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the transaction date.
6. If you charged sales tax for the items being returned, make sure the correct tax code appears in the **Tax:** box. Right-click or press F5 to choose from the tax codes in the tax table.
7. In the **Via:** box, enter the name of the shipper.
8. In the **Your:** box, enter the RMA number or some other distinctive identifier that will let you identify the source of this return. Up to 15 characters are allowed. If the return is created from a invoice, the **Your:** entry in the invoice fills this box.

9. In the **FOB:** box, enter the method of payment of shipping charges. For instance, enter “Origin” if the customer is paying the shipping charges; enter “Destination” if you are paying for shipping.
10. In the **Our:** box, you can enter any information that your organization might find useful for identifying this return or the customer. You may wish to place the customer’s original purchase order number here.
11. In the **Pay by:** combo box, select the method of payment. This will nearly always be the method of payment of the original invoice. If you choose a method of payment different than that in the invoice, the amounts involved in the return will not post to the same accounts as those posted to by the invoice. The list of permitted entries is made up of the descriptions of billing posting accounts.
12. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the return. *These comments will appear in the printed sales return form.*
13. In the lower half of the Sales Return window, list the items you are returning.

**Using Billing Codes in Sales Returns:** You can use billing codes in sales returns, but remember that these will be deducted from your revenues (i.e., their effect is the opposite of that they have when used in invoices).

To enter your first item, right click in the first blank cell (Row 1) of the **Item** column. This will bring up the Products, Services, Codes window. Pick the product, service or billing code from the list and click the **OK** button. The product ID will be placed in the **Item** column and the description will be filled in the **Description** column. Zero will be placed in the **Return** (number returned) column. The product sales price will appear in the **Price** column.

14. Enter the billed price for the item in the **Price** column.
15. If you gave a discount, enter the percent of the discount in the **Disc** column. For instance, if you have gave a 15% discount in the invoice, enter “15.00” in the **Disc** column.

**Note on Discounts:** Discount amounts are not posted to the Sales Discount posting account (see Types of Posting Accounts on page 23). The discount simply reduces the sales price of the item. The Sales Discount posting account is used only in Cash receipt transactions.

16. If you charged sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be debited to the sales tax liability account.
17. The extended price (not including sales tax) for the item will appear in the **Extended** column.
18. As you entered a quantity, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 13-17.
19. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable; the amounts in the **Sub-Total:** and **Total:** boxes are read-only.
20. If the entry in the **Pay by:** box is not the default bill-to posting account (for instance, you made a credit card sale), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be debited to the default billing posting account (the customer bill-to account).
21. If the customer paid some amount by credit card (or any billing posting account other than the default Purchasing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
22. Save the sales return by selecting **Edit/Save Sales Returns** from the menu bar or by clicking the **Save** button.
23. Print the sales return by choosing **File/Print Sales Return** from the menu bar or by clicking the **Print** button. To print multiple copies or an alternate printer, use the menu bar command.

### Sales Returns and Inventory

When a customer returns a product, the inventoried on-hand quantity for that product is increased by the quantity returned. Inventory is debited by the product cost times the quantity returned and the cost-of-goods-sold account is credited for the same amount. The product cost used in these calculations is either the current average cost, the

standard cost or the last purchase cost, as determined by the product costing method you chose when setting up *PCS Accounting*.

## Sales Credits

Use a Sales Credit transaction to reverse a Sales Without Invoice transaction or simply to record the giving of credit to a customer. Sales Credit transactions, like Sales Without Invoice transactions, make entries directly to accounts. A billing posting account, as specified in the form's **Pay by:** box, is automatically credited by these transactions; the accounts specified in the details section of the form are debited.

To create a Sales Credit:

1. From the *PCS Accounting* menu bar, select **Accounting/Sales/Sales Credit**. This brings up the Sales Credit window.

You can create a Sales Credit transaction by rolling in a Sales Without Invoice transaction or by entering the sales credit information from scratch.

If you wish to create a sales credit based on an existing sale without invoice, click the pic button or press F5 in the **Orig Inv No:** box. This will bring up the Select Sales window. Click on a transaction in the list and click on **OK**.

Most of the information from the sale will be transferred to the Sales Credit form. The date will be the current date.

*No amounts are imported. Therefore, at a minimum, to complete the transaction, you must enter the amounts for the accounts to be debited (in the **Amount** column). You can edit and save the new sales credit just as you would if you were entering the sales credit from scratch as described in the following steps.*

If you choose to build a sales credit from scratch, perform the following steps:

2. In the **Customer ID:** box (at the top of the form), type in the customer identification code (not case-sensitive) and press ENTER or, to bring up the Select Customer window, click the pic button or press F5.

Account No	Name	Description	Tax	Amount
5022004	Other Promotions	New Customer Promo Credit	<input type="checkbox"/>	50.00

SubTotal: 50.00 Tax: 0.00 Total: 50.00  
 Paid Amt: 0.00 Ref: Net to Pay: 50.00

Creating a sales credit transaction

3. If you clicked the pic button, in the Select Customer window, click on the customer you are giving credit to and then click the **OK** button.

**Note:** A Sales Credit cannot be entered for a customer that is not in the customer list. To add a new customer, use the procedure described in Customers on page 47.

4. When the **Customer ID:** box is filled in with an existing customer ID, information from the customer list will fill in the addressing information in the upper- part of the form. You may edit or add to any of the addressing.
5. On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
6. If you are reversing a sale in which sales tax was paid, and you wish to reverse this, make sure the correct tax code appears in the **Tax:** box. Right-click to choose from the tax codes in the tax table.
7. In the **Reference:** box, enter the customer's original purchase order number or some other distinctive identifier that will let you identify the source of this receivable in aging reports. Up to 15 characters are allowed.
8. In the **Pay by:** combo box, select the method of payment. The list of permitted entries is made up of the descriptions of billing posting accounts.
9. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the transaction.
10. In the lower half of the window, list the accounts you wish to debit. These will usually be expense or revenue accounts. To enter your first account, in the first blank cell (Row 1) of the **Account No.** column, right click or press F5. This will bring up the Chart of Accounts window. Or, if you know the account number, you may type it into the **Account No.** cell.
11. In the Chart of Accounts window, pick the account to be debited. Click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be inserted into the transaction.
12. In the **Description** column, add a description of this line item. Up to 40 characters are allowed.
13. If you paid sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. Doing this will cause the tax amount to be debited to (i.e., subtracted from) the sales tax account specified by the tax code.
14. Type in the amount to be debited to the specified account in the **Amount** column.
15. As you pass through the **Tax** column, a new, blank row will appear in the list. Enter additional accounts by following the procedure described in Steps 10-14.
16. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable, the other two boxes are read only.
17. If the entry in the **Pay by:** box is not the default billing posting account (for instance, you are giving a cash return from the cash-on-hand account), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be debited to the default billing posting account (the bill-to receivable account).
18. If you paid some amount by credit card (or any billing posting account other than the default billing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
19. Save the transaction by selecting **Edit/Save Sales Credit** from the menu bar or by clicking the **Save** button.

## Sales Orders

Use a Sales Order to record customer orders for products (inventoried items) and services. You can roll sales orders into invoices when the order is ready for billing.

To create a sales order:

1. From the *PCS Accounting* menu bar, select **Accounting/Sales/Sales Orders**. This brings up the Sales Order window. A blank **Details** tabbed page in the Sales Order window appears.

## Sales Transactions

2. In the **Cust ID:** box (at the top of the form, in the middle), type in the customer identification code (not case-sensitive) and press ENTER or, to bring up the Select Customer window, right-click or press F5.
3. If you click the pic button, in the Select Customer window, click on the customer placing the order and then click the **OK** button.

**Note:** A sales order cannot be entered for a customer that is not in the customer list.

The screenshot shows the 'Sales Order 6' window in PCS Accounting. The 'Details' tab is active. The form contains the following information:

Order No: 6      Cust ID: JBP      Status: Active

Bill To:      Ship To:

Name: JBP Limited      Name: JBP Limited      Date: 11/18/02

Contact: Jason B. Roberts      Contact: Jason B. Roberts      Tax: ERIE

Address 1: 371 Delaware Ave.      Address 1: 371 Delaware Ave.      Terms: N30/0/0

Address 2:      Address 2:      City: Buffalo

City: Buffalo      State: NY      Zip: 4202

State: NY      Zip: 4202      Your: PO 221      FOB:      Our: NETWORK&MARKAPP

Via:      SalesPerson: JAW      Notes:

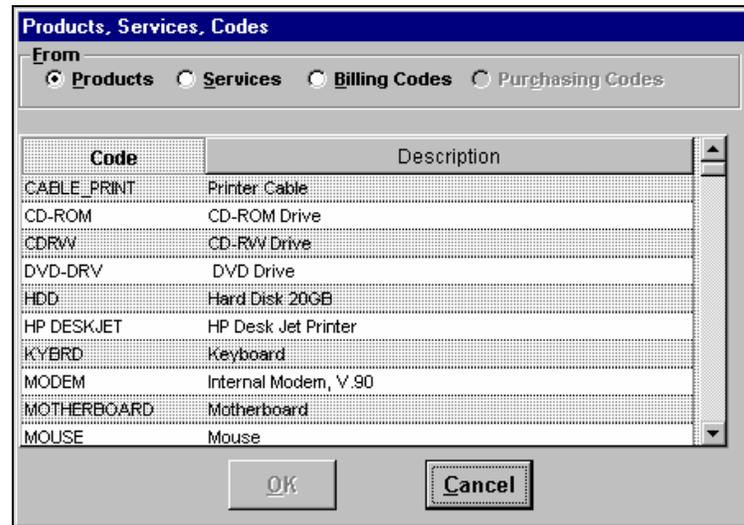
Item	Description	Ord	Price	Disc %	Tax	Extended
PCSSYSTEM03	AMD XP 1.8 GHz System	6.00	1550.000	0.00	<input checked="" type="checkbox"/>	9300.00
CONSULT/DB	Consulting-Databases	40.00	95.000	0.00	<input type="checkbox"/>	3800.00
LABOR	Labor/Service Charges	12.00	80.000	0.00	<input type="checkbox"/>	960.00

SubTotal: 14060.00      Tax: 744.00      Total: 14804.00

### Creating a sales order

4. When the **Cust ID:** box is filled in with an existing customer ID, information from the customer list will fill in the main (remit-to) addressing information in the upper-left part of the form and repeat this information in the right, ship-to section of the form. If the ship-to address is incorrect, click on the **Ship To:** button and, from the Select Location window, select an alternate address. You may also edit any of the addressing information.
5. On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can edit the date by typing in a different date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the sales order's date of issue.
6. If you expect to charge sales tax for the items in this order, make sure the correct tax code appears in the **Tax:** box. Right-click or press F5 to choose from the tax codes in the tax table.
7. The **Terms:** box, select the terms for the sale, if any. Right-click or press F5 to choose from the terms codes in the terms table.
8. In the **Via:** box, enter the name of the shipper you will use (if known or requested by the customer).
9. In the **Your:** box enter the customer's purchase order number or any information that your organization might find useful for identifying this order.
10. In the **FOB:** box, enter the method of payment of shipping charges. For instance, enter "Origin" if the customer will be paying the shipping charges; enter "Destination" if you are paying for shipping.
11. In the **Our:** box, you can enter any information that your organization might find useful for identifying this order or the customer.
12. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the order. *These comments will appear in the printed sales order.*

13. In the lower half of the Sales Order window, list the items being ordered and any billing codes you wish.
14. To enter your first item, in the first blank cell (Row 1) of the **Item** column, right click or press F5. This will bring up the Products, Services, Codes window.



Selecting an ordered product, service or billing code

15. In the **From** section at the top of the Products, Services, Codes window, choose to see a list of **Products** or **Services** or **Billing Codes** by clicking on the appropriate option button.
16. In the list, click on the product or code being ordered and click on the **OK** button to enter it into the sales order. The product ID will be placed in the **Item** column and the description will be filled in the **Description** column. Zeroes will be placed in the **Ord** column. The sales price for the item, as recorded in the products, services or billing codes tables will appear in the **Price** column.
17. Edit the description if you wish. Up to 40 characters are allowed.
18. In the **Ord** column, enter the ordered quantity of this item. If you have selected a billing code, you will probably wish to enter "1.0" here.
19. Enter the expected sales price for the item in the **Price** column.
20. If you expect to give a discount, enter the percent of the discount in the **Disc** column. For instance, if you expect to give a 15% discount, enter "15.00" in the **Disc** column.
21. If you expect to charge sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar.
22. The extended price (not including sales tax) for the item will appear in the **Extended** column.
23. As you entered a quantity, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 13-21.
24. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form.
25. Save the sales order by selecting **Edit/Save Sales Orders** from the menu bar or by clicking the **Save** button.
26. Print the sales order by choosing **File/Print Sales Order** from the menu bar or by clicking the **Print** button on the tool bar. To print multiple copies or an alternate printer, use the menu command.

### Sales Orders and Inventory

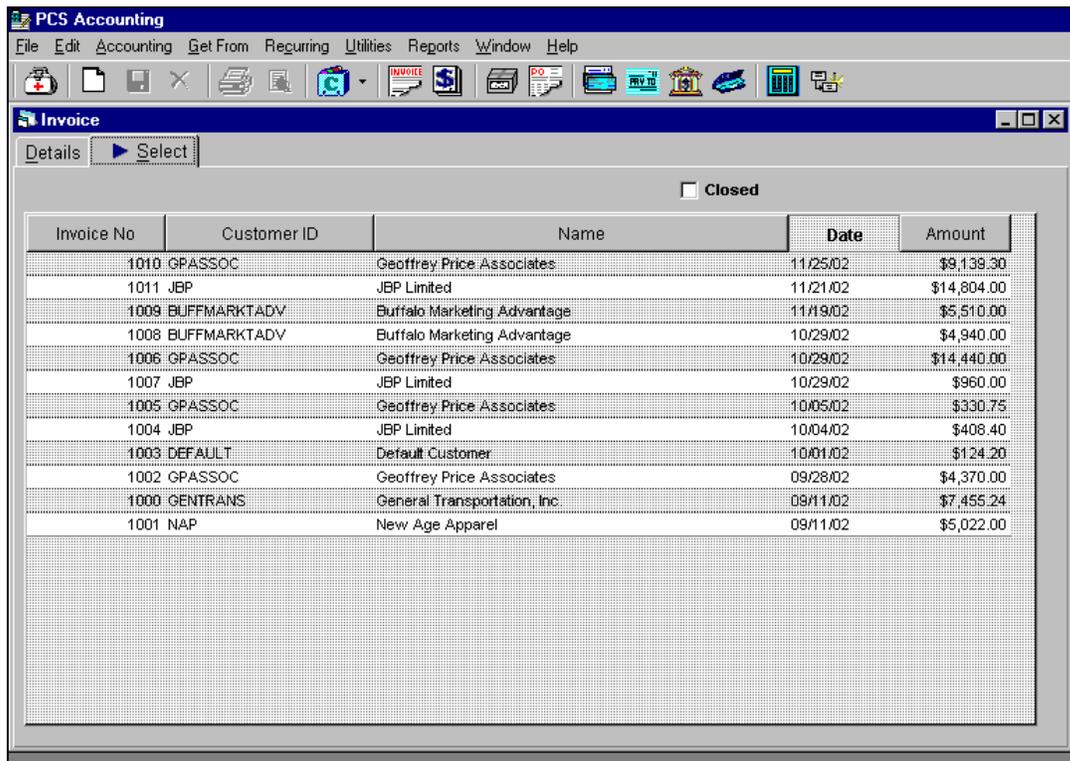
Sales orders have no effect on the product table. On-hand and on-order quantities are not changed.

### Editing Sales Transactions

To edit a sales transaction, choose the desired type of transaction in the **Accounting/Sales** sub-menu on the main menu bar. When the transaction window (Invoices, Sales Credit, etc.) opens, the **Details** tabbed page will appear,

## Sales Transactions

ready for you to enter a new transaction. Click on the **Select** tab at the top of the window. The **Select** tabbed page shows a list of existing transactions.



Invoice No	Customer ID	Name	Date	Amount
1010	GPASSOC	Geoffrey Price Associates	11/25/02	\$9,139.30
1011	JBP	JBP Limited	11/21/02	\$14,804.00
1009	BUFFMARKTADV	Buffalo Marketing Advantage	11/19/02	\$5,510.00
1008	BUFFMARKTADV	Buffalo Marketing Advantage	10/29/02	\$4,940.00
1006	GPASSOC	Geoffrey Price Associates	10/29/02	\$14,440.00
1007	JBP	JBP Limited	10/29/02	\$960.00
1005	GPASSOC	Geoffrey Price Associates	10/05/02	\$330.75
1004	JBP	JBP Limited	10/04/02	\$408.40
1003	DEFAULT	Default Customer	10/01/02	\$124.20
1002	GPASSOC	Geoffrey Price Associates	09/28/02	\$4,370.00
1000	GENTRANS	General Transportation, Inc.	09/11/02	\$7,455.24
1001	NAP	New Age Apparel	09/11/02	\$5,022.00

Selecting an invoice

To order by Invoice Number, Customer ID, Name, Date or Amount, click on the corresponding column header.

Clicking on an item in the list will immediately take you to the **Details** page and display the selected transaction for editing.

*The header information (customer, dates, terms, etc.) and the paid amount in the footer of an invoice cannot be edited if the payment has been deposited.*

*If you decrease the quantity returned in a sales return and this change would result in the on-hand quantity becoming negative, you will be prevented from saving the transaction.*

## Deleting Sales Transactions

Sales transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete** command from the menu bar.

*An invoice cannot be deleted for which payment has been recorded and the payment has been deposited.*

*A sales return cannot be deleted if doing so would decrease an on-hand quantity of an inventoried item to less than zero.*

## Examples of Sales Transactions

**Example A:** A customer purchases an item and pays the full amount immediately with a check and the check is deposited in the bank.

To record the transaction in *PCS Accounting*, enter an invoice for the sale. In the invoice form's **Pay by:** box, choose "Check". Enter the check number in the **Check No:** box and enter the paid amount in the **Paid Amt:** box. Save the invoice. The paid amount will be debited to the Billing posting account named "Check", a cash-on-hand account. Sales, inventory, cost-of-goods-sold and sales tax liability accounts are also affected. When

you deposit the check, perform a deposit transaction. This will credit the Billing (cash-on-hand) posting account and debit your Cash Payment bank account.

**Example B:** The customer in Example A returns the purchased items. You accept the return and write a check to the customer for the amount of the sale. In the meantime, the bank has sent you a statement and you have included the customer's check in the reconciliation of the bank account.

Because the payment for the invoice has been deposited, you cannot simply delete the invoice. Nor would you want to since you will want to record the check you are writing to cover the return and the bank statement documents the deposit of the customer's check. To record this type of return, you will enter two transactions:

- i. a sales return to correct the receivables, sales, inventory, cost-of-goods-sold and tax accounts and
- ii. a bank transaction recording the writing of the check to the customer which corrects the cash-on-hand and checking accounts.

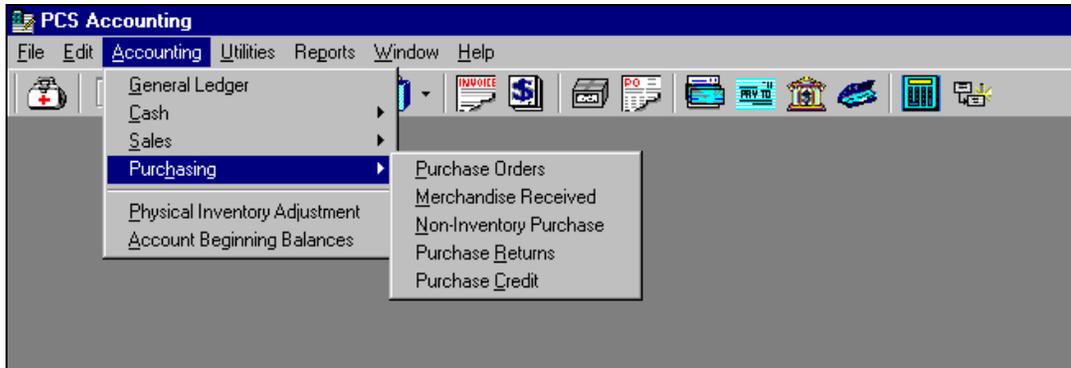
To record this set of transactions, first enter the sales return transaction. It would be best to do this by rolling the original invoice into the sales return. In the **Pay by:** box, make sure the entry is "Check" to match the invoice (as it should be if the invoice was rolled in). Make sure the **Paid Amt:** box matches the paid amount in the invoice. When the sales return is saved, the invoice transaction will be exactly reversed. This means that the cash-on-hand account will receive a credit and will thus be incorrect; it will be less than it should be by the amount of the credit, an amount equal to that of the check written to the customer at the time of the return. On the other hand, the bank account will also be incorrect; it will be too large because you have not yet recorded the writing of the check to the customer. Also at this point in the transaction, aging reports and accounts other than the cash-related accounts will be correct.

To complete the set of transactions, perform the **Cash/Bank Transaction**. In this transaction, in the **Name/Descript.** box, optionally enter the name of the customer. The **Bank Account:** box should read the name of the checking account. The **Transaction Type:** box should read "Payment". Enter the check number in the **Check No.** box. In the **Reference:** box, you would probably want to indicate that check is related to a sales return and show the sales return number. In the **Amount:** box, enter the amount of the check. In the lower part of the form, enter the account number of the cash-on-hand account in the **Account No.** column and the amount of the check in the **Amount** column. Save the bank transaction. The cash-on-hand account will be debited (increased) and the bank account will be credited (decreased) by the amount of the check. Bank transactions do not affect sales-related accounts or aging data; so information related to sales, receivables, inventory, etc., which was correct after the first, sales return transaction, remains correct. This completes the set of transactions needed to record the return.



## Purchasing Transactions

Purchasing activities are conducted using the sub-menu under the **Accounting/Purchasing** menu selection.



Purchasing menu

The available purchasing transactions are:

- |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Merchandise Received   | For recording purchases of inventoried products. Merchandise Receipts can also record purchased services, non-inventoried items and purchasing costs through the use of purchasing codes. The chart of accounts is <i>not</i> accessed directly; all posting is automatic. Merchandise receipts post product item costs to the inventory posting account. Item quantities are added to the products table. Transaction amounts are posted to a designated payable posting account. Sales taxes are posted to the purchase tax expense account (see Tax Codes Table on page 38) designated by the tax code specified in the transaction. |
| Non-inventory Purchase | For purchases of items and services for internal use. The products, services and purchase code tables are <i>not</i> used. Purchase amounts are automatically posted to a payables posting account. The transaction is balanced by posting to non-reconcilable asset or expense accounts explicitly specified in the detail section of the transaction. Sales taxes are posted to the purchase tax expense account (see Tax Codes Table on page 38) designated by the tax code specified in the transaction.                                                                                                                            |
| Purchase Returns       | Returns of inventoried purchases are processed using Purchase Returns. This type of transaction is used to reverse a merchandise receipt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Purchase Credit        | A Purchase Credit is used to reverse a non-inventoried purchase.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Purchase Orders        | For recording orders to vendors. No accounting functions are involved and no entries to any ledger is made. Purchase Orders can be rolled over into Merchandise transactions.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Requirements and Restrictions:** A number of setup requirements must be fulfilled before the purchasing transactions can be performed. There are also a number of restrictions that govern the editing, saving and deleting of purchasing transactions. A complete list of these requirements and restrictions can be found in Appendix 3: Required Fields and Restrictions on page 155.

### Merchandise Receipts

Use a Merchandise Receipt to record the receipt of inventoried products for resale. Using posting accounts, this type of transaction debits the inventory account, credits the payables liability account (or a credit card account) and, if sales tax is involved, debits the purchase tax expense account. It also updates the number and amount data in the products table. Using purchasing codes, other accounts can be debited. When recording the receipt of services in Merchandise Receipts, purchasing codes must be used.

## Creating a Merchandise Receipt

To create a Merchandise Receipt:

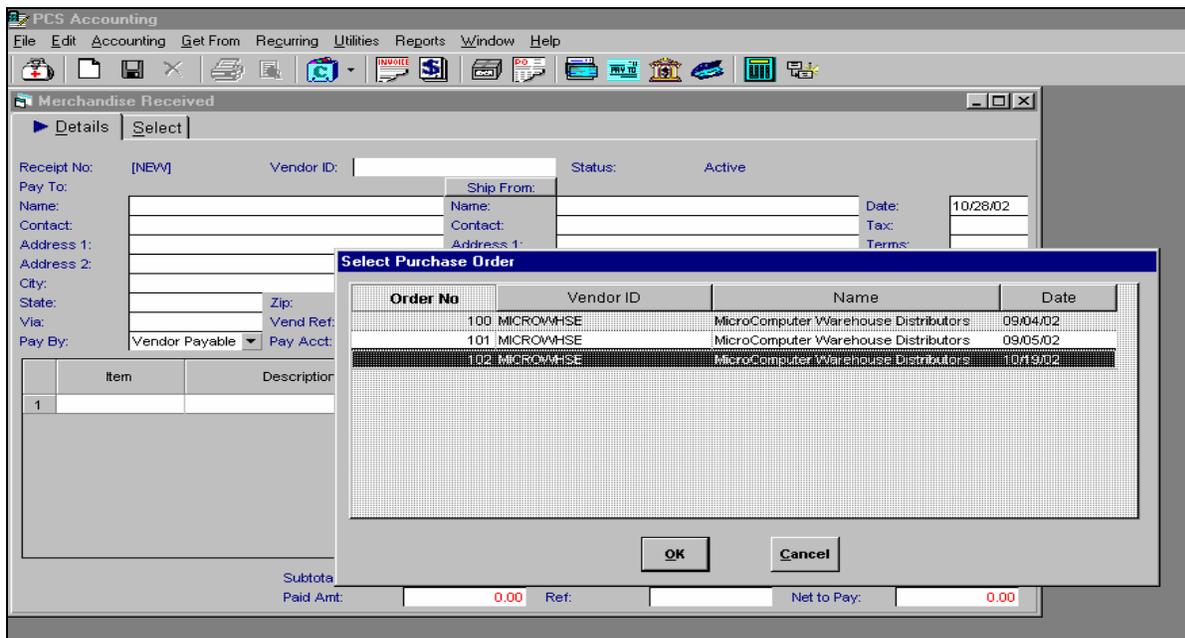
1. From the *PCS Accounting* menu bar, select **A**ccounting/**P**urchasing/**M**erchandise Received. This brings up the Merchandise Received window. Alternatively, click on the **Merchandise Received** button, , on the main toolbar. A blank **Details** tabbed page in the Merchandise Received window appears.

You can create a merchandise receipt by rolling in a purchase order or by entering the merchandise receipt information from scratch.

If you wish to create a merchandise receipt based on an existing purchase order, choose **Get From/Purchase Orders** from the menu bar. This will bring up the Select Purchase Order window. Click on a purchase order in the list and click on **OK**.

The information from the purchase order will be transferred to the Merchandise Received form. However, the date-related boxes will contain dates based on the current date and the terms are added based on the default terms for the vendor.

*At a minimum, to complete the transaction, you must now enter the quantities received (in the **Rec** column). You will also want to check on the **Terms**: to make sure the terms are correct. You can edit, save and print the new merchandise receipt just as you would if you were entering the merchandise receipt from scratch as described in the following steps.*



Rolling a purchase order into a merchandise receipt

If you choose to build a merchandise receipt from scratch, perform the following steps:

2. In the **Vendor ID**: box (at the top of the form, in the middle), type in the vendor identification code (not case-sensitive) and press ENTER or, click the pic button to bring up the Select Vendor window.
3. If you clicked the pic button, in the Select Vendor window, click on the vendor you have purchased from and then click the **OK** button.

PCS Accounting  
File Edit Accounting Get From Recurring Utilities Reports Window Help

Merchandise Receipt: [Details] [Select]

Receipt No: [NEW] Vendor ID: MICROWHSE Status: Active

Pay To: MicroComputer Warehouse Distributors Ship From: MicroComputer Warehouse Distributors

Name: Don Nelson Name: Don Nelson Date: 10/28/02

Contact: Don Nelson Contact: Don Nelson Tax: 0000

Address 1: 6381 Walden Address 1: 6381 Walden Terms: N30/0/0

Address 2: Address 2: Disc Date: 10/28/02

City: Buffalo City: Buffalo Due Date: 11/27/02

State: NY Zip: 4224 State: NY Zip: 4224

Via: UPS Vend Ref: 8341-IN FOB: Origin Our: 102

Pay By: Vendor Payable Pay Acct: 2010101 Notes:

Item	Description	Ord	Rec	Back	Price	Disc %	Tax	Extended
1	PCSSYSTEM03 AMD XP 1.8 GHz System	6.00	6.00	0.00	1149.000	0.00	<input type="checkbox"/>	6894.00
2	FREIGHT Shipping & Handling	1.00	1.00	0.00	23.000	0.00	<input type="checkbox"/>	23.00
3							<input type="checkbox"/>	

Subtotal: 6917.00 Tax: 0.00 Total: 6917.00  
Paid Amt: 0.00 Ref: Net to Pay: 6917.00

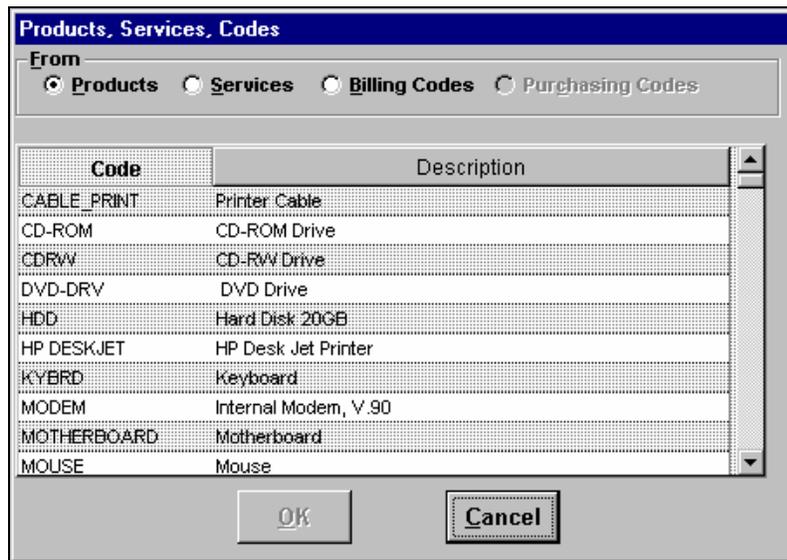
Creating a merchandise receipt

- Information from the vendor list will fill in the main (remit-to) address information in the left side of the form and repeat this information in the right, ship-from section of the form. If the ship-from address is incorrect, click on the **Ship From:** button and, from the Select Location window, select an alternate address. You may edit any of the addressing fields.

**Note:** A merchandise receipt cannot be entered for a vendor that is not in the vendor list. To add a new vendor, use the procedure described in Vendors on page 51.

- On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box — for instance, the invoice date for the purchase — you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the merchandise receipt's receipt or billing date.
- If you are to pay sales tax for the items in this purchase, make sure the correct tax code appears in the **Tax:** box. Right-click to choose from the tax codes in the tax table.
- The **Terms:** box, by default, is set to the terms code for this vendor. To pick different terms, click the pic button in the **Terms:** box and select an entry from the Select Terms Code window.
- Check the **Disc Date** and edit the discount due date if you need to.
- Check the **Due Date** box and, if necessary, edit the date to show the due date for the net payment.
- In the **Via:** box, enter the shipper's name.
- In the **Vendor Ref:** box, enter the vendor's invoice number for the purchase or some other distinctive identifier that will let you identify the source of this payable when making payments or in aging reports. Up to 15 characters are allowed.
- In the **FOB:** box, enter the method of payment of shipping charges. For instance, enter "Origin" if you are paying the shipping charges; enter "Destination" if the vendor is paying for shipping.
- In the **Our:** box, you can enter any information that your organization might find useful for identifying this order or the vendor. You may wish to place the purchase order number for this purchase here.

14. In the **Pay by:** combo box, select the method of payment. The list of permitted entries is made up of the descriptions of Purchasing posting accounts (see Types of Posting Accounts on page 23) — for example, a vendor payable account or a credit card payable account. Note that these are liability accounts. You cannot have an entry that posts directly to a checking or cash asset account. If you are paying by check at the time of purchase or at a later time, you will need to select to a liability account (a vendor payable account) in the **Pay by:** box and then make a cash payment transaction.
15. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the purchase. *These comments will appear in the printed merchandise receipt.*
16. In the lower half of the Merchandise Receipt window, list the items you have received and any purchasing codes for charges that accompany the order (e.g., codes for shipping and handling, freight, insurance and any received services).
17. To enter your first item, in the first blank cell (Row 1) of the **Item** column, right click or press F5. This will bring up the Products, Services, Codes window.



Selecting a product

18. In the **From** section at the top of the Products, Services, Codes window, choose to see a list of **Products**, or **Purchasing Codes** by clicking on the appropriate option button.
19. In the list, click on the received product or purchasing code and click on the **OK** button to enter it into the merchandise receipt. The product ID will be placed in the **Item** column and the description will be filled in the **Description** column. Zeroes will be placed in the **Ord** (number ordered) column, the **Rec** (number received) and the **Back** (number backordered) columns. If you have previously purchased the item, its last purchase price will appear in the **Price** column. If you have chosen a purchasing code, the amount entered in the purchasing code form (see Purchasing Codes on page 39) will appear.
20. In the **Ord** column, enter the quantity of this item you ordered. If you are entering a purchasing code, you will probably wish to enter “1.0” here.
21. In the **Rec** column, enter the quantity or number of the item that has been received. If you place a number greater than that ordered, the ordered number will be automatically increase to the received quantity. If you enter a number less than that ordered, the difference will appear as backordered.
22. The **Back** (quantity backordered) column is read-only. It is the calculated difference between the quantity ordered (the **Ord** column) and the quantity received (the **Rec** column).
23. Enter the billed price for the item in the **Price** column.
24. If you have received a discount, enter the percent of the discount in the **Disc** column. For instance, if you have received a 15% discount, enter “15.00” in the **Disc** column.

**Note on Discounts:** Discount amounts are not posted to the Purchase Discount posting account (see Types of Posting Accounts on page 23). The discount simply reduces the purchase cost of the item. The Purchase Discount posting account is used only in Cash payment transactions.

25. If you will pay sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be debited to the purchase tax posting account. If you wish the amount paid for the item to include sales tax, include the tax in the **Price** amount and clear the **Tax** check box.)
26. The extended price (not including sales tax) to be paid for the item will appear in the **Extended** column.
27. As you entered a quantity, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 16-25.
28. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable; the amounts in the **Sub-Total:** and **Total:** boxes are read-only.
29. If the entry in the **Pay by:** box is not the default purchasing posting account (for instance, you are making a credit card purchase), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be credited to the default Purchasing posting account (the vendor payable account).
30. If you are paying some amount by credit card (or any Purchasing posting account other than the default Purchasing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
31. Save the merchandise receipt by selecting **Edit/Save Merchandise Receipts** from the menu bar or by clicking the **Save** button.
32. Print the merchandise receipt by choosing **File/Print Merchandise Received** from the menu bar or by clicking the **Print** button. To print multiple copies or an alternate printer, use the menu bar command.

### Merchandise Receipts and Inventory

When a product is received, the inventoried on-hand quantity for that product is increased by the quantity received and the total value of the inventoried product is increased by the amount paid for the product (purchase price times quantity received). If you have chosen to use average product costing, the average cost is updated according to the formula,

$$\text{updated average cost} = (\text{current on-hand quantity} \times \text{current average cost} + \text{received quantity} \times \text{purchase price}) \div (\text{current on-hand quantity} + \text{received quantity})$$

Standard cost of a product is unaffected by a merchandise receipt; the last purchase price is updated whenever a merchandise receipt is created that contains the item. The On-Order number for a product is decreased by the quantity received.

### Non-Inventory Purchase

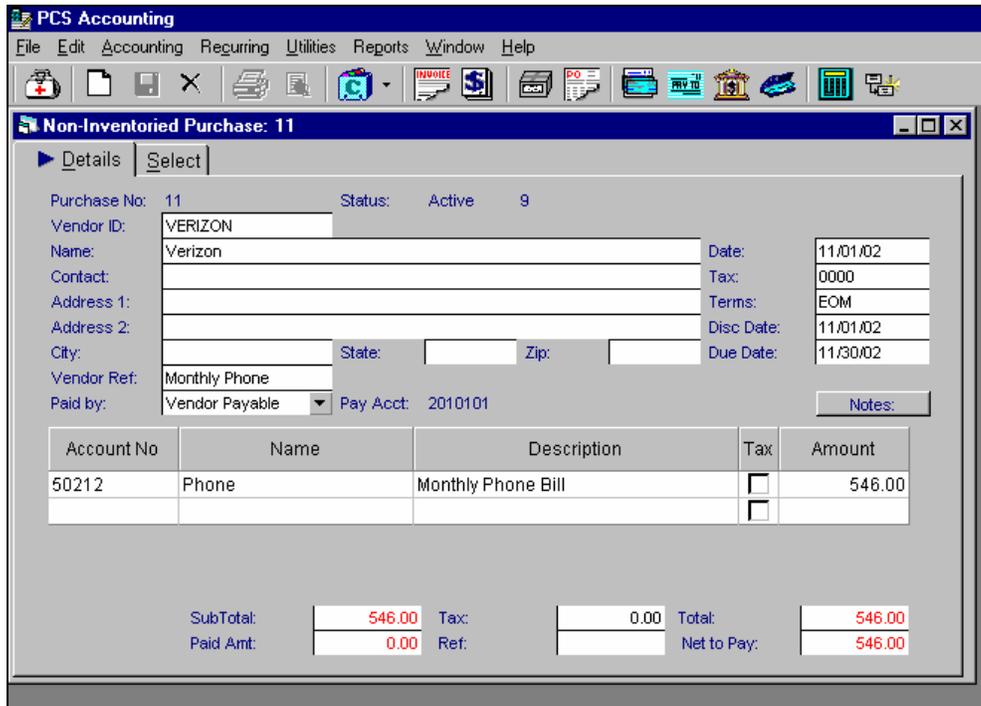
When billed for services received, or purchases of items for internal use, you can Non-Inventory Purchase transactions to debit the amounts paid directly to an account. The amount of the purchase can be automatically credited to any of the Purchasing posting accounts.

To create a Non-Inventory Purchase transaction:

1. From the *PCS Accounting* menu bar, select **A**ccounting/**P**urchasing/**N**on-Inventory Purchase. This brings up the Non-Inventoried Purchase window.
2. In the **Vendor ID:** box (at the top of the form), type in the vendor identification code (not case-sensitive) and press ENTER or, click the pic button to bring up the Select Vendor window.
3. If you clicked the pic button, in the Select Vendor window, click on the vendor you are purchasing from and then click the **OK** button.

**Note:** A Non-Inventory Purchase cannot be entered for a vendor that is not in the vendor list. To add a new vendor, use the procedure described in Vendors on page 51.

4. When the **Vendor ID:** box is filled in with an existing vendor ID, information from the vendor list will fill in the addressing information in the upper part of the form.
5. On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box — for instance, the invoice date for the purchase — you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the billing date.



**PCS Accounting**  
File Edit Accounting Recurring Utilities Reports Window Help

**Non-Inventoried Purchase: 11**

Details Select

Purchase No: 11 Status: Active 9

Vendor ID: VERIZON

Name: Verizon Date: 11/01/02

Contact: Tax: 0000

Address 1: Terms: EOM

Address 2: Disc Date: 11/01/02

City: State: Zip: Due Date: 11/30/02

Vendor Ref: Monthly Phone

Paid by: Vendor Payable Pay Acct: 2010101 Notes:

Account No	Name	Description	Tax	Amount
50212	Phone	Monthly Phone Bill	<input type="checkbox"/>	546.00
			<input type="checkbox"/>	

SubTotal: 546.00 Tax: 0.00 Total: 546.00

Paid Amt: 0.00 Ref: Net to Pay: 546.00

Creating a non-inventoried purchase transaction

6. If you are to pay sales tax for the items in this purchase, make sure the correct tax code appears in the **Tax:** box. Right-click to choose from the tax codes in the tax table.
7. The **Terms:** box, by default, is set to the terms code for this vendor. To pick different terms, click the pic button in the **Terms:** box and select an entry from the Select Terms Code window.
8. Check the **Disc Date** and edit the discount due date if you need to.
9. Check the **Due Date** box and, if necessary, edit the date to show the due date for the net payment.
10. In the **Vendor Ref:** box, enter the vendor's invoice number for the purchase or some other distinctive identifier that will let you identify the source of this payable when making payments or in aging reports. Up to 15 characters are allowed.
11. In the **Paid by:** combo box, select the method of payment. The list of permitted entries is made up of the descriptions of Purchasing posting accounts (see Types of Posting Accounts on page 23) — for example, a vendor payable account or a credit card payable account. Note that these are liability accounts. You cannot have an entry that posts directly to a checking or cash asset account. If you are paying by check at the time of purchase or at a later time, you will need to select to a liability account (a vendor payable account) in the **Paid by:** box and then make a cash payment transaction.
12. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the purchase.
13. In the lower half of the window, list the accounts and amounts you wish to debit. These will usually be expense or asset accounts. To enter your first account, right click in the first blank cell (Row 1) of the **Account No.** column. This will bring up the Chart of Accounts window. Or, if you know the account number, you may type it into the **Account No.** cell.

14. In the Chart of Accounts window, pick the account to which the purchase (or some part thereof) is to be debited. Click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be placed into the transaction.
15. In the **Description** column, add a description of this line item. Up to 40 characters are allowed.
16. If you will pay sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be debited to the purchase tax posting account. If you wish the amount debited to the specified account to include the sales tax, include the tax as part of the amount in the **Amount** column and clear the **Tax** check box.)
17. Type in the amount to be debited in the **Amount** column.

**To Delete a Line:** To delete a line item in the details part of the form, simply delete the account number.

18. As you pass through the **Tax** column, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 13-17.
19. When finished, check the amounts in the **Sub-Total**:, **Tax**:, and **Total**:. boxes at the bottom of the form. The amount in the **Tax**:. box is editable, the other two boxes are read only.
20. If the entry in the **Pay by**:. box is not the default purchasing posting account (for instance, you are making a credit card purchase), enter the amount paid in the **Paid Amt**:. box at the bottom left corner of the form. Any difference between the amount entered here and the **Total**:. amount will be credited to the default Purchasing posting account (the vendor payable account).
21. If you are paying some amount by credit card (or any Purchasing posting account other than the default Purchasing account), you may wish to enter some identifying information (like a credit card number) in the **Ref**:. box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
22. Save the transaction by selecting **Edit/Save Non-Inventory Purchase** from the menu bar or by clicking the **Save** button.

## Purchase Returns

Use Purchase Return transactions to reverse all or part of a merchandise receipt.

To create a Purchase Return:

1. From the *PCS Accounting* menu bar, select **Accounting/Purchasing/Purchase Returns**. This brings up the Purchase Return window. A blank **Details** tabbed page in the Purchase Return window appears.

You can create a purchase return by rolling in a merchandise receipt or by entering the purchase return information from scratch.

If you wish to create a purchase return based on an existing merchandise receipt, click the pic button in the **Orig Inv No**:. box. This will bring up the Select Merchandise Received window. Click on a merchandise receipt in the list and click on **OK**.

Most of the information from the merchandise receipt will be transferred to the Purchase Return form. The date will be the current date.

*No item quantity data is imported. Therefore, at a minimum, to complete the transaction, you must enter the quantities to be returned (in the **Return** column).* You can edit, save and print the new purchase return just as you would if you were entering the purchase return from scratch as described in the following steps.

If you choose to build a purchase return from scratch, perform the following steps:

2. In the **Vendor ID**:. box (at the top of the form, in the middle), type in the vendor identification code (not case-sensitive) and press ENTER or, click the pic button to bring up the Select Vendor window.
3. If you clicked the pic button, in the Select Vendor window, click on the vendor you are returning the items to and then click the **OK** button.

**PCS Accounting**  
File Edit Accounting Utilities Reports Window Help

**Purchase Return 10**

Details Select

Return No: 10 Orig Inv No: 104 Status: Active 12  
 Pay To: Vendor ID: MICROWHSE  
 Name: MicroComputer Warehouse Distributors Date: 11/05/02  
 Contact: Don Nelson Tax: 0000  
 Address 1: 6381 Walden  
 Address 2:  
 City: Buffalo State: NY Zip: 4224  
 Via: UPS Your: 8341-IN FOB: Origin Our: 102  
 Pay by: Vendor Payable Pay Acct: 2010101 Notes:

Item	Description	Return	Price	Discount	Tax	Extended
PCSSYSTEM03	AMD XP 1.8 GHz System	1.00	1149.000	0.00	<input type="checkbox"/>	1149.00

Subtotal: 1149.00 Tax: 0.00 Total: 1149.00  
 Paid Amt: 0.00 Ref: Net to Pay: 1149.00

Creating a purchase return

- Information from the vendor list will fill in the addressing information in the left side of the form.

**Note:** A purchase return cannot be entered for a vendor that is not in the vendor list. To add a new vendor, use the procedure described under Vendors on page 51.

- On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the transaction date.
- If you were charged sales tax for the items being returned, make sure the correct tax code appears in the **Tax:** box. Right-click to choose from the tax codes in the tax table.
- In the **Via:** box, enter the name of the shipper.
- In the **Your:** box, enter the vendor's RMA number or some other distinctive identifier that will let you identify the source of this return. Up to 15 characters are allowed. If the return is created from a merchandise receipt, the **Vendor Ref:** entry in the merchandise receipt fills this box.
- In the **FOB:** box, enter the method of payment of shipping charges. For instance, enter "Origin" if you are paying the shipping charges; enter "Destination" if the vendor is paying for shipping.
- In the **Our:** box, you can enter any information that your organization might find useful for identifying this return or the vendor. You may wish to place the merchandise receipt or the purchase order number for the original purchase here.
- In the **Pay by:** combo box, select the method of payment. This will nearly always be the method of payment of the original merchandise receipt. If you choose a method of payment different than that in the merchandise receipt, the amounts involved in the return will not post to the same accounts as those posted to by the merchandise receipt. The list of permitted entries is made up of the descriptions of purchasing posting accounts (see Types of Posting Accounts on page 23).
- Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the return. *These comments will appear in the printed purchase return form.*
- In the lower half of the Purchase Return window, list the items you are returning.

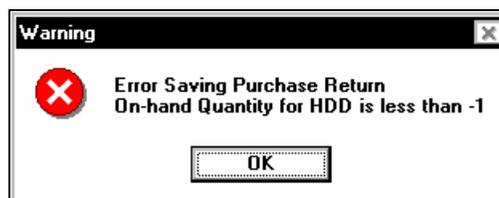
**Using Purchasing Codes in Purchase Returns:** You can use Purchasing codes in purchase returns, but remember that these will be *deducted* from your payables and expenses (i.e., their effect is the opposite of that they have when used in merchandise receipts). Use them only if you expect the vendor to give you credit for the expense or asset represented by the code.

To enter your first item, right click in the first blank cell (Row 1) of the **Item** column. This will bring up the Products, Services, Codes window. Pick the product from the list and click the **OK** button. The product ID will be placed in the **Item** column and the description will be filled in the **Description** column. Zero will be placed in the **Return** (number returned) column. If you have previously purchased the item, its last purchase price will appear in the **Price** column.

14. Enter the billed price for the item in the **Price** column.
15. If you have received a discount, enter the percent of the discount in the **Disc** column. For instance, if you have received a 15% discount, enter "15.00" in the **Disc** column.

**Note on Discounts:** Discount amounts are not posted to the Purchase Discount posting account (see Types of Posting Accounts on page 23). The discount simply reduces the purchase cost of the item. The Purchase Discount posting account is used only in Cash payment transactions.

16. If you paid sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be credited to the purchase tax posting account. If you wish the amount of credit for the item to include sales tax, include the tax in the **Price** amount and clear the **Tax** check box.)
17. The extended price (not including sales tax) to be credited for the item will appear in the **Extended** column.
18. As you entered a quantity, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 13-18.
19. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable; the amounts in the **Sub-Total:** and **Total:** boxes are read-only.
20. If the entry in the **Pay by:** box is not the default purchasing posting account (for instance, you made a credit card purchase), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be debited to the default Purchasing posting account (the vendor payable account).
21. If you paid some amount by credit card (or any purchasing posting account other than the default purchasing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
22. Save the purchase return by selecting **Edit/Save Purchase Returns** from the menu bar or by clicking the **Save** button.
23. A purchase return cannot be saved if the result of the return would be to reduce the on-hand number of an inventoried product below zero.
24. Print the purchase return by choosing **File/Print Purchase Return** from the menu bar or by clicking the **Print** button. To print multiple copies or an alternate printer, use the menu bar command.



## Purchase Returns and Inventory

When a product is returned, the inventoried on-hand quantity for that product is decreased by the quantity returned and the total value of the inventoried product is decreased by the credit for the return (price times quantity returned). If you have chosen to use average product costing, the average cost is updated according to the formula,

$$\text{updated average cost} = (\text{current on-hand quantity} \times \text{current average cost} - \text{returned quantity} \times \text{return price}) \div (\text{current on-hand quantity} + \text{return quantity})$$

Standard cost and last purchase price of a product is unaffected by a purchase return. No change is made to the On-Order number.

### Purchase Credits

Use a purchase credit transaction to reverse a non-inventory purchase or simply to record the receipt of credit from a vendor. Purchase credit transactions, like non-inventory purchase transactions, make entries directly to accounts. The purchasing posting account is automatically debited by these transactions; the accounts specified in the details section of the form are credited.

To create a Purchase Credit:

1. From the *PCS Accounting* menu bar, select **Accounting/Purchasing/Purchase Credit**. This brings up the Purchase Credit window.

You can create a purchase credit by rolling in a non-inventory purchase transactions or by entering the purchase credit information from scratch.

If you wish to create a purchase credit based on an existing purchase, click the pic button or press F5 in the **Orig Inv No:** box. This will bring up the Select Purchase window. Click on a transaction in the list and click on **OK**.

Most of the information from the sale will be transferred to the Purchase Credit form. The date will be the current date.

*No amounts are imported. Therefore, at a minimum, to complete the transaction, you must enter the amounts for the accounts to be credited (in the **Amount** column).* You can edit and save the new purchase credit just as you would if you were entering the purchase credit from scratch as described in the following steps.

If you choose to build a purchase credit from scratch, perform the following steps:

2. In the **Vendor ID:** box (at the top of the form), type in the vendor identification code (not case-sensitive) and press ENTER or, click the pic button to bring up the Select Vendor window.
3. If you clicked the pic button, in the Select Vendor window, click on the vendor you are getting credit from and then click the **OK** button.

**Note:** A Purchase Credit cannot be entered for a vendor that is not in the vendor list. To add a new vendor, use the procedure described under Vendors on page 51.

4. When the **Vendor ID:** box is filled in with an existing vendor ID, information from the vendor list will fill in the addressing information in the upper- part of the form. You may edit or add to any of the addressing.

The screenshot shows the 'Purchase Credit' window in the PCS Accounting software. The window has a menu bar (File, Edit, Accounting, Utilities, Reports, Window, Help) and a toolbar. The main area is divided into 'Details' and 'Select' tabs. The 'Details' tab is active, showing the following fields:

- Credit No: [New] Status
- Vendor ID: VERIZON Orig Pur No: [ ]
- Name: Verizon Date: 11/16/02
- Contact: [ ] Tax: 0000
- Address 1: [ ]
- Address 2: [ ]
- City: [ ] State: [ ] Zip: [ ]
- Vendor Ref: Crd install chg
- Paid by: Vendor Payable Pay Acct: 2010101
- Notes: [ ]

Below the fields is a table with the following data:

Account No	Name	Description	Tax	Amount
50212	Phone	Refund of installation charges	<input type="checkbox"/>	85.00

At the bottom of the form, there are summary fields:

- SubTotal: 85.00 Tax: 0.00 Total: 85.00
- Paid Amt: [ ] Ref: [ ] Net to Pay: 85.00

Creating a purchase credit transaction

5. On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
6. If you are reversing a non-inventory purchase in which sales tax was paid, and you wish to reverse this, make sure the correct tax code appears in the **Tax:** box. Right-click or press F5 to choose from the tax codes in the tax table.
7. In the **Vendor Ref:** box, enter the vendor's invoice number for the purchase or some other distinctive identifier that will let you identify the source of this payable in aging reports. Up to 15 characters are allowed.
8. In the **Paid by:** combo box, select the method of payment. The list of permitted entries is made up of the descriptions of purchasing posting accounts.
9. Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the purchase.
10. In the lower half of the window, list the accounts you wish to credit. These will usually be expense or asset accounts. To enter your first account, in the first blank cell (Row 1) of the **Account No.** column, right click or press F5. This will bring up the Chart of Accounts window. Or, if you know the account number, you may type it into the **Account No.** cell.
11. In the Chart of Accounts window, pick the account to which will receive the credit (or some part thereof). Click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be inserted into the transaction.
12. In the **Description** column, add a description of this line item. Up to 40 characters are allowed.
13. If you paid sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar. (Doing this will cause the tax amount to be credited to the purchase tax account specified by the transaction's tax code. If you wish the amount credited to the specified account to include the sales tax, include the tax as part of the amount in the **Amount** column and clear the **Tax** check box.)
14. Type in the amount to be credited to the specified account in the **Amount** column.
15. As you pass through the **Tax** column, a new, blank row will appear in the list. Enter additional account lines by following the procedure described in Steps 10-14.
16. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form. The amount in the **Tax:** box is editable, the other two boxes are read only.
17. If the entry in the **Paid by:** box is not the default purchasing posting account (for instance, you are making a credit card purchase), enter the amount paid in the **Paid Amt:** box at the bottom left corner of the form. Any difference between the amount entered here and the **Total:** amount will be debited to the default purchasing posting account (the vendor-payable account).
18. If you paid some amount by credit card (or any purchasing posting account other than the default purchasing account), you may wish to enter some identifying information (like a credit card number) in the **Ref:** box. You can enter up to 20 characters in this box (although it can show only 10 at a time).
19. Save the transaction by selecting **Edit/Save Purchase Credit** from the menu bar or by clicking the **Save** button.

## Purchase Orders

Use a Purchase Order to order items for inventory or items and services for which purchasing codes exist. To create a purchase order:

1. From the *PCS Accounting* menu bar, select **Accounting/Purchasing/Purchase Orders**. This brings up the Purchase Order window. Alternatively, click on the **Purchase Orders** button,  on the main toolbar. A blank **Details** tabbed page in the Purchase Order window appears.
2. In the **Vendor ID:** box (at the top of the form, in the middle), type in the vendor identification code (not case-sensitive) and press ENTER or, to bring up the Select Vendor window, click the pic button or press F5.

**PCS Accounting**  
File Edit Accounting Utilities Reports Window Help

**Purchase Order: 102**

Details Select

P O No: 102 Vendor ID: MICROWHSE Status: Active 3

Order With: **Ship From:**

Name: MicroComputer Warehouse Distributor	Name: MicroComputer Warehouse Distributor	Date: 10/19/02
Contact: Don Nelson	Contact: Don Nelson	Deliver By: 10/29/02
Address 1: 6381 Walden	Address 1: 6381 Walden	Tax: 0000
Address 2:	Address 2:	
City: Buffalo	City: Buffalo	
State: NY Zip: 4224	State: NY Zip: 4224	
Via: Our truck FOB:	Our: JBPSYSTEMS	
Ord By: JAW		

Notes:

Item	Description	Qty	Price	Disc %	Tax	Extended
1	PCSSYSTEM03 AMD XP 1.8 GHz System	6.00	1149.000	0.00	<input type="checkbox"/>	6894.00

SubTotal: 6894.00 Tax: 0.00 Total: 6894.00  
Not To Exceed: 6894.00

Creating a purchase order

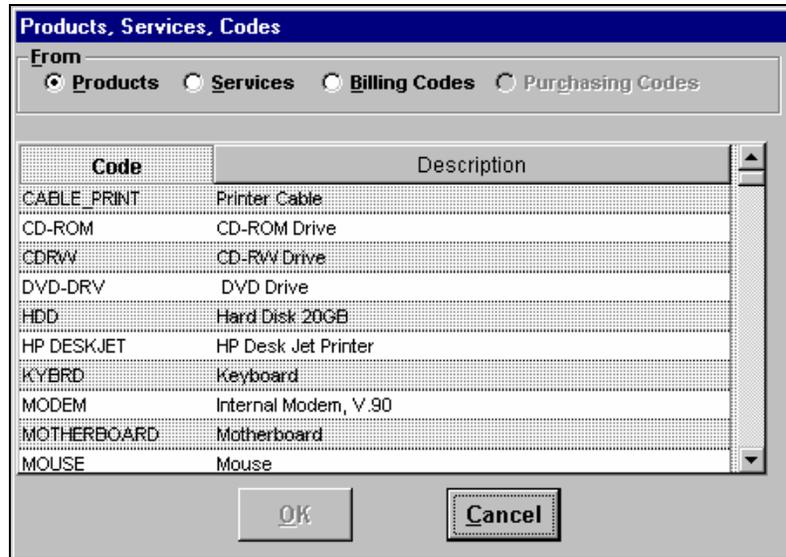
- If you clicked the pic button, in the Select Vendor window, click on the vendor you are purchasing from and then click the **OK** button.

**Note:** A purchase order cannot be entered for a vendor that is not in the vendor list.

- When the **Vendor ID:** box is filled in with an existing Vendor ID, information from the vendor list will fill in the main (remit-to) addressing information in the upper-left part of the form and repeat this information in the right, ship-from section of the form. If the ship-from address is incorrect, click on the **Ship From:** button and, from the Select Location window, select an alternate address. You may edit any of the addressing information.
- On the upper-right part of the form, today's date will appear in the **Date:** box. If you wish another date in this box, you can edit the date by typing in a different date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the purchase order's date of issue.
- The **Deliver by:** box, by default, is set to be 10 days from the current date. If you wish another date in this box, you can click in it and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the order's date of delivery.
- In the **Ord by:** box, you may add the name or initials of the person placing the order.
- If you expect to pay sales tax for the items in this purchase, make sure the correct tax code appears in the **Tax:** box. Right-click to choose from the tax codes in the tax table.
- In the **Via:** box, enter the name of the shipper.
- In the **FOB:** box, enter the method of payment of shipping charges. For instance, enter "Origin" if you are paying the shipping charges; enter "Destination" if the vendor is paying for shipping.
- In the **Our:** box, you can enter any information that your organization might find useful for identifying this order or the vendor.
- Clicking on the **Notes:** button opens a small box where you can write any special instructions you may have concerning the order. *These comments will appear in the printed purchase order.*

13. In the lower half of the Purchase Order window, list the items you wish to order and any purchasing codes you wish.

To enter your first item, right click in the first blank cell (Row 1) of the **Item** column. This will bring up the Products, Services, Codes window.



Selecting a product

14. In the **From** section at the top of the Products, Services, Codes window, choose to see a list of **Products** or **Purchasing Codes** by clicking on the appropriate option button.
15. In the list, click on the product or code you wish to order and click on the **OK** button to enter it into the purchase order. The product ID will be placed in the **Item** column and the description will be filled in the **Description** column. Zeroes will be placed in the **Qty** column. If you have previously purchased the item, its last purchase price will appear in the **Price** column. If you have chosen a purchasing code, the amount entered in the purchasing code form (see Purchasing Codes on page 39) will appear.
16. Edit the description if you wish. Up to 40 characters are allowed.
17. In the **Qty** column, enter the quantity of this item you wish to order. If you have selected a purchasing code, you will probably wish to enter "1.0" here.
18. Enter the expected purchase price for the item in the **Price** column.
19. If you expect to receive a discount, enter the percent of the discount in the **Disc** column. For instance, if you expect a 15% discount, enter "15.00" in the **Disc** column.
20. If you expect to pay sales tax for the item, place a check in the **Tax** check box by clicking on it with the mouse or pressing the space bar.
21. The extended price (not including sales tax) for the item will appear in the **Extended** column.
22. As you entered a quantity, a new, blank row will appear in the list. Enter additional items by following the procedure described in Steps 13-20.
23. When finished, check the amounts in the **Sub-Total:**, **Tax:** and **Total:** boxes at the bottom of the form.
24. In the **Not to Exceed** box, an amount 10% greater than the total amount will appear. Edit this to specify a maximum purchase price you are willing to pay. You might choose to set this to the total amount or, if you make it "0.0", it will not appear at all in the printed purchase order.
25. Save the purchase order by selecting **Edit/Save Purchase Orders** from the menu bar or by clicking the **Save** button.
26. Print the purchase order by choosing **File/Print PO** from the menu bar or by clicking the **Print** button. To print multiple copies or an alternate printer, use the menu bar command.

## Purchase Orders and Inventory

The On-Order number for a product in the Product Table is increased by the quantity ordered in a purchase order. This number is then decreased when a merchandise receipt is created for the received products.

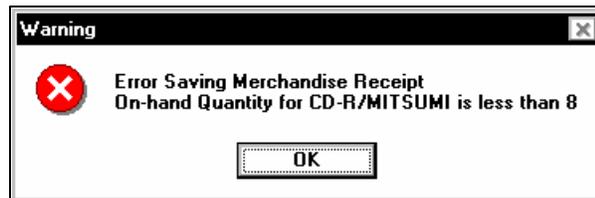
## Editing Purchasing Transactions

To edit a purchasing transaction, choose the desired type of transaction in the **Accounting/Purchasing** sub-menu on the main menu bar. When the transaction window (Merchandise Receipts, Purchase Returns, etc.) opens, the **Details** tabbed page will appear, ready for you to enter a new transaction. Click on the **Select** tab at the top of the window. The **Select** tabbed page shows a list of existing transactions.

To order by Receipt Number, Vendor ID, Name, Date or Amount, click on the corresponding column header.

Clicking on an item in the list will immediately take you to the **Details** page and display the selected transaction for editing.

*If you decrease the quantity purchased in a merchandise receipt or increase the quantity returned in a purchase return, and this change would result in the on-hand quantity becoming negative, you will be prevented from saving the transaction.*



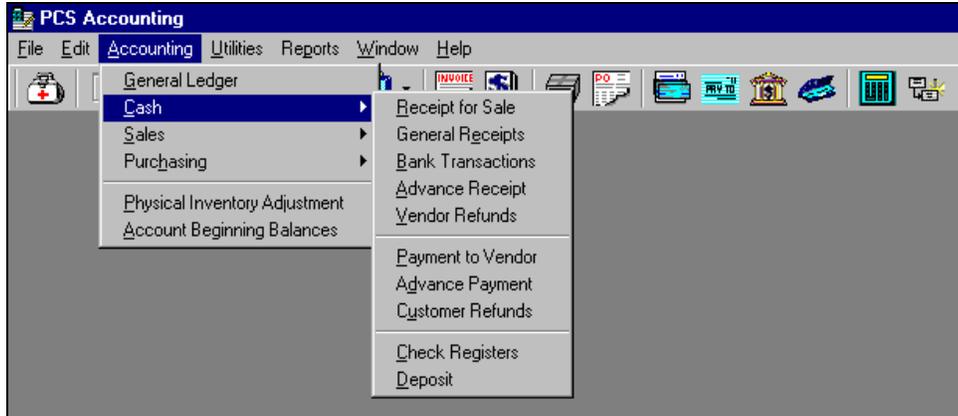
## Deleting Purchasing Transactions

Purchasing transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete** command from the menu bar.

*Merchandise receipts cannot be deleted if doing so would result in negative on-hand quantities of any inventoried item.*

## Cash Transactions

Activities involving cash are conducted using the sub-menu under the **Accounting/Cash** menu selection.



Cash menu

The available cash transactions are:

Receipt for Sale	For recording cash receipts from customers for sales recorded by Invoice or Sales Without Invoice transactions. The received payment is credited against one or more invoices or sales records in a list of current invoices for the selected customer. The transaction appears in the receivables aging report.
General Receipts	For recording cash receipts that are not the result of sales, e.g., tax refunds, checks for interest earned, rebate checks for non-inventoried purchases or a loan to the company. Such transactions do not appear in aging reports.
Bank Transactions	Used for payments for services or non-inventoried items from non-vendors. Examples are tax payments or payroll checks. Also used for bank charges and electronic bank transfers (receipts or disbursements). Such transactions do not appear in aging reports.
Advance Receipt	For recording a customer deposit. The transaction appears in Receivables aging report.
Vendor Refund	A refund from a vendor (listed in the Vendors table). Such a transaction might follow a Purchase Return for the return of items already paid for. The refund can be in the form of a check, cash or a direct (electronic) deposit into a reconcilable bank account. This transaction appears in the Payables aging report.
Payment to Vendor	Records a payment made to a vendor for a merchandise receipt or non-inventory purchase.
Advance Payment	A payment of a deposit to a vendor. The transaction appears in Payables aging reports.
Customer Refund	A refund to a customer (listed in the Customers table). Such a transaction might follow a Sales Return for the return of items already paid for. The refund can be in the form of a check, or a direct (electronic) withdrawal. This transaction appears in the Receivables aging report.
Check Registers	For viewing checks and deposits, printing checks and reconciling bank statements. Applies to reconcilable accounts.
Deposit	For making bank deposits, i.e., for transferring checks and cash from cash-on-hand accounts to reconcilable bank accounts.

## Receipt for Sale Transactions

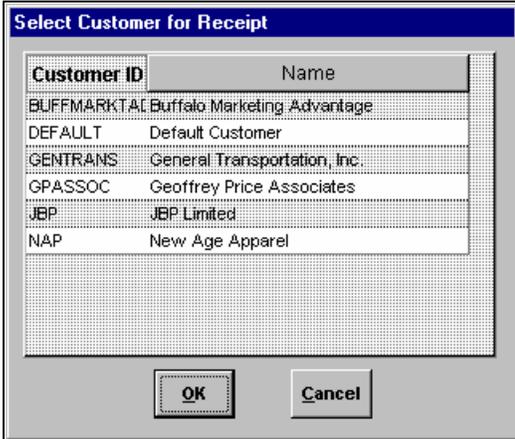
A Receipt for Sale transaction records the receipt of funds from a customer who is paying for a sale recorded previously using an Invoice or Sale Without Invoice transaction. If the customer has sent you a check, this type of transaction debits the Default Cash Receipts posting account (usually a cash-on-hand account, see Types of Posting Accounts on page 23) by the amount of the check. The default billing posting (bill-customer receivables) account is credited. You will later use a Deposit transaction to transfer the funds to your bank account. Direct (electronic) bank transfer receipts are immediately posted to a bank (reconcilable) account; the cash-on-hand account is not involved.

### Creating Receipt for Sale Transactions

**Requirements:** To enter a Receipt for Sale transaction, a customer in the customer list (see Customers on page 47) must have sent you payments for an invoiced sale.

To create a Receipt for Sale transaction:

1. From the *PCS Accounting* main menu bar, select **Accounting/Cash/Receipt for Sale** or click on the Cash Receipt button,  on the toolbar. This brings up the Receipt for Invoices window.
2. In the **Customer ID:** box, type in the customer ID, or click the pic button or press F5 to bring up the Select Customer for Receipt window.
3. In the Select Customer for Receipt window, click on the customer who sent the payment and click on **OK**. Information from the customer table will fill the top, header section of the Receipt for Invoices window.



Customer ID	Name
BUFFMARKTAL	Buffalo Marketing Advantage
DEFAULT	Default Customer
GENTRANS	General Transportation, Inc.
GPASSOC	Geoffrey Price Associates
JBP	JBP Limited
NAP	New Age Apparel

**Note:** Only billed customers will appear in the Select Customer for Receipt window.

4. Edit the customer name and address information, if desired.
5. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
6. If the payment is by check or you wish to affix some other identification number to the receipt, enter this information in the **Check No:** box. Up to 15 characters are allowed. If this box is left blank, when the transaction is saved, it will be filled with a default entry to indicate the type of receipt.
7. In the **Payment Type:** box, select the type of payment. Choices are “Check”, “Direct Deposit”, “Wire Transfer”, or “Advance”. Choosing “Check” will post the amount paid to the cash-on-hand account (the default Cash Receipt posting account). Choosing “Direct Deposit” or “Wire Transfer” will result in an immediate deposit transaction occurring. If payment is in cash, treat it as a check and make the **Check No:** “Cash” (or something like “Cash” to indicate that cash was received).

If a wire transfer or direct deposit is received, a Select Account window will appear showing only asset accounts. In this popup window, choose (click on) the bank account to which the receipt was made and then click the **Select** button.

**Note:** If the receipt is a wire transfer or direct deposit, the deposit will appear in the check register with an “I” code.

Choose “Advance” in a situation where there is an outstanding invoice that you wish to cover with an earlier advance receipt from the customer. Do this *only* if the amount of the invoice is less than or equal to the amount of the advance receipt. If the invoiced amount is greater than the advance choose one of the other payment types. For an “Advance” payment type (and only this type) the **Amount:** should be zero.

**PCS Accounting**  
File Edit Accounting Utilities Reports Window Help

**Receipt for Sale**

Receipt No: [NEW] Status: Active  
 Customer ID: BUFFMARKTADV Date: 11/27/02  
 Name: Buffalo Marketing Advantage Check No: 842  
 Address: 342 Elmwood Ave. Payment Type: Check  
 City: Buffalo Amount: 5510.00  
 State: NY Zip: 14202 Applied: 5510.00  
 Reference: 1009 Balance: 0.00  
 Show After: 09/16/02 Cash Acct: 1010104 Default Acct

Type	Invoice No	Date	Disc Date	Orig Amount	Paid	Bal	Disc Taken	Applied	Bal Due
INV	1009	11/19/02	11/15/02	5510.00	0.00	5510.00	0.00	5510.00	0.00
INV	1008	10/29/02	10/29/02	4940.00	4940.00	0.00	0.00	0.00	0.00

Creating a receipt for an invoiced sale

8. In the **Amount:** box, enter the amount of the cash receipt. The **Applied:** and **Balance:** boxes are read-only.
9. In the **Reference:** box, enter a description of the transaction. Up to 30 characters are allowed. This entry might include the number of the invoice that the receipt is for or your original order number.
10. In the detail list in the bottom half of the form, the sales to that customer are listed, including both invoices and non-invoiced transactions. The **Show After:** entry just above the detail list shows a cut-off date that is used to limit the time span covered in the detail list. To see very old sales transactions in the detail list, change the **Show After:** entry to an earlier date. To change the cut-off date, click in the box and edit the date, or double-click to bring up a pop-up calendar
11. Select a sale to be paid by the receipt. In the **Disc Taken** column, enter the *cash amount* of any discount the customer is taking. This amount will be debited to the Sales Discount posting account.
12. In the **Applied** column enter the amount to be applied to that sales transaction.
13. If the receipt covers more than one sales transaction, repeat Steps 11 and 12.
14. As you apply amounts, the **Bal Due** column will reflect the balance due for the sale. The **Balance:** box in the transaction's header will show the remaining amount that must be applied. *When the Balance: box shows zero, you will be able to save the transaction.*
15. Save the receipt by selecting **Edit/Save Receipt for Sale** from the menu bar or by clicking the **Save** button.

### Editing Receipt for Sale Transactions

To edit a receipt, open the Receipt for Invoices window and click on the **Select** tab (or press CTRL+TAB). In the list of receipts in the **Select** tabbed page, click on a receipt to select it. The **Detail** page showing the selected transaction will immediately appear.

Until the payment has been deposited, you can edit any of the information in the receipt, provided that the balance remains zero. After the receipt has been deposited, the header information in the receipt cannot be changed. The distribution of the receipt amount in the detail list can be changed, as long as the applied (plus discount) amount remains equal to the amount.

## Deleting Receipt for Sale Transactions

Sales receipt transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete** command from the menu bar.

*Sales receipts cannot be deleted after the receipt has been deposited.*

## General Receipts

A General Receipt transaction records the receipt of funds that are *not* the result of sales activities. For checks or cash receipts, this type of transaction debits the Default Cash Receipts posting account (usually a cash-on-hand account) by the amount of the receipt. For direct (electronic) payments into a bank account, the cash-on-hand account is not used; the bank account is automatically debited as part of the General Receipt transaction. In the detail section of the transaction form, you specify the accounts that are to be credited by the transaction. Use this type of transaction to record events such as the receipt of a tax refund, the return of a vendor deposit, interest payments, or a loan or investment in the company. For check or cash receipts, you will later use a Deposit transaction to transfer the funds to your bank account. General Receipt transactions are not directly associated with a customer, although a customer, or anyone else for that matter, may be specified. These transactions are not associated with receivables or payable and thus do not appear in aging reports.

## Creating General Receipt Transactions

To create a General Receipt transaction:

1. From the *PCS Accounting* main menu bar, select **Accounting/Cash/General Receipts**. This brings up the General Receipt window.

Account No	Description	Amount
5020102005	Workmans Compensation	103.57

Creating a general receipt

2. Optionally, in the **Customer ID:** box, type in the customer ID, or click the pic button or press F5 to bring up the Select Customer window. In the Select Customer window, click on the customer who sent the payment and click on **OK**. Information from the customer table will fill the top part of the General Receipt window. Edit the customer name and address information, if desired.
3. You may wish to simply type in name and address information. There is no need for a customer ID.

**Note:** General receipts will not appear in aging reports. Do not use this type of transaction for receipts for sales. The ability to roll in customer addressing information is simply for convenience.

4. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
5. If the payment is by check or you wish to affix some other identification number to the receipt, enter this information in the **Check No:** box. Up to 15 characters are allowed. If this box is left blank, when the transaction is saved, it will be filled with a default entry to indicate the type of receipt.
6. In the **Payment Type:** box, select the type of payment. Choices are “Check”, “Direct Deposit”, “Wire Transfer” or “Cash”. Choosing “Check” or “Cash” will post the amount paid to the cash-on-hand account. Choosing “Direct Deposit” or “Wire Transfer” will result in an immediate deposit transaction occurring.

If a wire transfer or direct deposit is received, a Select Account window will appear showing only asset accounts. In this popup window, choose (click on) the bank account to which the receipt was made and then click the **Select** button.

**Note:** If the receipt is a wire transfer or direct deposit, the deposit will appear in the check register with an “I” code.

7. In the **Amount:** box, enter the amount of the payment. The **Applied:** and **Balance:** boxes are read-only.
8. In the **Reference:** box, enter a brief description of the purpose of the payment. Up to 30 characters are allowed.
9. In the detail list in the bottom half of the form, list the accounts and amounts to be credited. To enter your first account, in the first blank cell (Row 1) of the **Account No.** column, right click or press F5. This will bring up the Chart of Accounts window. Or, if you know the account number, you may type it into the **Account No.** cell.
10. In the Chart of Accounts window, pick the account to which will receive the credit (or some part thereof). Click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be inserted into the transaction.
11. In the **Description** column, the name of the account appears when an account is chosen. You may change this if you choose. Up to 30 characters are allowed.
12. Type in the amount to be credited to the specified account in the **Amount** column.
13. If the receipt involves more than one account, repeat Steps 8-11.
14. As you apply amounts, the **Balance:** box will reflect the difference between the amount of the receipt and the applied amount. *When the **Balance:** box shows zero, you will be able to save the transaction.*
15. Save the receipt by selecting **Edit/Save General Receipt** from the menu bar or by clicking the **Save** button.

### Editing General Receipt Transactions

To edit a receipt, open the General Receipt window and click on the **Select** tab (or press CTRL+TAB). In the list of receipts in the **Select** tabbed page, click on a receipt to select it. The **Detail** page showing the selected transaction will immediately appear.

Until the payment has been deposited, you can edit any of the information in the receipt, provided that the balance remains zero. After the receipt has been deposited, the header information in the receipt cannot be changed. The distribution of the receipt amount in the detail list can be changed, as long as the applied amount remains equal to the received amount.

### Deleting General Receipt Transactions

General receipt transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete** command from the menu bar.

*General receipts of checks and cash cannot be deleted after the receipt has been deposited.*

## Bank Transactions

A Bank Transaction records receipts or disbursements from reconcilable (i.e., bank) accounts. The reconcilable account is specified in the header of the transaction form; the transaction is balanced in accounts specified in the detail section. For receipts of funds, the reconcilable account is debited and the accounts specified in the detail list are credited. For disbursements, the reconcilable account is credited and the detail accounts are debited. In the header of the Bank Transaction form, you specify the transaction to be one of several types:

<i>Transaction Type</i>	<i>Description</i>
Payment	Writes a check on the specified reconcilable account. The accounts in the detail list are debited. The check register code is "W".
Bank Charges	Issues a credit to the specified reconcilable account. Debits an expense account for bank charges that you specify in the detail list. The check register code is "C".
Auto Payment	Issues a credit to the specified reconcilable account. Debits the accounts specified in the detail list. Used to record automatic withdrawals. The check register code is "A".
Auto Deposit	Issues a debit to the specified reconcilable account. Credits the accounts specified in the detail list. Used to record automatic deposits. The check register code is "A".
Direct Deposit	Same as an Auto Deposit, but with a check register code of "I".
Direct Payment	Same as an Auto Payment, but with a check register code of "O".
Interest Rec'd	Like an auto deposit. Records interest payments to your banking account. The check register code is "A".

### Creating Bank Transactions

To create a Bank Transaction:

1. From the *PCS Accounting* main menu bar, select **Accounting/Cash/Bank Transactions**. This brings up the Bank Transactions window.
2. In the **Bank Account:** box, choose a reconcilable account from the combo box list. (Only reconcilable accounts are available.)

Creating a bank transaction

3. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
4. In the **Transaction Type:** box, choose one of the entries from the combo box list. (See the table, above for a list of available choices.)
5. In the **Name/Descript.** box, enter the name of the organization responsible for the receipt or to whom the disbursement is directed.
6. To the right of the **Name/Descript.** box is a button that will have a caption “Check No”, “Adj No” or “Charge No”, depending on the type of transaction. Click on this button to assign the next available number to the current transaction. This number appears in the box to the right of the button. If the number is not correct (for instance, in the case of an out-of-sequence check number), type in the correct number.
7. In the **Reference:** box, type in a descriptive entry to help identify the transaction.
8. In the detail section of the form, list the accounts and amounts to be debited (if the bank account is being credited by a payment) or credited (if the bank account is being debited by a receipt). To enter your first account, in the first blank cell (Row 1) of the **Account No.** column, right click or press F5. This will bring up the Chart of Accounts window. Or, if you know the account number, you may type it into the **Account No.** cell.
9. In the Chart of Accounts window, pick the account to which will receive the credit (or some part thereof). Click on the account and then click on the **Select** button (or simply double-click on the account). The account and its name will be inserted into the transaction.
10. In the **Description** column, the name of the account appears when an account is chosen. You may change this if you choose. Up to 30 characters are allowed.
11. In the **Amount** column, type in the amount to be credited or debited to the account.
12. If the transaction involves more than one account, repeat Steps 8-11.
13. As you enter amounts in the detail section, the **To Apply:** box in the form’s header will show the amount remaining to be applied. The **Applied:** box will show the amount applied. *You will not be able to save the transaction until the **To Apply:** box show zero and the **Applied:** box shows the same value as the **Amount:** box.*
14. Save the transaction by selecting **Edit/Save Bank Transactions** from the menu bar or by clicking the **Save** button.

### Editing Bank Transactions

To edit a bank transaction, open the Bank Transaction window and click on the **Select** tab (or press CTRL+TAB). In the list of transactions in the **Select** tabbed page, click on a transaction to select it. The **Detail** page showing the selected transaction will immediately appear.

Until the transaction has been reconciled (cleared using the Check Register), you can edit any of the information in the transaction. After the transaction has been reconciled, the header information in the receipt cannot be changed. The distribution among accounts in the detail list can be changed, as long as the applied amount remains equal to the transaction amount.

### Deleting Bank Transactions

Bank transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete** command from the menu bar.

*Bank transactions cannot be deleted after the transaction has been cleared in the Check Register.*

### Advance Receipts

Use an Advance Receipt transaction to record a receipt from a customer made in advance of the issuance of an invoice. This type of receipt can also be used to record a received amount that is in excess of the amount billed.

Advance Receipt transactions debit the Default Cash Receipts posting account (usually a cash-on-hand account, see Types of Posting Accounts on page 23) by the amount of the receipt. The Advanced Receipts posting account (a deferred income liability account) is credited. You will later use a Deposit transaction to transfer the

## Cash Transactions

funds to your bank account. The receipt may be designated as a check or a bank transfer. If a check is received, the cash-on-hand account is debited. In the case of a wire transfer or direct deposit, a deposit transaction is automatically made to a reconcilable (bank) account.

Receipt No:	[New]	Status:	Active
Customer ID:	GENTRANS	Date:	10/17/02
Name:	General Transportation, Inc.	Check No:	8873
Address:	345 Mulberry St.	Payment Type:	Check
City:	Buffalo	Amount:	4000.00
State:	NY	Zip:	14203
Reference:	PO 536 - Routing App	Cash Acct:	1010104

Creating an advance receipt transaction

Advance receipts appear in customer statements and receivables aging reports as negative amounts. Typically, you will, at a later date, bill the customer for delivered items in an amount equal to or in excess of the advanced amount. The customer will then pay for the billed amount less the advanced amount, and will thereby cover the advance in the Receipt for Sale (see Receipt for Sale Transactions on page 104) transaction.

To create an Advance Receipt:

1. From the menu bar, select **Accounting/Cash/Advance Receipt**. The Cash Advance Receipt window appears.
2. In the **Customer ID:** box, click the pic button or press F5 to bring up the Select Customer window. In the Select Customer window, click on the customer who sent the payment and click on **OK**. Information from the customer table will fill the top part of the Cash Advance Receipt window. Edit the customer name and address information, if desired.
3. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
4. If the receipt is a check, enter the check number in the **Check No:** box.
5. In the **Payment Type:** box, choose receipt type — “Check”, “Wire Transfer” or “Direct Deposit.”  
If a wire transfer or direct deposit is received, a Select Account window will appear showing only asset accounts. In this popup window, choose (click on) the bank account to which the receipt was made and then click the **Select** button.

**Note:** If the receipt is a wire transfer or direct deposit, the deposit will appear in the check register with an “I” code.

6. Enter the amount of the receipt in the **Amount** box.
7. In the **Reference:** box, enter a description for the advance. Up to 30 characters are allowed.
8. Save the transaction by selecting **Edit/Save Receipt for Sale** from the menu bar or by clicking the **Save** button.

As an example of using an advance receipt as part of a sales/receipt cycle of transactions, suppose that the following occurs:

- Your organization contracts with a customer to deliver a custom program. The agreed upon cost of development is \$22,800. The customer agrees to provide a deposit of \$4,000 to cover startup costs.
- You receive the \$4,000 and generate an advance receipt transaction.
- At the end of the next billing period, you bill the customer for \$8,550 for work performed.
- The customer pays \$4,550. When you receive the payment, you apply \$8,550 to the invoice and (\$4,000) to the advance. The following figure shows this transaction.

**Note:** If the invoiced amount is equal to or less than the advance receipt amount, in the **Payment Type**: box, choose "Advance" and then apply, as a negative number, the amount you wish to apply to the detail row showing the advance ("ADV"). Apply the same amount, as a positive number to the row showing the invoice that the advance is being applied to. You can leave the **Amount**: box showing 0.00.

Type	Invoice No	Date	Disc Date	Orig Amount	Paid	Bal	Disc Taken	Applied	Bal Due
INV	1012	11/29/02	11/29/02	8550.00	0.00	8550.00	0.00	8550.00	0.00
ADV	35	10/17/02		-4000.00	0.00	-4000.00	0.00	-4000.00	0.00

Applying a cash receipt to an advance and an invoice

### Deleting Advance Receipts

Advance Receipt transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete Receipt for Sale** command from the menu bar.

*If the receipt type is a check, Advance Receipt transactions cannot be deleted after the receipt has been deposited. Direct deposits can be deleted until they have been cleared.*

### Vendor Refunds

Use a Vendor Refund transaction to record a receipt from a vendor. This type of transaction is used when a vendor refunds money to you after you have:

- made a purchase (recorded with a Merchandise Receipt or a Non-Inventory Purchase),
- paid for the purchase (recorded with a Payment to Vendor transaction) and
- returned part or all of the purchased materials or services to the vendor (recorded with a Purchase Return or Purchase Credit).

## Cash Transactions

If a check or cash is received, vendor refund transactions debit the Default Cash Receipts posting account (usually a cash-on-hand account, see Types of Posting Accounts on page 23) by the amount of the receipt. If the refund is in the form of a direct deposit or wire transfer, the funds are deposited directly into a reconcilable (bank) account. The default payables posting (vendor payable) account is credited. If the receipt is in the form of a check or cash, you will later use a Deposit transaction to transfer the funds to your bank account.

The screenshot shows the 'Vendor Refunds' window in PCS Accounting. The 'Details' tab is selected. The 'Refund No.' is [NEW] and the status is 'Active'. The 'Vendor ID' is MICROWHSE, with the name 'MicroComputer Warehouse Distributors' and address '6381 Walden, Buffalo, NY 4224'. The 'Date' is 11/22/02, 'Check No.' is 0046705, and 'Payment Type' is 'Check'. The 'Amount' is 1149.00, 'Applied' is 1149.00, and 'Balance' is 0.00. The 'Cash Acct' is 1010104 and the 'Default Acct' is also 1010104. Below the form is a table of transactions:

Type	Vendor Ref	Date	Disc Date	Orig Amount	Paid	Bal	Disc Taken	Applied	Bal Due
RET	8341-IN	11/05/02		-1149.00	0.00	-1149.00	0.00	1149.00	0.00
MERR	8341-IN	10/28/02	10/28/02	6917.00	6917.00	0.00	0.00	0.00	0.00
MERR	SI-4356	10/22/02	10/22/02	6790.59	6790.59	0.00	0.00	0.00	0.00
MERR	SI-4274	09/11/02	09/11/02	3495.00	3495.00	0.00	0.00	0.00	0.00
MERR	SI-4211	09/07/02	09/07/02	5193.00	5193.00	0.00	0.00	0.00	0.00

Creating a vendor refund transaction

Vendor refunds appear in vendor statements and payables aging reports as negative amounts.

To create an Vendor Refund:

1. From the menu bar, select **Accounting/Cash/ Vendor Refunds**. The Vendor Refunds window appears.
2. In the **Vendor ID:** box, click the pic button or press F5 to bring up the Select Vendor window. In the Select Vendor window, click on the vendor who sent the payment and click on **OK**. Information from the vendor table will fill the top part of the Vendor Refunds window. Edit the vendor name and address information, if desired.
3. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
4. If the receipt is a check, enter the check number in the **Check No:** box.
5. In the **Payment Type:** box, choose the type of receipt — “Check”, “Wire Transfer”, “Direct Deposit” or “Cash Payment”.

If a wire transfer or direct deposit is received, a Select Account window will appear showing only asset accounts. In this popup window, choose (click on) the bank account to which the receipt was made and then click the **Select** button.

**Note:** If the receipt is a wire transfer or direct deposit, the deposit will appear in the check register with an “I” code.

6. Enter the amount of the receipt in the **Amount** box.

7. In the **Reference:** box, enter a description for the refund (possibly the original invoice number or the purchase return number). Up to 30 characters are allowed.
8. The details list in the bottom half of the window will show previous transactions with this vendor. Find the row where the purchase return or credit (with an “RET” or “PURCR” code) is shown. You will enter the amount of the transaction (the same amount as entered in Step 6) in the applied column of this row. (This will be a positive amount.)
9. Save the transaction by selecting **Edit/Save Vendor Refunds** from the menu bar or by clicking the **Save** button.

### Deleting Vendor Refunds

Vendor Refund transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete Vendor Refunds** command from the menu bar.

*If the receipt type is a check or cash, Vendor Refund transactions cannot be deleted after the receipt has been deposited. Direct deposits can be deleted until marked as cleared.*

### Payments to Vendors

A Payment to Vendor transaction records the payment of funds to a vendor. The vendor typically has an outstanding payables liability recorded using Merchandise Receipt or Non-Inventory Purchase transactions. This type of transaction credits a reconcilable asset account (the default being the Default Cash Payment Bank Account posting account). The default Purchasing (payables) posting account is debited.

### Creating a Vendor Payment Transaction

**Requirement:** To enter a Payment to Vendor transaction, a purchase recorded as a Merchandise Receipt or a Non-Inventory Purchase must exist from a vendor in the vendor list, i.e., you must have previously entered a bill from that vendor.

Type	Vendor Ref	Date	Disc Date	Orig Amount	Paid	Bal	Disc Taken	Applied	Bal Due
PUR	Monthly	11/01/02	11/01/02	546.00	0.00	546.00	0.00	546.00	0.00
PUR	Monthly	10/01/02	10/01/02	449.50	449.50	0.00	0.00	0.00	0.00

Creating a payment to a vendor

To create a Payment to Vendor transaction:

1. From the *PCS Accounting* main menu bar, select **Accounting/Cash/Payment to Vendor** or click on the Cash Payment button,  on the toolbar. This brings up the Cash Payments window.
2. In the **Vendor ID:** box, type in the vendor ID, or click the pic button or press F5 to bring up the Select Vendor for Payment window.
3. In the Select Vendor for Payment window, click on the vendor who is receiving the payment and click on **OK**. Information from the vendor table will fill the top, header section of the Cash Payments window.
4. Edit the vendor name and address information, if desired.
5. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
6. In the **Ch Acct** box, choose a reconcilable (bank) account from which the payment is to be drawn.
7. Click on the **Check No** button or tab to it and press SPACEBAR to enter the next check number. You can also type in a check number. The box must be filled. If you are recording a non-check payment (cash, direct deposit, wire transfer), enter a number to identify the transaction in the check register. The number must be unique and must be numeric (only digits, no letters).
8. In the **Payment Type:** box, select the type of payment. Choices are “Check”, “Direct Deposit” “Wire Transfer” or “Advance”. All of the choices except “Advance” will post the amount of the payment to the reconcilable account indicated by the **Ch Acct** entry. Use “Advance” only to pay a bill by applying the amount owed against an advance payment previously made to a vendor, in which case the **Amount:** will be zero.
9. In the **Amount:** box, enter the amount of the payment. The **Applied:** and **Balance:** boxes are read-only.
10. In the **Reference:** box, enter a description of the payment. Up to 30 characters are allowed. This entry might include the number of the vendor invoice the payment is for or your original purchase order number.
11. In the detail list in the bottom half of the form, the payables created by Merchandise Receipt, Non-Inventory Purchase and Advance Payment transactions are listed for the selected vendor. Your payment can be applied to one or several of the payable items listed here.
12. For a payable item in the list, in the **Disc Taken** column, enter the *cash amount* of any discount you are taking. This amount will be credited to the Purchase Discount posting account.
13. In the **Applied** column, enter the amount to be applied to that payable. (If the payable item is an advance payment that you wish to apply to this transaction, enter a negative amount in the **Applied** cell).
14. If the payment covers more than one payable transaction, repeat Steps 11 - 13.
15. As you apply amounts, the **Bal Due** column will reflect the balance due for the payable. The **Balance:** box in the transaction’s header will show the remaining amount that must be applied. *When the Balance: box shows zero, you will be able to save the transaction.*
16. Save the receipt by selecting **Edit/Save Cash Payment** from the menu bar or by clicking the **Save** button.

### Editing Cash Payment Transactions

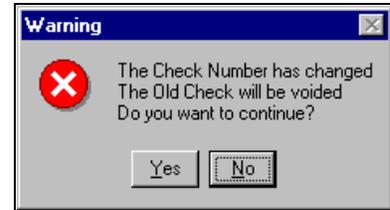
*A Cash Payment transaction for a payment that has cleared the bank cannot be edited.*

To edit a cash payment transaction, open the Cash Payments window and click on the **Select** tab (or press ALT+S). In the list of payments in the **Select** tabbed page, click on a payment transaction to select it. The **Detail** page showing the selected transaction will immediately appear.

Until the payment has been reconciled, you can edit any of the information in the payment, provided that the balance remains zero. After the payment has been reconciled, the payment cannot be changed.

If the **Check No** entry is changed, when you attempt to save the transaction, you will be warned that the transaction containing the original check number will be voided. If you choose the **Yes** button, a transaction with \$0.00 amount and the original check number will appear in the Check Register as will the current transaction with the new check number.

*You cannot make a **Check No:** entry that is the same as the number of a previously issued check.*



### Deleting Cash Payment Transactions

Cash Payment transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete** command from the menu bar.

*Cash payments cannot be deleted after the payment has been reconciled in the Check Register.*

### Advance Payments

Use an Advance Payment transaction to record a vendor deposit (a payment to a vendor made in advance of the receipt of a bill). This type of payment can also be used to record a paid amount that is in excess of the amount owed.

Advance Payment transactions credit the designated reconcilable account (e.g., a bank account) by the amount of the payment. The Advance Payments posting account (a deferred expense asset account) is debited. The payment may be designated as a check, a bank transfer or cash, but in all cases, the specified reconcilable account is credited.

Payment No:	[New]	Status:	Active
Vendor ID:	MKRCONSULT	Date:	11/04/02
Name:	MKR & Associates Management Consultants	Ch Acct:	Checking Account
Address:	532 Delaware Ave.	Check No:	117
City:	Buffalo	Payment Type:	Check
State:	NY	Zip:	14202
Reference:	Down pymnt on consulting work	Amount:	1000.00

Creating an advance payment transaction

Advance payments appear in payables aging reports as negative amounts. Typically, you will, at a later date, pay the vendor for delivered items in an amount equal to or in excess of the advanced amount. You will pay the billed amount less the advanced amount at which time you will cover the advance in a Payment to Vendor (see Payments to Vendors on page 113) transaction.

To create an Advance Payment:

1. From the menu bar, select **Accounting/Cash/Advance Payment**. The Cash Advance Payments window appears.

## Cash Transactions

2. In the **Vendor ID:** box, click the pic button or press F5 to bring up the Select Vendor for Payment window. In this window, click on the vendor who is receiving the payment and click on **OK**. Information from the vendor table will fill the top part of the Cash Advance Payments window. Edit the vendor name and address information, if desired.
3. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
4. In the **Ch Acct** box, choose a reconcilable (bank) account from which the payment is to be drawn.
5. Click on the **Check No** button or tab to it and press SPACEBAR to enter the next check number. You can also type in a check number. The box must be filled. If you are recording a non-check payment (cash, direct deposit, wire transfer), enter a number to identify the transaction in the check register. The number must be unique and must be numeric (only digits, no letters).
6. In the **Payment Type:** box, select the type of payment. Choices are “Check”, “Direct Deposit” “Wire Transfer” or “Cash”. All of the choices will post the amount of the payment to the reconcilable account indicated by the **Ch Acct** entry.
7. In the **Amount:** box, enter the amount of the payment. The **Applied:** and **Balance:** boxes are read-only.
8. In the **Reference:** box, enter a description of the payment. Up to 30 characters are allowed. This entry might include the your purchase order number.
9. Save the transaction by selecting **Edit/Save Cash Payments** from the menu bar or by clicking the **Save** button.

As an example of using an advance payment as part of a purchasing/payment cycle of transactions, suppose that the following occurs:

- a. Your organization contracts with a vendor to deliver consulting services. The agreed upon cost of the project is \$10,000.
- b. You pay a down payment of \$1,000 to cover the vendor’s up front expenses. In *PCS Accounting* you generate an advance payment transaction for this amount.
- c. At the end of the billing period, you are billed \$5,550 the vendor’s up front costs and for work performed.
- d. When the bill is due, you pay \$4,550. In a Cash Payment transaction, you apply \$5,550 to the bill and (\$1,000) to the advance. The following figure shows this transaction.

The screenshot shows the 'Cash Payments' window in PCS Accounting. The 'Details' tab is active, showing the following information:

- Payment No: [NEW] Status: Active
- Vendor ID: MKRCONSULT Date: 12/06/02
- Name: MKR & Associates Management Consultants Ch Acct: Checking Account
- Address: 532 Delaware Ave. Check No: 118
- City: Buffalo Payment Type: Check
- State: NY Zip: 14202 Amount: 4550.00
- Reference: Consult, Nov. 2002 Applied: 4550.00
- Show After: 09/18/02 Balance: 0.00

Type	Vendor Ref	Date	Disc Date	Orig Amount	Paid	Bal	Disc Taken	Applied	Bal Due
PUR	Inv_012244	11/29/02	11/29/02	5550.00	0.00	5550.00	0.00	5550.00	0.00
ADV		11/04/02		-1000.00	0.00	-1000.00	0.00	-1000.00	0.00

Payment to a vendor with a prior advance payment applied to the current payable

**Note:** If the payable amount is equal to or less than the advance amount, in the **Payment Type:** box, choose “Advance” and then apply, as a negative number, the amount you wish to apply to the detail row showing the advance (“ADV”). Apply the same amount, as a positive number to the row showing the payable that the advance is being applied to. You should leave the **Amount:** box showing 0.00.

### Deleting Advance Payments

Advance Payment transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete Cash Payments** command from the menu bar.

*An Advance Payment transaction cannot be deleted after the payment has been reconciled in the Check Register.*

### Customer Refunds

Use a Customer Refund transaction to record a payment to a customer. This type of transaction is used when you refund money to a customer after the customer has:

- (i) made a purchase (recorded with an Invoice or Without Invoice transaction),
- (ii) paid for the purchase (recorded with a Receipt for Sale transaction) and
- (iii) returned part or all of the purchased materials or services to you (recorded with a Sales Return or Sales Credit).

Customer Refund transactions credit the designated bank account.

The screenshot shows the 'Customer Refunds' window in PCS Accounting. The window title is 'Customer Refunds' and it has a 'Details' tab selected. The main area contains the following fields:

- Payment No: [NEW] Status: Active
- Customer ID: GPASSOC Date: 11/29/02
- Name: Geoffrey Price Associates Ch Acct: Checking Account
- Address: 11454 Broadway Check No: 118
- City: Buffalo Payment Type: Check
- State: NY Zip: 14210 Amount: 190.00
- Reference: Refund - Inv. 1006 Applied: 190.00
- Show After: 08/29/02 Balance: 0.00

Below the fields is a table with the following columns: Type, Invoice No, Date, Disc Date, Orig Amount, Paid, Bal, Disc Taken, Applied, Bal Due.

Type	Invoice No	Date	Disc Date	Orig Amount	Paid	Bal	Disc Taken	Applied	Bal Due
INV	1010	11/25/02	11/25/02	9139.30	0.00	9139.30	0.00	0.00	9139.30
RET	11	11/22/02		-190.00	0.00	-190.00	0.00	190.00	0.00
INV	1006	10/29/02	10/29/02	14440.00	14440.00	0.00	0.00	0.00	0.00
INV	1005	10/05/02	10/05/02	330.75	330.75	0.00	0.00	0.00	0.00
INV	1002	09/28/02	09/28/02	4370.00	4370.00	0.00	0.00	0.00	0.00
ADV	2	09/11/02		-12000.00	-12000.00	0.00	0.00	0.00	0.00

Creating a customer refund transaction

Customer refunds appear in customer statements and receivables aging reports as negative amounts.

To create an Customer Refund:

1. From the menu bar, select **Accounting/Cash/ Customer Refunds**. The Customer Refunds window appears.
2. In the **Customer ID:** box, click the pic button or press F5 to bring up the Select Customer window. In the Select Customer window, click on the customer who is receiving the payment and click on **OK**.

Information from the customer table will fill the top part of the Customer Refunds window. Edit the customer name and address information, if desired.

3. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
4. In the **Ch Acct:** box, make sure the correct bank account is selected.
5. If the payment is a check, enter the check number in the **Check No:** box (or click on the **Check No**) button to get the next available check number.
6. In the **Payment Type:** box, choose the type of receipt — “Check”, “Wire Transfer” or “Direct Payment”.
7. Enter the amount of the payment in the **Amount** box.
8. In the **Reference:** box, enter a description for the refund (possibly the original invoice number or the sales return number). Up to 30 characters are allowed.
9. The details list in the bottom half of the window will show previous transactions with this customer. Find the row where the sales return or sales credit (with an “RET” or “SLC” code) is shown. You will enter the amount of the transaction (the same amount as entered in Step 7) in the applied column of this row. (This will be a positive amount.)
10. Save the transaction by selecting **Edit/Save Customer Refunds** from the menu bar or by clicking the **Save** button.

### Deleting Customer Refunds

Customer Refund transactions can be deleted using the **Delete** button on the tool bar or by selecting the **Edit/Delete Customer Refunds** command from the menu bar.

### Check Registers

The Check Registers window is used to:

- Examine deposits and withdrawal from reconcilable accounts.
- Print checks.
- Reconcile the account with a statement from the institution.

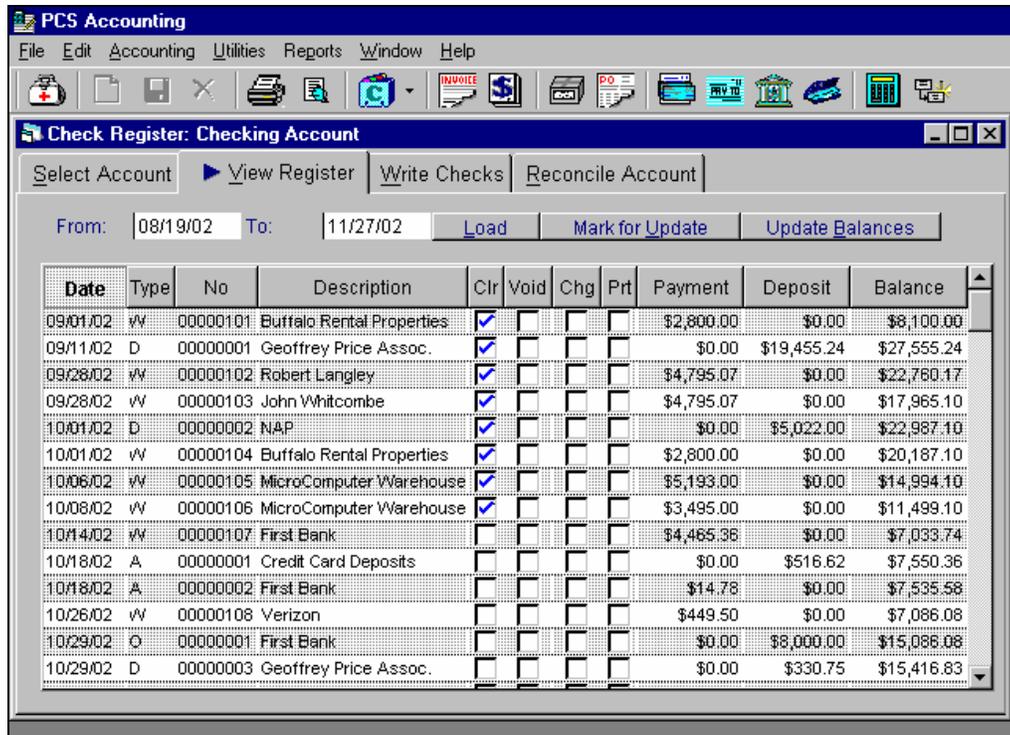
To perform any of these functions, choose **Accounting/Cash/Check Registers** from the menu bar, or, from the toolbar, click on the **Check Registers** button, . This will bring up the Check Register window. The **Select Account** tabbed page is shown.

#### Selecting an Account

In the **Select Account** page, a list of the reconcilable accounts is shown. Click on the account you wish to work with or examine.

#### View a Check Register

To view the check register for the selected reconcilable account, click on the **View Register** tab. This window shows the deposits and withdrawals made on the account for the range of dates specified by the **From:** and **To:** boxes. To change the date range, type in dates or double-click in the boxes to bring up the calendar window.



Viewing a check register

Once dates have been selected, click the **L**oad button to re-load the register for the date range. If the Balance column is blank for the most recent entries in the list, click the **U**ppdate Balances button to have the program scan the cash transaction data and re-calculate the account balance resulting from each transaction.

The following information is displayed:

<i>Column Name</i>	<i>Description</i>
Date	The date of the transaction.
Type	A code for the type of transaction. A — automatic deposit or withdrawal, C — bank charge, D — deposit, W — withdrawal by check, I — direct deposit, O — direct withdrawal.
No	The check or deposit number.
Description	The name/description from the <b>N</b> ame/ <b>D</b> escript. box of the cash transaction.
Clr	A check mark indicates that the transaction has been reconciled. It has cleared the bank.
Void	A check mark indicates the transaction has been voided.
Chg	Place a check mark in this box to have the check register re-calculated. Occasionally, the check register will lose synchronization with the cash transaction tables. Placing a check mark in this column at the point where balances appear incorrect or blank will cause the check register to be re-calculated from that point forward when the <b>U</b> ppdate Balances button is clicked. To place a check in this column for an item in the list, click on the row containing the item in question and click the <b>M</b> ark for <b>U</b> ppdate button. Then click the <b>U</b> ppdate Balances button. This is the only column in the check register that is not read-only.
Prt	A check mark indicates the check has been printed.

Column Name	Description
Payment	The amount of the withdrawal (credit).
Deposit	The amount of the deposit (debit).
Balance	The account balance resulting from the transaction.

### Printing Checks

PCS Accounting prints checks from pre-printed check stock. A middle check layout for laser printers is supplied as a default. Check stock may be obtained from business forms suppliers such as Nelco (P.O. Box 10208, Green Bay, WI 54307-0208, (800) 266-4669). Nelco pre-printed checks with item codes 81013-14, 80929-14 or 81175-14 are examples checks with the default layout.

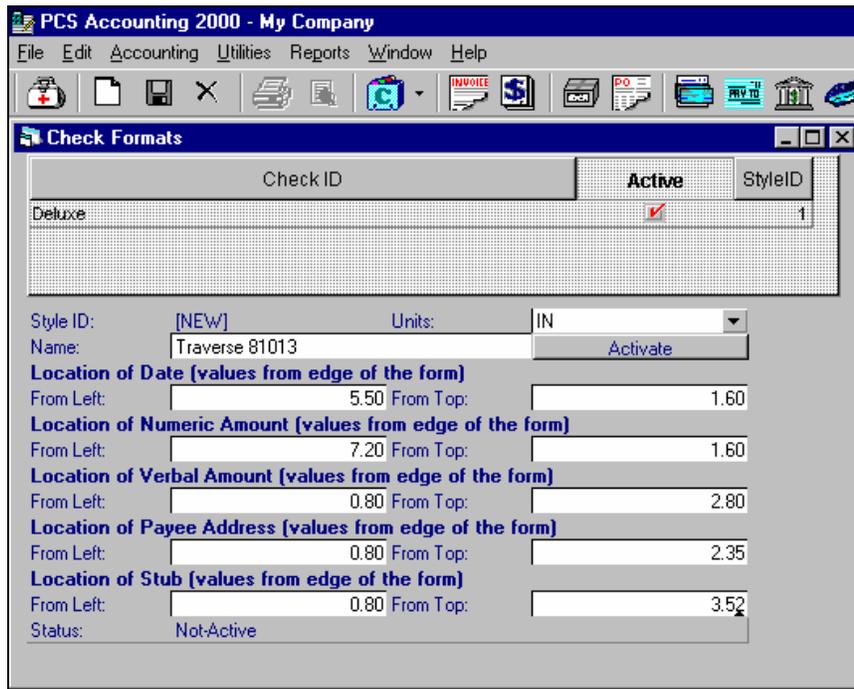
PCS Accounting prints the date, name and amount on the check. The check number and MICR (bank) code is *not* printed. A voucher showing the vendor code and name, the invoice number, invoice date, invoice amount, discount taken and check amount is printed on the bottom third of the page.

To print a check or a range of checks :

1. Choose **Accounting/Cash/Check Registers** from the menu bar, or, from the toolbar, click on the **Check Registers** button. In the **Select Account** page, in the list of reconcilable accounts, click on the account the check is to draw on.
2. Click on the **View Register** tab and, on the check register page, click on the check you wish to print.
3. Click on the **Write Checks** tab. The check will appear.
4. To *print* the check, click the **Print This Check** button. To print a range of checks, click the **Print Range** button and enter a starting and ending number in the Enter Check Numbers window and click the **Print** button.
5. To *preview*, rather than print, the check(s), click the **Preview** check box on the **Write Checks** page.

### Setting Check Layouts

Use the Check Formats window to bring up a form for creating new check layouts and setting one or another of these layouts as the active, default layout.



Setting check layouts

To set a check layout, select **Edit/Check Layouts** from the menu bar. In the Check Formats window, to add a new check style, click the **New** button on the toolbar or choose **Edit/New Check Layout** from the menu bar.

Select the system of length units (“IN” for inches or “CM” for centimeters) in the **Units** combo box. Enter a name for your new layout and then enter the locations for the various items that are to be printed on the check and check stub.

When finished, click the **Save** button on the toolbar or choose **Edit/Save Check Layout** from the menu bar.

You may edit an existing layout by clicking on its entry in the list of layouts in the top part of the window.

To delete a layout, click on a layout from the list and then click the **Delete** button on the toolbar or choose **Edit/Delete Check Layout** from the menu bar.

To select a default check layout (i.e., the layout that will be used when checks are printed or previewed, click on the layout you wish to use in the list and then click the **Activate** button (just under the **Units** combo box). You will be prompted to confirm your choice, after which the new default will move to the top of the list.

### Reconciling Bank Accounts

Banks typically send monthly statements which should be reconciled with the corresponding cash entries made in *PCS Accounting* for the periods covered by the statements. To perform such reconciliations, use the Reconcile Account page in the Check Register window.

The procedure is as follows:

1. Choose **Accounting/Cash/Check Registers** from the menu bar, or, from the toolbar, click on the Check Registers button. In the **Select Account** page, click on the account the check is to draw on.
2. Click on the **Reconcile Account** tab.
3. With the bank statement in hand, enter the statement’s value for the account beginning balance for the period in question in the **Beginning Balance** box in the **Reconcile Account** page.
4. Enter the statement’s value for the account ending balance for the period in question in the **Ending Balance** box.
5. Click the **Reset** button. This will cause the list on the lower part of the Reconcile Account page to be filled in with *uncleared* checks, charges, credits and deposits from the various cash modules. (Previously cleared transactions will not appear.)
6. Go through the list of transactions in the bank statement. For each entry in the statement’s list, find the corresponding item in the **Reconcile Account** page’s list and click the check box in the Clr column for that item. As you do this, the **Total Deposits** box or **Total Payments** box will be increased by the amount of the transaction. Checks and charges will increase the **Total Payments** amount, deposits will increase the **Total Deposits** amount. The **Net Amount** box will show the difference between deposits and withdrawals (i.e., checks and charges). The **Difference** box will show the amount remaining to be reconciled as given by the formula,

$$\text{Difference} = \text{Ending Balance} - \text{Beginning Balance} - \text{Total Deposits} + \text{Total Payments}$$

7. When all the items in the bank statement have been matched to items from the **Reconcile Account** page’s list of transactions, the **Difference** box will show zero and the **Done** button will become enabled (the button’s caption will change from gray to black). Click the **Done** button to record the reconciliation. If there are discrepancies between the bank statement and the cash transactions recorded in *PCS Accounting*, and the differences are caused by incorrect or incomplete entries in *PCS Accounting*:
  - a. Leave the Check Register window open.
  - b. From the menu bar or tool bar, choose the type of transaction that needs to be added or modified.
  - c. In the cash transaction window, add or modify the transaction.
  - d. Save the added or modified transaction.
  - e. From the menu bar, choose **Window** and then the **Check Register** window in the list of open windows. (Or, if any part of the Check Register window is visible, click on it to activate and bring it to the front.)

## Cash Transactions

- f. In the Check Register window (on the **Reconcile Account** page), click the **Reset** button to add the new or modified transaction. (This also clears the check marks in the Clr column.)
- g. Clear (check) the statement items until the **Difference** box show zero and click the **Done** button.

**Important:** Cash transactions that are cleared by the reconciliation procedure become read-only. If a cash transaction is found to be incorrect after it has been reconciled, make an adjustment using **Bank Transactions** on page 108).

## Deposits

Deposits to reconcilable (checking and savings) accounts are made using a Deposit Transaction. This type of transaction moves funds from the Default Cash Receipt posting account into the reconcilable account designated by the deposit transaction. Thus, the Default Cash Receipt (e.g., the Cash on Hand) posting account is credited and the designated reconcilable account is debited.

### Creating a Deposit Transaction

Check No	Customer ID	Name	Reference	Amount	Incd
971	BUFFMARKTADV	Buffalo Marketing	Inv. 1009	5510.00	<input checked="" type="checkbox"/>
0513	GPASSOC	Geoffrey Price Associates	Inv. 1010	9139.00	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Creating a Deposit Transaction

To create a Deposit transaction:

1. From the *PCS Accounting* main menu bar, select **Accounting/Cash/Deposit** or click on the Deposit button on the toolbar. This brings up the Cash Deposits window.
2. In the **Bank Account** combo box, choose the reconcilable account that the deposit will go to.
3. The **Date:** box will initially show the current date. If you wish another date in this box, you can click in this box and edit the date, or double-click to bring up a pop-up calendar. In the pop-up calendar, double-click on the date you wish to be the date of the transaction.
4. In the **Name/Descript** box, enter an identifier for the deposit. This might be the source(s) of the funds being deposited (e.g., the name or names of customers) or any other identifier you find useful. You may enter up to 40 characters in this box.
5. Click on the **Dep No** button to enter the next deposit number. If you wish another number, type it into the box to the right of the button. Deposit numbers are references to deposits that are used within to allow you to keep track of deposits. Unlike check numbers, there would rarely, if ever, be an identifier in a bank statement corresponding to the *PCS Accounting* deposit number.

6. In the **Reference:** box, enter any information you wish to further identify the deposit, say, for instance, the invoice numbers for which checks being deposited are payments.

The list in the lower half of the Cash Deposit window shows items from Receipt for Sale, General Receipts, Vendor Refunds and Advance Receipt transactions. These types of transactions add value to the Default Cash Receipt posting account. (Bank Transactions do not use the Default Cash Receipt posting account and will not be listed in the Cash Deposit list. Invoice transactions for which there is a cash payment recorded within the invoice transaction (a point-of-sale cash payment) *will* add value to the Default Cash Receipt posting account, but *will not* produce an item in the Cash Deposit list. General Ledger Transactions can also be used to change the balance in the Default Cash Receipt posting account; such transactions will not appear in the Cash Deposit list, either.)

7. In the Inc column of the list, click those item that are to be included in the deposit. As you do so, the value of that item will be added to the **Amount** box in the upper half of the window.

The Default Cash Receipt posting account may contain cash from sales invoices paid with cash at the time of sale, or may contain cash recorded with a General Ledger transaction. As noted above, these types of transactions will not show up in the Cash Deposit window list.

8. If you are depositing cash from a point-of-sale cash payment, or other cash whose value is included in the Default Cash Receipt posting account, enter the cash amount in the **Cash** box at the bottom of the window.
9. Save the deposit transaction by selecting **Edit/Save Cash Deposit** from the menu bar or by clicking the **Save** button.

### Editing Deposit Transactions

You may wish to edit deposit transactions to correct entries made in the transaction itself, or to enable you to modify cash receipt transactions that are locked because of a deposit.

To edit a deposit:

1. Choose **A**ccounting/**C**ash/**D**eposit or click on the Deposit button on the toolbar to bring up the Cash Deposits window.
2. Click the **S**elect tab and on the **S**elect page, click on the deposit transaction you wish to modify.
3. On the **D**etails page showing the deposit, make the changes you wish to make and save the modified transaction. If your real aim is to edit a cash receipt transaction, clear the Clr column check box for the item and save the changed deposit transaction. Next, open the cash transaction window for the receipt transaction in question, change and save the modified receipt transaction. Return the Cash Deposit window and re-check the Clr column box for the item. Make sure the deposit transaction is correct and save it.

### Deleting Deposit Transactions

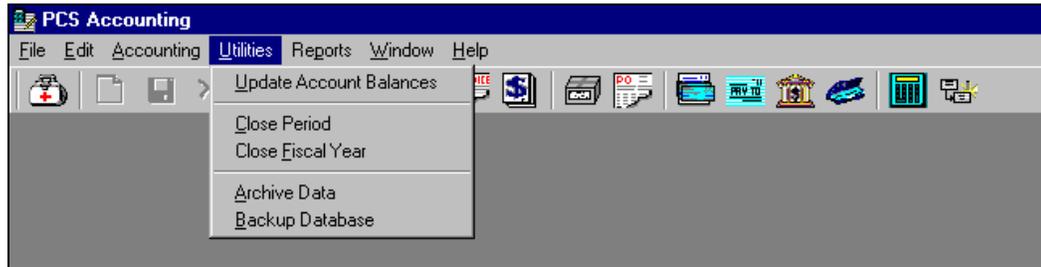
Deposit transactions can be deleted using the **Delete** button on the tool bar or by selecting the **E**dit/**D**el**e**te**C**ash **D**eposit command from the menu bar.

*Deposits cannot be deleted after the deposit has been reconciled in the Check Register.*



## Utilities

The **Utilities** top menu item contains, in its drop-down menu, a number of procedures (some necessary, some useful but not necessary) you will use to maintain the *PCS Accounting* database. Some of the procedures in the **Utilities** menu — archiving data, closing years and periods — can only be done by users with Level 1, 2 or 3 security rights. All users have the right to update account balances and backup the database.



The Utilities menu

**Note:** The Archive Data, Backup Database and Fix Database utilities are not available in the SQL Client Edition of *PCS Accounting*.

### Updating Account Balances

The **Update Account Balances** utility is used to force re-calculation of all account balances for the current period. Occasionally, equipment failures may result in account balances not being updated correctly — e.g., a failure occurs just after a transaction is posted to the general ledger, but before an account's balance can be updated. The symptom of this having occurred is that the Balance Sheet falls out of balance. The Update Account Balances utility is used to repair such errors. To understand what is being done by this utility, we need to consider how account history is kept and displayed in *PCS Accounting*.

### Period Balances

*PCS Accounting* maintains end-of-period balances for each account for each period, starting with the period specified as the beginning period in the accounts setup procedure (see Account Beginning Balances Procedure on page 65), as well as the current account balance (a running total) for each account. The end-of-month balances are shown on the **Period Balances** page of the Chart of Accounts window. (To open the Chart of Accounts window, choose **Edit/Accounts** from the menu bar.)

Saving any transaction will cause the current balance for an account involved in that transaction to be updated and will change the amount shown for the current period in the Updated column of the **Period Balances** page (see below). In order to minimize the time required for this update, the current balance is calculated by adding account entries made in the current period to the period balance from the previous period (rather than summing all the entries for that account since the program was set up). Since saving transactions in the current period does not affect balances from previous periods, if an account balance in a previous period is incorrect, the balance for all subsequent periods will also be incorrect.

Errors in period account balances will appear only in open periods. Out-of-balance accounts prevent a period or year from being closed.

Accounting Period	Debit Amount	Credit Amount	To Date	Updated
200207	0.00	0.00	0.00	
200208	10900.00	0.00	10900.00	12/08/02
200209	7065.10	0.00	17965.10	12/08/02
200210	0.00	12138.41	5826.69	12/08/02
200211	8574.64	0.00	14401.33	12/18/02
200212	0.00	0.00	14401.33	

The Period Balances page in the Chart of Accounts window

Saving any transaction will cause the current balance for an account involved in that transaction to be updated and change the amount shown for the current period in the Updated column of the **Period Balances** page. In order to minimize the time required for this update, the current balance is calculated by adding account entries made in the current period to the period balance from the previous period (rather than summing all the entries for that account since the program was set up). Since saving transactions in the current period does not affect balances from previous periods, if an account balance in a previous period is incorrect, the balance will remain incorrect.

Errors in period account balances will appear only in open periods. Out-of-balance accounts will prevent a period or year from being closed.

### Correcting Balances from Previous Periods

There are two ways to correct erroneous account balances :

- A. Open a transaction from the earliest period that shows an incorrect balance in the **Period Balances** page of the Chart of Accounts window. Make and then remove a change to the transaction (e.g., make an insignificant change by adding and then deleting a space in a box containing descriptive text and then press ENTER or TAB) to activate the Save button. Save the transaction. The account balances for all accounts will be updated from the period of the transaction forward.
- B. Use the Date/Time applet in the Control Panel, to change your computer's clock to any date within the period in question. From the *PCS Accounting* menu bar, click **Utilities/Update Account Balances**. Reset the computer's clock to the correct date and time.

### Closing Periods

Use the Close Period utility to prevent changes or additions to periods that have been audited or are otherwise considered closed. Transactions whose dates are within a period that has been closed using this utility are made read-only, i.e., they can be examined, but cannot be modified in any way. New transactions cannot be entered that are dated within, or before, a closed period.

To close a period:

1. From the **Utilities** menu, click on **Close Period**. A Setup Parameters window will appear warning you that

this procedure requires exclusive access to the database. Make sure no one else is using the program and click to the **Yes** button to proceed. The Close Period window will appear. The period number and the ending date of the earliest open period will appear in the **Period** and **End Date** boxes. These entries cannot be changed.

- To close the indicated period, click the **Proceed** button. The period will be closed.

To examine transactions from a closed period, open the window for the type of transaction you wish to look at by choosing the appropriate command from the **Accounting** menu or the toolbar. On the **Select** tabbed page, click (check) the **Closed** check box. The list of transactions will now show transactions from closed periods. Clicking a transaction will take you to the **Details** page where you can examine, but not change, the transaction.

## Closing Fiscal Years

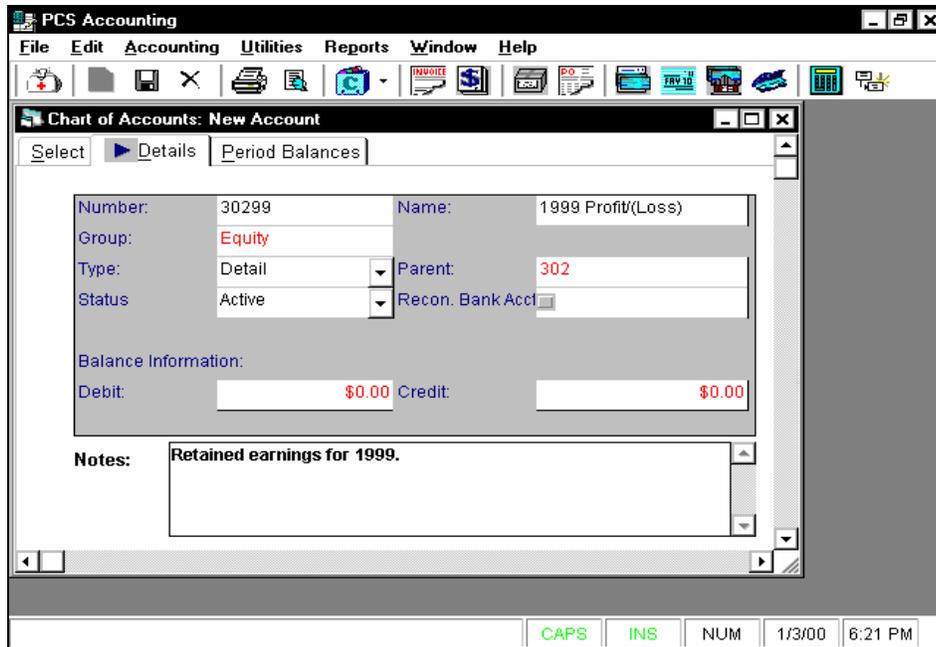
Closing a fiscal year prevents any changes to transactions occurring during that year and prevents creation of any new transactions that are dated within, or prior to, the closed year. The closing of a fiscal year will close all periods within that year.

When a fiscal year is closed, the account balances for all detail expense accounts and all detail revenue accounts are added (actually, the expense balances are subtracted from the revenue balances) and the result is saved in the Current Earnings posting account (see Types of Posting Accounts on page 23). All the detail (and hence, also, general) revenue and expense account balances for the beginning of the new fiscal year are then set to zero. If you examine the **Period Balances** page for an account in the Chart of Accounts window, you will see that a fictitious “0” period (e.g. 200000 or 200000) is listed. If the account is a detail revenue or expense account, a credit or debit amount for this fictitious period appears that will zero out the expense or revenue account making the balance at the beginning of the new year ( the “01” period) zero. For asset, liability and equity accounts, except for the Current Earnings account, there is no entry in the “0” period. For the Current Earnings account, for the “0” period, there will be a credit (debit) equal to the profit (loss) for the year that has just been closed.

To close a fiscal year:

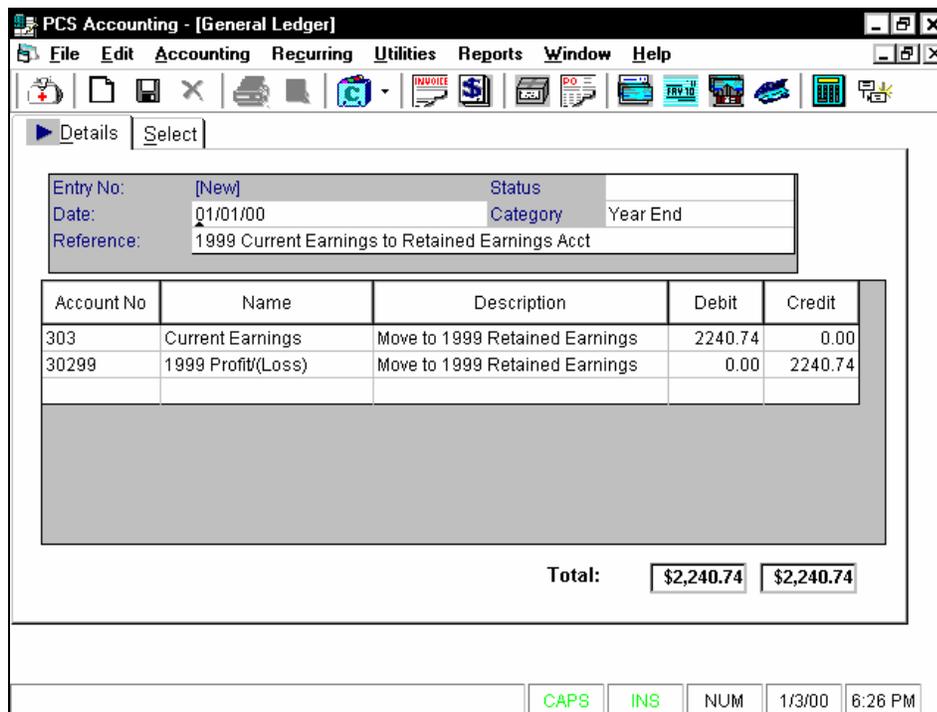
- Choose **Edit/Accounts** from the menu. In the Chart of Accounts window, select the Current Earnings account and note the balance at the end of the year you are about to close. This will, in all likelihood be zero. If it is not, be sure to write down the year-end balance or print out a Balance Sheet for the year-end period.
- From the **Utilities** menu, click on **Close Fiscal Year**. A Setup Parameters window will appear warning you that this procedure requires exclusive access to the database. Make sure no one else is using the program and click to the **Yes** button to proceed. The Close Fiscal Year window will appear.
- You are warned to back up the database before proceeding. If you have not done so, click the **Cancel** button and back up the database using the backup utility (see below). Then repeat Step 1 above to proceed with closing the year.
- The **Fiscal Year** and **End Date** boxes are read-only. They show the earliest open year and the end date for that year, respectively. The **Earnings Acct** is the account number for the Current Earnings posting account that was created during the *PCS Accounting* setup (see Types of Posting Accounts on page 23). If there is no Current Earnings posting account, first make sure an equity account for current earnings exists, and if not, create one, then go to Setup (**Edit/Setup**) and add this posting account.
- Click the **Proceed** button to close the fiscal year.
- Create a new equity account to hold the retained earnings for the closed year. Then make a General Ledger transaction to move the closed year’s earnings from this posting account to the newly created retained earnings account.

Close Fiscal Year	
<b>Warning</b>	
You should back up your database file prior to closing the Year All Periods in the Fiscal Year will also be closed	
Fiscal Year	1999
End Date	12/31/1999
Earnings Acct	303
<input type="button" value="Proceed"/> <input type="button" value="Cancel"/>	



Adding a new retained earnings account

- To create the new equity account, choose **Edit/Accounts** from the menu. In the Chart of Accounts window, select the Retained Earnings general account and click the **New** button on the toolbar to create a retained earnings detail account for the year that was just closed. (See Adding Accounts on page 19 for details on how to add an account.)
- After creating the new account, select the Current Earnings account from the Chart of Accounts window and note the profit (credit) or loss (debit) for the year you just closed.



Transferring current earnings (a profit of \$2240.74) to a retained earnings account for a closed year.

- c. From the menu, select **Accounting/General Ledger** and enter a transaction to zero out the Current Earnings account (or, if the account had a balance prior to closing the year, refer to that amount as obtained in Step 1 above, and remove the addition to the account made by the year-end closing process). Credit (debit) the year's profit (loss) to the new retained earnings account.

## Archiving Data

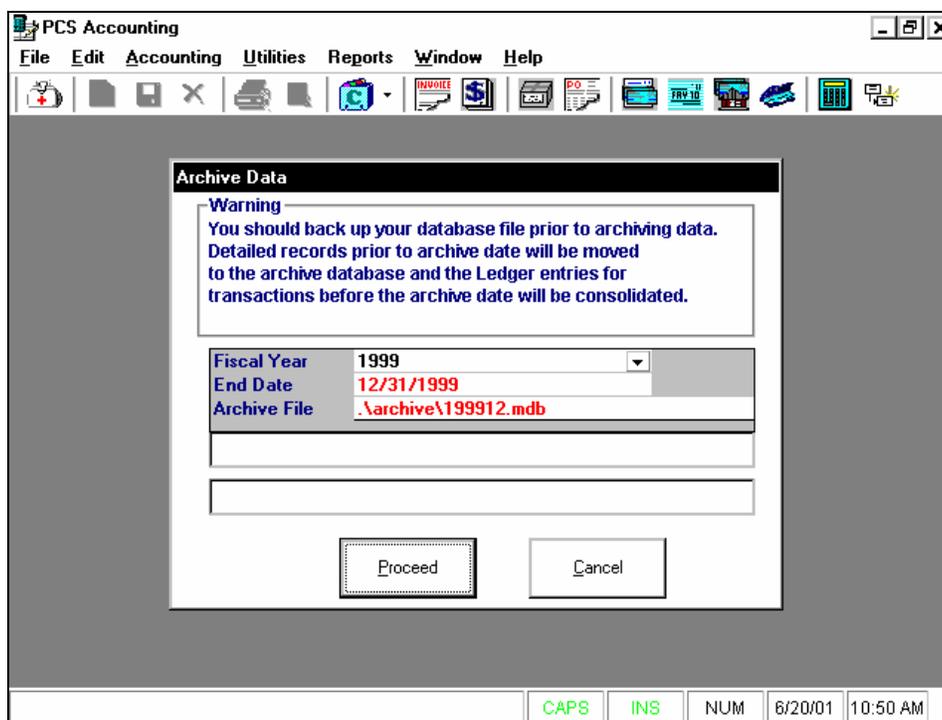
As data accumulates in the *PCS Accounting* database, it is natural that (i) the lists in the **Select** pages of the various transaction windows will become long and more difficult to navigate and (ii) the operation of the program will slow. To alleviate these annoyances, you may wish to *archive* some of your old data using the **Archive Data** utility.

*You may archive only data from closed years. Data will be removed from the year chosen for archiving and for all years prior to the chosen year.*

The **Archive Data** utility allows you to remove large amounts of data from the *PCS Accounting* database and save these data to a separate database file. Transaction details are first copied to the archive database and then consolidated and kept in summary form within the *PCS Accounting* database. *No information is lost by the archiving process.* All data are retained, either in the archive database or in the *PCS Accounting* database.

This utility performs the following steps:

- A. A new, archive database is created in an Archive sub-folder of the *PCS Accounting* folder. The Archive folder is created if it does not exist. The archive database is given a name denoting the last period of the year chosen for archiving.
- B. Library tables containing customers, vendors, products, services, billing and purchasing codes, messages, etc. are *copied* to the archive database.
- C. Accounts Receivable, Accounts Payable, Cash, and General Ledger transaction data for the periods being archived are moved to the archive database. Receivables and payables that have non-zero balances (are outstanding) are *copied* rather than moved.



Beginning the archiving process

- D. General Ledger Journal (that contains all posted account items for all transactions) entries for the periods being archived are *moved* to the archive database and also into a temporary database that is constructed for this purpose. The data within the temporary database is then consolidated. For each accounting period being archived, a general ledger transaction summarizing all account activity is generated from the temporary information and entered into the *PCS Accounting* database.

To archive data:

1. Make sure the fiscal year you wish to update is closed. (See the previous section.)
2. From the *PCS Accounting* menu bar, choose **Utility/Archive Data**. The Archive Data window (shown above) appears.
3. In the **Fiscal Year** box, choose the year you wish to archive. (Remember, all years previous to the year you choose will also be archived.)
4. Click the **Proceed** button. The year(s) chosen in the **Fiscal Year** box will be archived.

### Examining an Archive Database

The archived database can be renamed to Pcsacct2000.mdb, copied into the *PCS Accounting* folder (*assuming you have backed up* and removed or renamed the current, active Pcsacct2000.mdb file) and then opened in *PCS Accounting*.

**Important! Always back up the current, active Pcsacct2000.mdb file before copying an archive database over it.!**

For security reasons, you will probably wish to copy the archive database to removable media (backup tape, CD-ROM or other removable disk), store the removable media in a secure location, and then delete (or use network security features to severely limit access to) the archive database file so that it is not accessible to unauthorized parties.

### Backing Up PCS Accounting Data

Use the Backup Database utility to produce a copy of the *PCS Accounting* database file. To do this, choose **Utilities/Backup Database** from the menu bar. The database file can be backed up only if you are the only user of the program, so you will be warned that you must have exclusive access to the database. If you click the **Yes** button in the Backup Database window, a copy of the database file is created. The copy is placed in a Backup sub-folder and given a name reflecting the backup date. For instance, if the current date is 8/10/01, the name and location of the backup file is (*PCS Accounting* folder)\Backup\PcsAcct081001.mdb.

**Note:** The Backup Database utility does not relieve you of the requirement to back up data to removable media (backup tape, CD-ROM or other removeable media) and store the backup in a secure, preferably offsite, location.

### Fix Database Utility

From time to time (as often as once a day), you should run the Fix Database utility. This will compress the database file, remove deletions and fix errors that might have occurred within the file.

To run the Fix Database utility, choose **File/Fix Database** from the menu bar, or click the Fix Database button,



, on the toolbar. You will be warned, in the Compact Database window, that the utility requires exclusive access. Click the **Yes** button to repair and compact the database. The status of the repair and compaction procedure will appear in the status bar.

## Recurring Transactions

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Typical organizations will find themselves performing certain transactions periodically. For example, rent payments, utilities payments, lease payments or receipts and interest payments or receipts may be entered each month. Often, such repetitive transactions vary only by the date of the transaction. Other transactions will vary only by date and amounts. To facilitate the creation of such transactions, *PCS Accounting* provides *recurring transactions*. These are actually transaction templates which are easily created and retrieved. When you enter a transaction that you know you will be repeating, you create a recurring transaction template based on the transaction you have just created. The next time you need to enter a similar transaction, you retrieve the recurring transaction template. This immediately fills in all the transaction information saved in the template, except for date information which will be based on the current date.

Recurring transactions are available for:

General Ledger transactions	Sales / Invoice transactions	Purchasing / Merchandise Received transactions
Cash./ Bank Transaction	Sales / Sales w/o Invoice transactions	Purchasing / Non-Inventory Purchase transactions

### Adding a Recurring Transaction

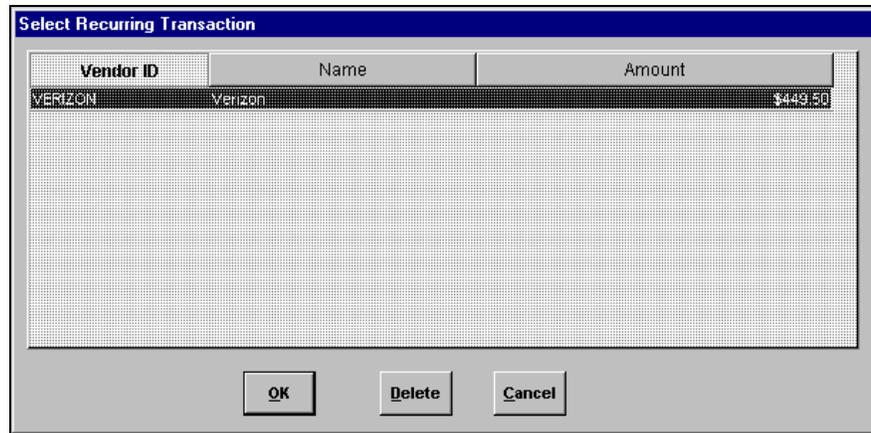
To create a recurring transaction template:

1. Using the for which you wish to make a recurring transaction template. Note that, for transactions of the type listed above, **Recurring** will appear as an item in the menu bar. In the **Select** tabbed page, find an example of the transaction and click on it to open it in the **Details** tabbed page.
2. You may wish to remove or modify some of the information in transaction that will have to be changed each time a new transaction based on the recurring transaction is created. For instance, if you are making a Non-Inventory Purchase transaction for recording a payable for monthly phone bills, you might want to make all dollar amounts zero.
3. From the menu, choose **Recurring/Add**. The transaction will be saved as a recurring transaction template. (The existing, saved transaction is unaffected.)
4. If you made changes to the existing transaction to make it a more suitable template, when you close the window, choose **No** when asked if you wish to save the changed transaction.

### Using (Getting) a Recurring Transaction

To use a recurring transaction template to create a new transaction:

1. From the **Accounting** menu or the toolbar, open the window for the type of transaction you wish to enter.
2. In the **Details** tabbed page, make sure you have a new (blank) transaction.
3. From the menu bar, choose **Recurring/Get**. The Select Recurring Transaction window appears.
4. In the list in the Select Recurring Transaction window, click on (select) the recurring transaction template on which you wish to base your new transaction and click the **OK** button.
5. The data contained in the template fills the transaction window. Make any changes you wish and save the transaction.



Selecting or deleting a recurring transaction

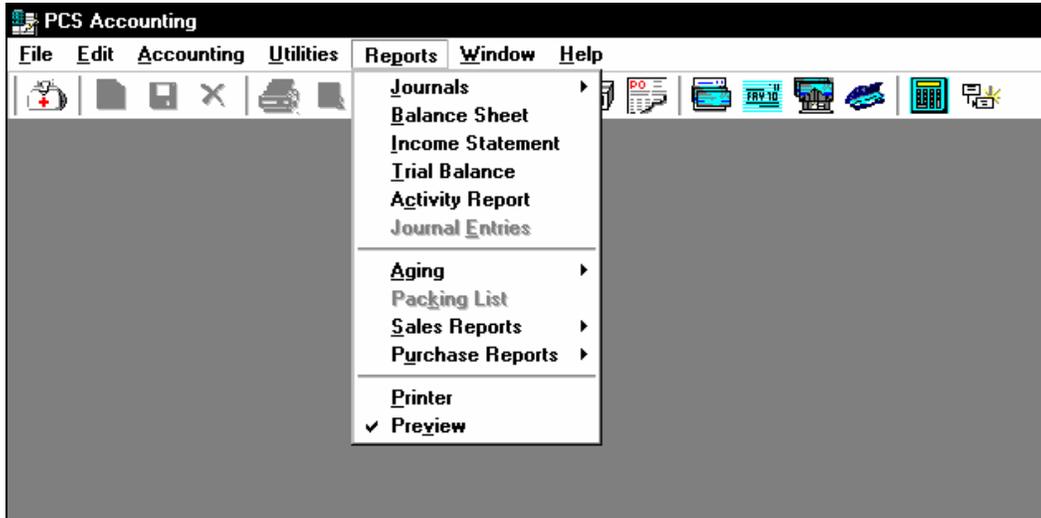
### Deleting a Recurring Transaction

To delete a recurring transaction template:

1. From the **A**ccounting menu or the toolbar, open the window for the type of recurring transaction you wish to delete.
2. While in the **D**etails tabbed page, choose **R**ecurring/Get. The Select Recurring Transaction window appears.
3. In the list in the Select Recurring Transaction window, click on (select) the recurring transaction template on which you wish to delete and click the **D**elete button.

## Reports

Many of the reports available in *PCS Accounting* are produced using the **Reports** menu. Some reports dealing with specific entities, such as customer statements or the check register report are available only when the windows dealing with those entities are active.



The Reports menu

## Printing and Previewing

The screenshot shows a 'Receivables Aging Report' for 'Demo Company'. The report includes a table with columns for Invoice/Pmt No, Type, For, Invoice Date, Due Date, Amount, and aging periods (0-30 Days, 31-60 days, 61-90 days, Over 90 Days). The report lists several customers and their respective totals.

Invoice/Pmt No	Type	For	Invoice Date	Due Date	Amount	0-30 Days	31-60 days	61-90 days	Over 90 Days
Customer: <a href="#">BUFFMARKTAD</a> Buffalo Marketing Advantage									
Total for Buffalo Marketing Advantage					5,510.00	5,510.00	0.00	0.00	0.00
Customer: <a href="#">DEFAULT</a> Default Customer									
Total for Default Customer					0.00	0.00	0.00	0.00	0.00
Customer: <a href="#">GENTRANS</a> General Transportation, Inc.									
Total for General Transportation, Inc.					0.00	0.00	0.00	0.00	0.00
Customer: <a href="#">GPASSOC</a> Geoffrey Price Associates									
Total for Geoffrey/Price Associates					9,139.30	9,139.30	0.00	0.00	0.00
Customer: <a href="#">JBP</a> JBP Limited									
Total for JBP Limited					0.00	0.00	0.00	0.00	0.00
Customer: <a href="#">NAP</a> NewAge Apparel									
Total for NewAge Apparel					0.00	0.00	0.00	0.00	0.00
<b>Total</b>					<b>14,649.30</b>	<b>14,649.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

A receivables aging report

## Reports

Reports will either be sent to the Windows default printer or to a preview window, based on whether the **Printer** or **Preview** menu item is checked in the **Reports** menu. Clicking on one or the other of them toggles these two items. Simply click on your choice to pick it.

When previewing a report, on the preview window's toolbar:

- Use the Table of Contents button at the left end of the toolbar to show or hide an outline list of the major items (customers, vendors, groups, etc.). (Some reports do not utilize this feature.)
- Proceeding from the left of the toolbar, use the Print button to print a previewed report.
- Use the Zoom Out and Zoom In buttons and the Zoom combo box to control the size of the report being previewed.
- Use the Previous Page and Next Page toolbar buttons to navigate through the report.
- Use the Previous and Next buttons to move between back and forth between pages.

Many of the reports include an outline feature on the left side of the report window. Clicking on an item in the outline will take you immediately to that item in the report.

In some reports, click the pic button in the outlined item will open a popup menu from which you can click on the **Drill Down** menu item. This will open a new window showing the details that make up the outline item.

To close the preview window, select **File/Close** from the menu bar.

Print from either the main preview window or from the drill-down window.

## Journals

Journals for General Ledger, Sales, Purchasing and Cash are available under the **Reports/Journals** menu item. These reports describe each transaction created using the corresponding **Accounting** menu item. Amounts posted to accounts by the respective transactions are printed.

### General Ledger Journal

To examine General Ledger transactions, choose **Reports/Journals/General Ledger** from the menu. In the Select Dates window, choose a beginning and ending dates by typing in the dates you wish in the **From:** and **To:** boxes, or double-click in the boxes and choose a date from the pop-up calendar window. Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

### Sales Journal

To examine Sales transactions, choose **Reports/Journals/Sales Journal** from the menu. In the Select Dates window, choose a beginning and ending dates by typing in the dates you wish in the **From:** and **To:** boxes, or double-click in the boxes and choose a date from the pop-up calendar window. Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

### Purchases Journal

To examine Purchasing transactions, choose **Reports/Journals/Purchases Journal** from the menu. In the Select Dates window, choose a beginning and ending dates by typing in the dates you wish in the **From:** and **To:** boxes, or double-click in the boxes and choose a date from the pop-up calendar window. Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

### Cash Journal

To examine Cash transactions, choose **Reports/Journals/Cash Journal** from the menu. In the Select Dates window, choose a beginning and ending dates by typing in the dates you wish in the **From:** and **To:** boxes, or double-click in the boxes and choose a date from the pop-up calendar window. Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

## Balance Sheet

To examine the Balance Sheet for the end of a financial period, choose **Reports/Balance Sheet** from the menu. In the Select Period window, choose a financial period (the current period is the default). Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

## Income Statement

To examine the Income Statement for the end of a financial period, choose **Reports/Income Statement** from the menu. In the Select Period window, choose a financial period (the current period is the default). Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

## Trial Balance

To examine the Trial Balance report, choose **Reports/Trial Balance** from the menu. In the Select Periods window, choose a beginning financial period (period and year) in the **Beginning** box and an ending period in the **Ending** box. The report will show the trial balance for the beginning of the period chosen in the **Beginning** box and the balance for the end of the period in the **Ending** box. The defaults for these boxes are the beginning and end of the current period. Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

## Activity Report

The Activity Report shows postings to each account in a specified range of account numbers that occurred within a specified date range. To examine the Activity Report, choose **Reports/Activity Report** from the menu. In the Select Date window, choose the date range of the postings you wish to examine in the **To:** and **From:** boxes and the range of accounts by entering a number less than or equal to the first account you wish to examine in the **Starting Account:** box and a number greater than or equal to the last account you wish to examine in the **Ending Account:** box. For example, if you wish to examine revenue accounts, you would enter "4" in the **Starting Account:** box and "5" in the **Ending Account:** box. Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

When previewing the report, the Activity report initially shows summary balance changes, over the chosen date range, in each account in the chosen account range. In the outline in the left portion of the preview window, click on an account number to move to that account. Double-clicking on the account number (outlined in red) will show you postings to that account during the specified date range. When printing the report, these details are always printed.

*By providing the time and user who made each entry, the Activity report provides a complete description of all activity within the date range you select. It is therefore a powerful auditing tool.*

## Journal Entries Report

The Journal Entries Report is available only when a transaction window is open and a saved transaction is visible. This report shows the account posting entries for the transaction that is being examined.

## Aging Reports

### Receivables

The receivables aging report shows the current status of the receivables account for each customer. To see or print receivables data for all customers, choose **Reports/Aging/Receivables** from the menu bar. When previewing this summary report, click on a particular customer (in blue print) to obtain a detail aging report for that customer.

You can also obtain an aging report for a particular customer from the Customers window. Select **Edit/Customers** from the menu bar. In the **Select** list, click on the customer you are interested in. From the menu bar, choose **Customers/Receivables**.

### Payables

The payables aging report shows the current status of the payables account for each vendor. To see or print payables data for all vendors, choose **Reports/Aging/Payables** from the menu bar. When previewing this summary report, click on a particular vendor (in blue print) to obtain a detail aging report for that vendor.

You can also obtain an aging report for a particular vendor from the Vendors window. Select **Edit/Vendors** from the menu bar. In the **Select** list, click on the vendor you are interested in. From the menu bar, choose **Vendors/Payables**.

### Vendor Payments Report

To obtain a list of payments to vendors over a date range, open the Vendors window (**Edit/Vendors** from the menu bar) and, in the **Vendors** menu, select **Payments Report**. Choose a date range in the pop-up window; the default date range is for the prior year. The report shows all payments to vendors for purchases made and the method of payment. Vendor refunds and advance payments to vendors are also listed. Note that the report does not include transactions in which monies are paid where a particular vendor is not specified, such as in Bank Transactions. This report is useful in generating data needed for vendor 1099's.

### Packing List

For shipments of goods, a packing list is available. This report is similar to an invoice, but does not include pricing information. This report is available only when the Invoice transaction window is open.

### Sales Reports

Sales reports are available with sold items grouped by customer group (see Customer Groups on page 43) or by sales department (see Sales Departments on page 26). To bring up these reports, select **Reports/Sales Reports/By Customer Group** or **By Sales Department** in the menu.

### Purchasing Reports

Purchasing reports are available with sold items grouped by vendor group (see Vendor Groups on page 43) or by purchasing (same as sales) department (see Setting up a Sales Department on page 27). To bring up these reports, select **Reports/Purchase Reports/By Vendor Group** or **By Purchase Department** in the menu.

### Mailing Labels

When the Customers or Vendors forms are opened, the **Customers** or **Vendors** menus will contain a **Mailing Labels** menu item is available to allow you to print mailing labels in a variety of Avery formats for groups of customers or vendors.

### Customer Lists

Lists of customers sorted by customer ID, by customer name and by customer group are available when in the Customers window. Choose **Edit/Customers** to bring up the Customers window. In the **Customers** menu, choose **Listing – By Customer ID**, **Listing – By Name** or **Listing By Group** to obtain the desired report.

### Customer Statements

To obtain a statement for a customer, open the Customers window by choosing **Edit/Customers**. In the **Select** tabbed page, click on the customer for which you want a statement. From the menu, choose **Customers/Customer Statement**. In the Select Dates window, set the beginning and ending dates you wish the statement to cover. (The default date range is for the previous 30 days. The beginning balance will appear at the beginning of the statement.) Click on the **Print** (or **Preview**) button to print or show the report, or click on the **Cancel** button to cancel the operation.

### Vendor Lists

Lists of vendors sorted by vendor ID, by vendor name and by vendor group are available when the Vendors window is open and active. Choose **Edit/Vendors** to bring up the Vendors window. In the **Vendors** menu, choose **Listing – By Vendor ID**, **Listing – By Name** or **Listing By Group** to obtain the desired report.

### Product and Inventory Reports

Product listings and inventory information sorted by product ID or by product description are available when the Products window is open and active. Choose **Edit/Products** to bring up the Products window. In the **Products** menu, choose **Listing – By Code** or **Listing – By Description** to obtain information about price, cost, tax status and on-hand quantities. Also from the **Products** menu, choose **Price List** or **Inventory List** to obtain pricing and cost and on-hand quantity data, respectively.

Additional product-related reports under the **Products** menu give product ordering alerts (**Product Alert – by Code** and **Product Alert – by Vendor ID**) showing a list of products that have inventoried quantities below the reorder quantity and backorder reports (**Backorder – by Code** and **BackOrder – by Customer ID**) showing products that are currently backordered.

### Check Register

To obtain a check register report, from the menu, select **Accounting/Cash/Check Registers**. In the **Select Account** tabbed page, click on the reconcilable (bank) account for which you want the report. In the **View Register** tabbed page, in the **From:** and **To:** boxes, select the date range you wish the report to cover. Click the **Load** and then the **Update Balances** buttons (if necessary) to load and re-calculate the account balances for the specified period. Click the **Print** or **Preview** button on the toolbar, or choose **File/Preview Check Register** or **File/Print Check Register** from the menu bar.



## Navigating within PCS Accounting

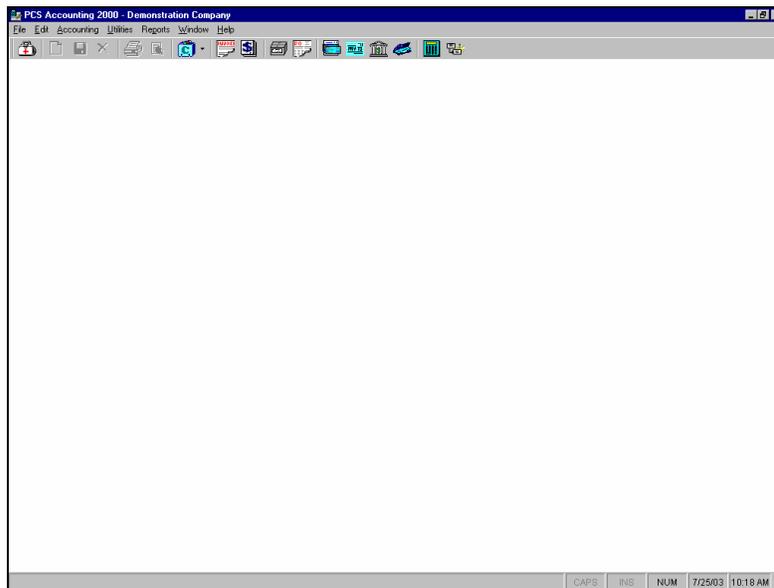
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When first starting *PCS Accounting*, your login name is “Master” and your password is “master”. (These are *not* case-sensitive.)

**Important:** Change the Master password as soon as possible to prevent unauthorized use. See [Setting up Users and Passwords](#) on page 10 for instructions.

If this is your first login, you will be prompted to install a default chart of accounts. You may choose to do this and then add and remove accounts, or you may choose to set up a chart of accounts from scratch. For details, see the sections describing the Chart of Accounts on page 17 and Posting Accounts on page 23.

After logging into *PCS Accounting* you are presented with a large window. Notice that the company name that was chosen when you logged in appears in the title bar at the very top of this main window.



*PCS Accounting's* initial window

All activities are conducted by using menu items or the toolbar buttons that appear just below the title bar.

Using the menu bar or the toolbar will cause various windows (“forms”) to appear within the main window. Within these smaller windows you will enter the various types of information needed to configure *PCS Accounting* to your needs, enter accounting transaction data, generate reports and perform maintenance tasks.

The forms that you work with in *PCS Accounting* provide a variety of features to help you to work with great ease and efficiency. Typically, forms may contain a number of tabbed pages showing lists of transactions and various types of information about an individual transaction. Pages showing details are often divided into separate sections. Each section contains many cells showing specific pieces of information about the subject. In the invoice form shown next, the **Detail** page has a header section showing the customer information, a detail section showing a list of items sold and a footer section showing the totals for the transaction.

PCS Accounting 2000 - Demonstration Company

File Edit Accounting Repeating Utilities Reports Window Help

Invoice 1004

Details Select

Invoice No: 1004 Cust ID: JBP Status: Active 11

Bill To: JBP Limited Ship To: JBP Limited

Name: Jason B. Roberts Date: 06/04/03

Contact: Jason B. Roberts Tax: ERIE

Address 1: 371 Delaware Ave. Address 1: 371 Delaware Ave. Terms: N30/0/0

Address 2: JBP Limited Disc Date: 06/04/03

City: Buffalo City: Buffalo Due Date: 07/03/03

State: NY Zip: 14202 State: NY Zip: 14202

Via: Your: VERBAL FOB: Our: HDDINSTALL

SalesPerson: RL Msg No: 1

Pay By: Visa Rec Acct 1010505 Check No: N/A Notes:

Item	Description	Ord	Ship	Back	Price	Disc %	Tax	Extended
1	HDD Hard Disk 20GB	2.00	2.00	0.00	115.000	0.00	<input checked="" type="checkbox"/>	230.00
2	LABOR Labor/Service Charges	2.00	2.00	0.00	80.000	0.00	<input type="checkbox"/>	160.00

Subtotal: 390.00 Tax: 18.40 Total: 408.40

Paid Amt: 408.40 Ref: Net to Pay: 0.00

A typical PCS Accounting form

Within a form, you may navigate by clicking on a cell with your mouse to activate the cell (to make it ready for keyboard input or input from a pop-up window). You can also move from one cell to the next by using the TAB key to more right and down, or using the SHIFT key with the TAB key to more left and up.

Features on this form include those listed below:

Invoice 1004

Details Select

### Tabbed pages

Many forms appear with two or more tabs at their top. Click or press ALT and the underlined letter to page to the tabbed page you want to appear.

Invoice 1004

Details Select

Closed

Invoice No	Customer ID	Name	Date	Amount
1010	GPASSOC	Geoffrey Price Associates	07/25/03	\$9,135.30
1003	BUFFMARKADV	Buffalo Marketing Advantage	07/15/03	\$5,510.00
1008	BUFFMARKADV	Buffalo Marketing Advantage	06/29/03	\$4,940.00
1006	GPASSOC	Geoffrey Price Associates	06/29/03	\$14,440.00
1007	JBP	JBP Limited	06/29/03	\$11,004.00
1005	GPASSOC	Geoffrey Price Associates	06/26/03	\$330.75
1004	JBP	JBP Limited	05/04/03	\$408.40
1003	DEFAULT	Default Customer	06/01/03	\$124.20
1002	GPASSOC	Geoffrey Price Associates	05/28/03	\$4,370.00
1000	GENTRANS	General Transportation, Inc.	05/11/03	\$7,495.24
1001	NAP	New Age Apparel	05/11/03	\$5,022.00

### Select tabbed page

Many forms have a **Select** tabbed page that is used to present lists of transactions, customers, vendors, etc. When an item (a row) in the list is clicked, the form immediately moves to the **Detail** tabbed page and shows the information related to the clicked selection. Clicking on the column header buttons will order the list according to the information in that column. Many Select tabbed pages have a **Closed** check box that is available for showing lists of transactions from closed periods or years.

Name: JBP Limited

### Edit cell with label

Edit cells allow you to type in text. Some edit cells are meant to contain cash amounts or numbers, in which case only numerical information can be entered. The label to the left of the cell indicates the type of information required in the edit cell.

Cust ID:

**Cell with pic button**

Many cells, when activated, will show a button with a red, downward-pointing triangle. Clicking the button will cause a pop-up window to appear that lists acceptable choices for entry into the cell. In most cases (except for date cells), pressing the F5 key will also cause the pop-up window to appear.

**Pop-up windows**

The figure at left shows a typical pop-up window that appears when a pic button is clicked (or the F5 key is pressed). In this case the **Cust ID:** edit cell is activated and its pic button clicked. The Select Customer pop-up window appears. Clicking on a customer in the list and clicking the **OK** button will cause that customer's information to fill the invoice form.

**Combo box**

Combo boxes are used to allow easy selection of information from short lists. To expand the drop-down list, press ALT and the DOWN ARROW or click on the button that appears at the right of the cell when the cell becomes active. Once the drop-down list appears, you may click on the item you wish with your mouse or use your up or down arrow keys to move to the desired item and then press ENTER to select it.

**Date cell**

Cells that contain date information will allow a date to be typed in. The format for the date must be that of the Short Date format shown in the Control Panel's Regional Settings. For instance, for the United States, the format would be of the form "mm/dd/yy". Alternatively, you may click the pic button and the Pick a Date calendar will pop up. In this calendar, to choose a month or year, click on the month or year. Click on a day of the month to close the calendar window and write the selected date into the date cell.



## Techniques and Procedures

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### For Transaction Forms

Right-click the mouse or press the F5 key to pop up a list.:

To bring up lists of Products, Services and Billing or Purchasing Codes, click the pic button in the **Item** column in Purchase Orders, Merchandise Receipts, Invoices, Purchase Returns And Sales Returns.

To bring up the Chart of Accounts window, click the pic button or press F5 in the **Account No.** column in General Ledger, Cash General Receipts, Bank Transactions, Sales Without Invoice, Sales Credit and Purchase Credit transactions.

To bring up Tax Code and Terms Code lists In **Tax** and **Terms** boxes, click the pic button or press F5 in the box.

Right-click or press F4 to delete a line.

To delete an item in a transaction details list, click the pic button on the fixed column cell at the left of a row to delete the row. For instance, in a purchase order, to delete the 3rd item, click the pic button on the fixed cell containing "3" at the far-left of the 3rd row to delete the item.

Use the ENTER key:

To move forward from one cell or box to the next.

Use the TAB key:

To move forward from one cell or box to the next.

Use the SHIFT+TAB key to navigate backward through the form from cell to cell:

To move backward from one cell or box to the next.

Use the RIGHT ARROW and LEFT ARROW keys:

To navigate within a box or cell, one character at a time.

Use the HOME and END keys:

To move to the beginning and end of the text within a box or cell.

Use the UP ARROW and DOWN ARROW keys:

To move up and down a row within a form.

Use the CTRL+TAB key.

To move from one tabbed page to another within a window.

To add an item to a list:

Type into the **Qty** cell for the last item in the list and press ENTER, TAB or the DOWN ARROW key. When modifying the list in a previously saved transaction, modify anything in the last item in the list (e.g., in a description add and then backspace away a space). Pressing ENTER will then cause a new line to appear.

To save a modified transaction:

Modify (or even re-type the same character) into a box or cell and press ENTER, TAB or the UP ARROW or DOWN ARROW key. The **Save** button and corresponding menu command will be enabled when you leave the modified cell or box.

### Picking a Date

Click the pic button on the right of the cell to pop up a calendar.

In any box where a date is needed, click on the month or year at the top of the calendar to pick the month and year you want and then click on the date you wish to select.



## Appendix 1: Default Chart of Accounts

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
<b>1</b>	<b>Assets</b>	<b>Asset</b>	<b>General</b>	
101	Current Assets	Asset	General	1
10101	Cash	Asset	General	101
1010101	Petty Cash	Asset	Detail	10101
1010102	Cash in Banks	Asset	General	10101
1010102001	Checking Account	Asset	Detail	1010102
1010102005	Savings Account	Asset	Detail	1010102
1010103	Cash Register Fund	Asset	Detail	10101
1010104	Cash On Hand	Asset	Detail	10101
10104	Marketable Securities	Asset	Detail	101
10105	Accounts Receivable	Asset	General	101
1010501	Bill Customer	Asset	Detail	10105
1010502	American Express	Asset	Detail	10105
1010503	Discover	Asset	Detail	10105
1010504	MasterCard	Asset	Detail	10105
1010505	Visa	Asset	Detail	10105
1010506	Allowance for Doubtful Accts	Asset	Detail	10105
10106	Other Receivable	Asset	General	101
1010601	Affiliated Company	Asset	Detail	10106
1010602	Employee Loans	Asset	Detail	10106
1010603	Officers Loans	Asset	Detail	10106
1010604	Misc. Other Receivable	Asset	Detail	10106
10107	Inventory	Asset	General	101
1010701	Current Inventory	Asset	Detail	10107
1010702	Allow Damage/Obsol.	Asset	Detail	10107
102	Fixed Assets	Asset	General	1
10201	Autos & Trucks Net	Asset	General	102
1020101	Original Value	Asset	Detail	10201
1020102	Accum. Depreciation	Asset	Detail	10201
10202	Furniture & Fixt. Net	Asset	General	102
1020201	Org. Value, Furn & Fix	Asset	Detail	10202
1020202	Acc. Deprec., Furn&Fix	Asset	Detail	10202
10203	Office Equipment Net	Asset	General	102
1020301	Org. Value, Off Equipment	Asset	Detail	10203
1020302	Acc. Deprec., Off Equip	Asset	Detail	10203
10204	Machinery & Equip. Net	Asset	General	102
1020401	Org. Value, Mach & Equip	Asset	Detail	10204
1020402	Acc. Deprec., Mach & Equip	Asset	Detail	10204
10206	Other Fixed Assets	Asset	General	102
1020601	Original Value	Asset	Detail	10206
1020602	Accumulated Depreciation	Asset	Detail	10206

Appendix I: Default Chart of Accounts

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
103	Deferred Assets	Asset	General	1
10301	Organization Expense	Asset	General	103
1030101	Org. Value, Org. Expense	Asset	Detail	10301
1030102	Acc. Amort., Org. Expense	Asset	Detail	10301
10302	Leasehold Improv.Net	Asset	General	103
1030201	Org. Value, Lease. Improv	Asset	Detail	10302
1030202	Acc. Amort., Lease. Imprv	Asset	Detail	10302
10303	Prepaid Expenses	Asset	General	103
1030301	Prepaid Insurance	Asset	Detail	10303
1030302	Prepaid Rent	Asset	Detail	10303
1030303	Prepaid Interest	Asset	Detail	10303
1030304	Prepaid Taxes	Asset	Detail	10303
10304	Advance Payments	Asset	Detail	103
104	Other Assets	Asset	General	1
10401	Deposits	Asset	General	104
1040101	Rent Deposits	Asset	Detail	10401
1040102	Leases Deposits	Asset	Detail	10401
1040103	Utilities Deposits	Asset	Detail	10401
1040104	Security Deposits	Asset	Detail	10401
1040105	Vendor Deposits	Asset	Detail	10401
10402	Long Term Investment	Asset	General	104
1040201	Cert. of Deposit	Asset	Detail	10402
1040202	Other Long Term Inv.	Asset	Detail	10402
<b>2</b>	<b>Liabilities</b>	<b>Liability</b>	<b>General</b>	
201	Short Term Liability	Liability	General	2
20101	Accounts Payable	Liability	General	201
2010101	Vendor Payable	Liability	Detail	20101
2010103	Company Credit Cards	Liability	Detail	20101
20102	Notes Payable	Liability	Detail	201
20103	Accrued Payable	Liability	General	201
2010301	Accrued Salaries	Liability	Detail	20103
2010302	Accrued Wages	Liability	Detail	20103
2010303	Accrued Commissions	Liability	Detail	20103
2010304	Accrued Bonuses	Liability	Detail	20103
2010305	Accrued Disability Insur.	Liability	Detail	20103
2010306	Accrued Union Dues	Liability	Detail	20103
2010307	Accrued 401(k) Plan	Liability	Detail	20103
2010308	Accrued Health Insurance	Liability	Detail	20103
2010309	Accrued Rent	Liability	Detail	20103
2010399	Accrued Other	Liability	Detail	20103
20104	Taxes Payable	Liability	General	201
2010401	Payroll Taxes	Liability	General	20104
2010401001	Federal Payroll Tax Withheld	Liability	Detail	2010401
2010401002	State Payroll Tax Withheld	Liability	Detail	2010401

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
2010401003	City Payroll-Tax Withheld	Liability	Detail	2010401
2010401004	SUTA	Liability	Detail	2010401
2010401005	FUTA	Liability	Detail	2010401
2010401006	SDIF	Liability	Detail	2010401
2010402	Sales Tax Payable	Liability	General	20104
201040201	State Sales Tax Payable	Liability	Detail	2010402
2010404	Franchise Tax	Liability	Detail	20104
2010405	Foreign Tax	Liability	Detail	20104
2010406	Income Tax Payable	Liability	General	20104
2010406001	Federal Income Tax	Liability	Detail	2010406
2010406002	State Income Tax	Liability	Detail	2010406
2010406003	City Income Tax	Liability	Detail	2010406
2010407	Other Tax Payable	Liability	Detail	20104
20105	Other Payroll Payable	Liability	General	201
2010501	Health Insurance Co-pay w/hld	Liability	Detail	20105
20106	Dividends Payable	Liability	Detail	201
20107	Other Payable	Liability	Detail	201
202	Long Term Liability	Liability	General	2
20201	Mortgages Payable	Liability	Detail	202
20202	Long Term Notes Payable	Liability	Detail	202
20203	Current L/Term Liab.	Liability	Detail	202
20204	Other Long Term Liab	Liability	Detail	202
203	Deferred Liability	Liability	General	2
20301	Commit & Contingency	Liability	Detail	203
20302	Deferred Income	Liability	Detail	203
20303	Profit/Instalm.Sales	Liability	Detail	203
20304	Unearned Interest	Liability	Detail	203
20305	Advance Receipts	Liability	Detail	203
<b>3</b>	<b>Equity</b>	<b>Equity</b>	<b>General</b>	
Equity Accounts for Corporations				
301	Capital Stock	Equity	General	3
30101	Common Stock	Equity	General	301
3010101	Common Stock Par Value	Equity	Detail	30101
3010102	Common Stock Surplus	Equity	Detail	30101
30102	Preferred Stock	Equity	General	301
3010201	Preferred Stock Par Value	Equity	Detail	30102
3010202	Preferred Stock Surplus	Equity	Detail	30102
30103	Treasury Stock	Equity	Detail	301
302	Retained Earnings	Equity	General	3
30201	Last Year Earnings	Equity	Detail	302
Equity Accounts for Partnerships				
301	Capital Investment	Equity	General	3
30101	Capital - Partner A	Equity	General	301
3010101	Investment-Partner A	Equity	Detail	30101

Appendix I: Default Chart of Accounts

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
3010102	Withdrawals -Partner A	Equity	Detail	30101
30102	Capital-Partner B	Equity	General	301
3010201	Investment-Partner B	Equity	Detail	30102
3010202	Withdrawals -Partner B	Equity	Detail	30102
<b>Equity Accounts for Proprietorships</b>				
301	Capital Investment	Equity	General	3
30101	Invested Capital	Equity	Detail	301
30102	Withdrawals from Capital	Equity	Detail	301
303	Current Earnings	Equity	Detail	3
<b>4</b>	<b>Revenues</b>	<b>Revenue</b>	<b>General</b>	
401	Sales	Revenue	General	4
40101	Sales Dept. 01	Revenue	Detail	401
402	Sales Returns	Revenue	General	4
40201	Returns Dept. 01	Revenue	Detail	402
403	Shipping	Revenue	General	4
40301	Freight	Revenue	Detail	403
40302	Insurance	Revenue	Detail	403
40303	Packaging	Revenue	Detail	403
40304	Surcharge	Revenue	Detail	403
404	Financial Income	Revenue	General	4
40401	Ints. Investments	Revenue	Detail	404
40402	Finance Charges	Revenue	Detail	404
40403	Dividends	Revenue	Detail	404
40404	Purchase Discounts	Revenue	Detail	404
405	Other Revenues	Revenue	General	4
40501	Recovery Bad Debt	Revenue	Detail	405
40502	Gain in Sale/Assets	Revenue	Detail	405
40503	Miscellaneous	Revenue	Detail	405
<b>5</b>	<b>Expenses</b>	<b>Expense</b>	<b>General</b>	
501	Cost of Goods Sold	Expense	General	5
50101	COGS Dept. 01	Expense	Detail	501
502	Gen & Admin Expenses	Expense	General	5
50201	Payroll	Expense	General	502
5020101	Wages	Expense	General	50201
5020101001	Salaries	Expense	Detail	5020101
5020101002	Hourly	Expense	Detail	5020101
5020101003	Commissions	Expense	Detail	5020101
5020101004	Overtime	Expense	Detail	5020101
5020101005	Compensations	Expense	Detail	5020101
5020101006	Bonuses	Expense	Detail	5020101
5020101007	Other Wages	Expense	Detail	5020101
5020101008	Contract Labor	Expense	Detail	5020101
5020102	Benefits	Expense	General	50201
5020102001	Health Insurance	Expense	Detail	5020102

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
5020102004	401(k) Plan	Expense	Detail	5020102
5020102005	Workmans Compensation	Expense	Detail	5020102
5020102008	Other Benefits	Expense	Detail	5020102
5020103	Taxes	Expense	General	50201
5020103001	Fica Employer	Expense	Detail	5020103
5020103002	Futa	Expense	Detail	5020103
5020103003	Suta	Expense	Detail	5020103
5020103004	Disability Insurance	Expense	Detail	5020103
5020103005	Other Payroll Taxes	Expense	Detail	5020103
50202	Maintenance	Expense	General	502
5020201	Maintenance: Autos & Trucks	Expense	Detail	50202
5020202	Maintnc: Furniture & Fixtures	Expense	Detail	50202
5020203	Maintenance: Office Equipment	Expense	Detail	50202
5020204	Maintnc: Machinery & Equip.	Expense	Detail	50202
5020205	Maintenance: Other Assets	Expense	Detail	50202
50203	Depreciation	Expense	General	502
5020301	Depreciation: Autos & Trucks	Expense	Detail	50203
5020302	Deprec: Furniture & Fixtures	Expense	Detail	50203
5020303	Depreciation: Office Equipment	Expense	Detail	50203
5020304	Deprec: Machinery & Equip.	Expense	Detail	50203
50204	Amortization	Expense	General	502
5020401	Amort: Organization Expense	Expense	Detail	50204
5020402	Amort: Leasehold Improv.	Expense	Detail	50204
50205	Rents and Leases	Expense	General	502
5020501	Rents&Leases: Autos & Trucks	Expense	Detail	50205
5020502	Rents: Furniture & Fixtures	Expense	Detail	50205
5020503	Rents&Leases: Office Equipment	Expense	Detail	50205
5020504	Rents: Machinery & Equip.	Expense	Detail	50205
5020505	Rents&Leases: Building	Expense	Detail	50205
5020506	Other Leases or Rent	Expense	Detail	50205
50206	Business Insurance	Expense	Detail	502
50207	Travel & Entertain	Expense	General	502
5020701	Lodging	Expense	Detail	50207
5020702	Transportation	Expense	Detail	50207
5020703	Meals	Expense	Detail	50207
5020704	Entertainment	Expense	Detail	50207
5020705	Other Travel Expense	Expense	Detail	50207
50208	Shipping	Expense	General	502
5020801	Freight	Expense	Detail	50208
5020802	Insurance	Expense	Detail	50208
5020803	Packaging	Expense	Detail	50208
5020804	Duties	Expense	Detail	50208
5020808	Other Shipping Exp.	Expense	Detail	50208
50209	Taxes (other)	Expense	General	502

Appendix 1: Default Chart of Accounts

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
5020901	Sales Tax on Purchases	Expense	Detail	50209
5020902	Property Tax	Expense	Detail	50209
5020903	Franchise Tax	Expense	Detail	50209
5020906	Other Taxes	Expense	Detail	50209
50210	Consulting Fees	Expense	General	502
5021001	Accountants	Expense	Detail	50210
5021002	Legal	Expense	Detail	50210
5021003	Other Consulting Fees	Expense	Detail	50210
50211	Office Supplies	Expense	Detail	502
50212	Phone	Expense	Detail	502
50213	Mail/Postage	Expense	Detail	502
50214	Utilities	Expense	Detail	502
50215	Alarms	Expense	Detail	502
50216	Contribution/Donations	Expense	Detail	502
50217	Licenses/Permits	Expense	Detail	502
50218	Memships/Dues/Subscr	Expense	Detail	502
50219	Advertising	Expense	General	502
5021901	Broadcast Advert.	Expense	Detail	50219
5021902	Print Advertising	Expense	Detail	50219
5021903	Advertising Trade Accts	Expense	Detail	50219
50220	Promotion	Expense	General	502
5022001	Catalogues	Expense	Detail	50220
5022002	Brochures	Expense	Detail	50220
5022003	Mail/Postage - Ads	Expense	Detail	50220
5022004	Other Promotions	Expense	Detail	50220
50221	Public Relations	Expense	Detail	502
50222	Marketing Research	Expense	Detail	502
50223	Bad Debt Loss	Expense	Detail	502
50224	Inventory Losses	Expense	Detail	502
50261	Non-deduct. Contributions	Expense	Detail	502
50281	Software Expenses	Expense	Detail	502
50283	Perishable Tools & Eq	Expense	Detail	502
50284	On-Line Services	Expense	Detail	502
50299	Other Expenses	Expense	Detail	502
503	Financial Expenses	Expense	General	5
50301	Credit Card Discount	Expense	Detail	503
50302	Interest Expenses	Expense	Detail	503
50303	Bank Charges	Expense	Detail	503
50304	Sales Discounts	Expense	Detail	503
50305	Agents Commissions	Expense	Detail	503
50306	Payroll Service	Expense	Detail	503
50307	Service Charges	Expense	Detail	503
50399	Other Financial Exp.	Expense	Detail	503
504	Other Expenses	Expense	General	5

<i>Account No.</i>	<i>Account Name</i>	<i>Group</i>	<i>Type</i>	<i>Parent</i>
50401	Cash Short	Expense	Detail	504
50402	Loss on Sale/Assets	Expense	Detail	504
50403	Miscellaneous Losses	Expense	Detail	504
505	Income Tax	Expense	General	5
50501	Federal Income Tax	Expense	Detail	505
50502	State Income Tax	Expense	Detail	505
50503	City Income Tax	Expense	Detail	505



## Appendix 2: Default Posting Accounts

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<i>Account Type</i>	<i>Account No.</i>	<i>Description</i>	<i>Default</i>	<i>Dept. No.</i>
Billing	1010104	Cash	No	0
Billing	1010104	Check	No	0
Billing	1010501	Bill Customer	Yes	0
Billing	1010502	American Express	No	0
Billing	1010503	Discover	No	0
Billing	1010504	MasterCard	No	0
Billing	1010505	Visa	No	0
Cash Payment	1010102001	Checking Account	Yes	0
Cash Receipt	1010104	Cash on Hand	Yes	0
COGS	50101	COGS Dept. 01	No	1
Earnings	303	Current Earnings	Yes	0
Inventory	1010701	Inventory	No	0
Purchase Discount	40404	Purchase Discounts	No	0
Purchasing	2010101	Vendor Payable	Yes	0
Purchasing	2010103	Credit Card Purchases	No	0
Sales	40101	Sales Dept. 01	No	1
Sales Discount	50304	Sales Discount	No	0
Sales Return	40201	Returns Dept. 01	No	1
VenAdv	10304	Advance Payments	No	0
CusAdv	20305	Advance Receipts	No	0



## Appendix 3: Required Fields and Restrictions

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### Module Availability

<i>Module</i>	<i>Transaction</i>	<i>Required</i>
Products		Sales Departments
Services		Sales Departments
Sales	Invoicing Sales Return	Sales Departments Inventory Posting Account Billing Post Account Beginning Balances
Sales	Sales Order	Sales Departments Beginning Balances
Sales	Sales Without Invoice Sales Credit	Inventory Posting Account Billing Post Account Beginning Balances
Purchasing	Merchandise receipt Purchase Return	Sales Departments Inventory Posting Account Purchasing Post Account Beginning Balances
Purchasing	Purchase Order	Sales Departments Beginning Balances
Purchasing	Non-inventoried Purchase Purchase Credit	Inventory Posting Account Purchasing Post Account
Cash	Receipt for Sale	Cash Receipt Posting Account Billing Posting Account Sales Discount Posting Account Beginning Balances
Cash	General Receipts	Cash Receipt Posting Account Beginning Balances
Cash	Bank Transactions	Cash Payment Posting Account Beginning Balances
Cash	Advance Receipts	Cash Receipt Posting Account Billing Posting Account Beginning Balances
Cash	Payment to Vendor	Cash Payment Posting Account Purchasing Posting Account Purchase Discount Posting Account Beginning Balances

Appendix 3: Required Fields and Restrictions

<i>Module</i>	<i>Transaction</i>	<i>Required</i>
Cash	Advance Payment	Cash Payment Posting Account Purchasing Posting Account Beginning Balances
Cash	Deposit	Cash Payment Posting Account Cash Receipt Posting Account Beginning Balances
Cash	Check Register	Cash Payment Posting Account Beginning Balances
Archiving Database		Closed Fiscal years

**Fields Required for Saving and Deleting**

All transaction dates should be in open periods. Transactions in closed periods can not be deleted.

<i>Window</i>	<i>Required for Saving</i>	<i>Required for Deleting</i>
Non-Inventoried Purchase Purchase Credit	At least one item line. Valid vendor ID. If not the default purchasing account, paid amount should be non-zero.	
Sales Without Invoice Sales Credit	At least one item line. Valid customer ID. If not the default Billing account, paid amount should be non-zero.	
Cash Deposit	Valid bank account and deposit number.	Cannot be deleted after cleared with bank.
Bank Transactions	Valid bank account, and valid check number or deposit number.	Cannot be deleted after cleared with bank.
General Receipts	Valid amounts.	Cannot be deleted after deposited.
Cash Payments	Total check amount must be applied.	Cannot be deleted after cleared with bank.
Cash Receipts	Total check amount must be applied. Valid customer ID. Valid check number.	Cannot be deleted after deposit. Can not be deleted if paid with invoice.
Chart of Accounts		Cannot be deleted: if sub accounts exist, if balance > 0 in any open period, if posting account.
Customers	Valid customer ID. At least one alternate location.	Cannot be deleted if open invoices exist for customer.
Advance Payments	Valid vendor ID and check number.	Cannot be deleted if check has cleared bank.

<i>Window</i>	<i>Required for Saving</i>	<i>Required for Deleting</i>
Advance Receipts	Valid customer ID and check number.	Can not be deleted after depositing.
Purchase Returns	Valid vendor ID and at least one item line. Product on-hand quantity can not be less than zero	
Sales Orders	Valid customer ID. At least one item.	
General Ledger	Balanced Transaction	
Sales Invoice	Valid customer ID, invoice date, due date. If there is tax then valid tax code and account. At least one item. If not default billing account then paid amount must be entered. If paid by check then check number is required.	Cannot be deleted if paid by check and check has been deposited.
Merchandise Receipt	Valid vendor ID, invoice date. At least one item. Invoice date, due date. If not default purchasing account then paid amount must be entered. Cannot be modified if the on-hand quantity of any product goes below zero due to changes.	Cannot be deleted if the on-hand quantity of any product goes below zero
Purchase Orders	Valid vendor ID Order date and at least one item Services should be entered as purchase codes.	
Products	Sales Department number. Product Description.	Cannot be deleted if on-hand quantity > 0.
Sales Return	Valid customer ID. Sales Return Date If not default billing account then paid amount must be entered At least one item	Cannot be deleted if the on-hand quantity of any product goes below zero
Services	Service Description	
Vendor	Valid vendor ID At least one Alternate location	Cannot be deleted if open invoices exist for vendor.



## Appendix 4. Setting up PCS Accounting Database in Microsoft SQL Server

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There are several steps in setting up SQL Database for PCS Accounting SQL version. You must have administrative access to Microsoft SQL Server 7.0 or 2000 or MSDE.

### Steps for creating PCS Accounting Database

1. Start SQL Server 7 Enterprise Manager.
2. Create a New database called PCS Accounting
3. Close the enterprise manager.
4. Open SQL Server Query Analyzer
5. Open the SQL Script provided (pcsacct.sql) using file-open menu Sequence
6. Select PCS Accounting in the DB Field at the right end of the toolbar.
7. Run the query. This will essentially create all the tables needed in PCS Accounting database.

### Adding Initial Data for PCS Accounting (Required)

There are two batch files that are supplied with your kit – insdata.bat and insdataTrusted.bat

If your SQL Server is set for Windows only Authentication  
Use *insdatatrusted.bat*  
Otherwise  
Use *insdata.bat*

1. Open a command window in your server.
2. Run the batch file as follows:  
*Insdata servername username password*  
Or  
*Insdatatrusted servername username password*
3. You should use administrative username and password.
4. This will copy all the necessary startup data into the database.

Note: If you are using a different database catalog name other than PCS Accounting, edit the appropriate batch file and change pcs accounting to your database name in all lines.



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