
WRITE-UP CS™

Adjusting Entry Procedures

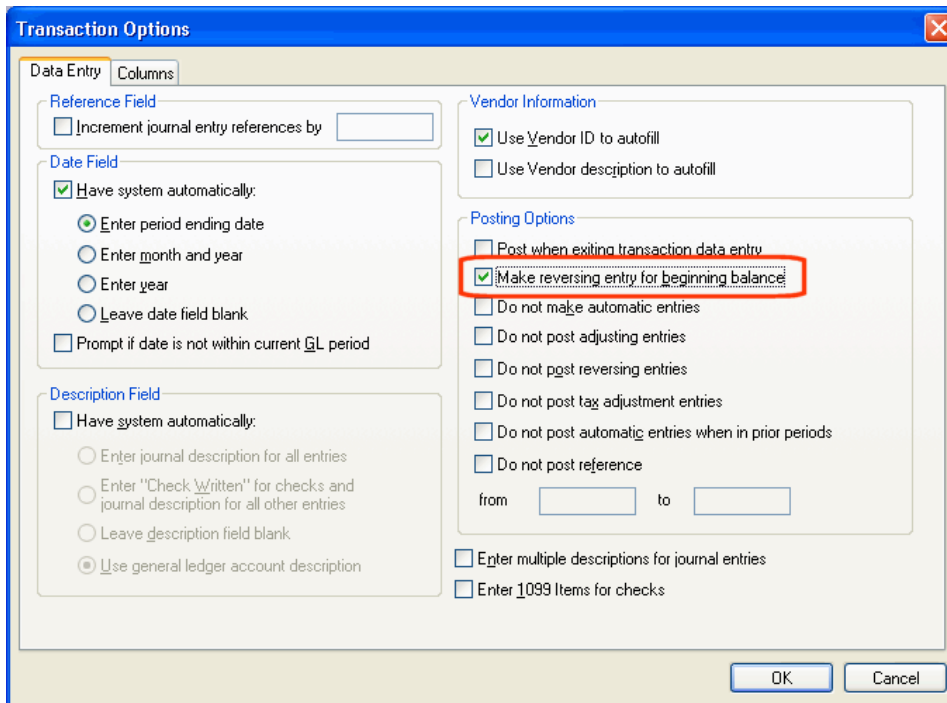
Introduction

This document highlights a few of the special features in Write-Up CS™ that can help make processing easier. On the following pages, we provide step-by-step instructions for using these special features in Write-Up CS. This document covers the following:

- **Entering transactions in Write-Up CS for clients that provide you only with ending account balances.** Write-Up CS automatically calculates the net change for the period so you won't have to do that manually. You simply enter the ending balances for the client and the program reverses out the beginning balances automatically so that your books match your client's books. This process is usually done once a year but can be done as often as once a period, depending on how often the client gives you ending account balances.
- **Entering adjusting entries in Write-Up CS.** By flagging journal entries as adjusting, you can easily see how these transactions affect the final account balance as well as the client's net profit. You can see these effects immediately in data entry and also in reports.
- **Using the report settings in the Setup / User Preferences dialog.** If you would like to save your report options, use alternate shading on reports, or print the report options on the report itself, you may do so using settings in the User Preferences dialog.

Entering transactions when you have ending account balances only

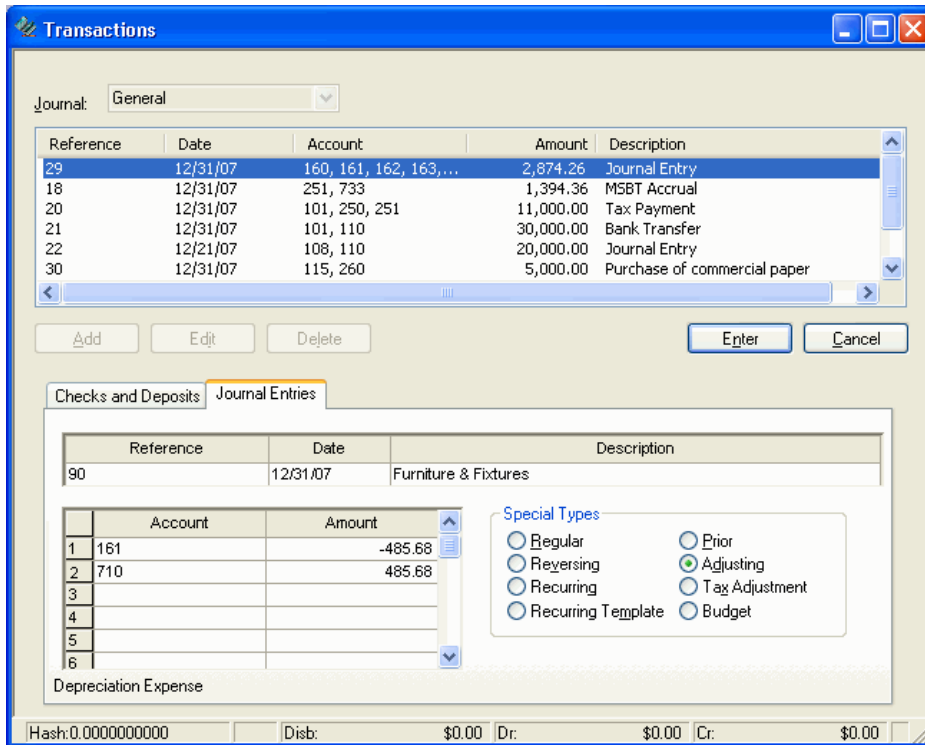
1. Choose Tasks / Transaction Entry.
2. In the Transactions window, click the Journal Entries tab.
3. Enter the reference, date, description, accounts, and ending balance amounts for the transaction. Click the Enter button to save the transaction.
4. Choose Edit / Options.
5. In the Posting Options group box of the Transactions Options dialog, mark the **Make reversing entry for beginning balance** checkbox. This reverses the beginning balances automatically, so that each account shows the correct ending balance. You do not need to calculate the net change manually for each account.



6. Click OK to save the changes you have made and return to the Transactions window. The selected options affect all transactions entered for this client and stay in effect until you return to the Transaction Options dialog and change them.
7. Choose Post Transactions from the Edit menu or from the F3 or right-click context menu (or simply press the F5 key).

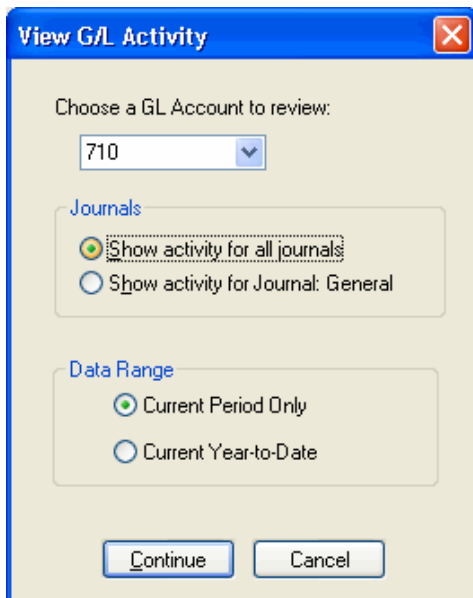
Entering transactions as adjusting entries

1. Choose Tasks / Transaction Entry.
2. In the Transactions window, click the Journal Entries tab.
3. Enter the reference, date, description, accounts, and amounts for the transaction.
4. In the Special Types group box, choose the **Adjusting** option and then click the Enter button.

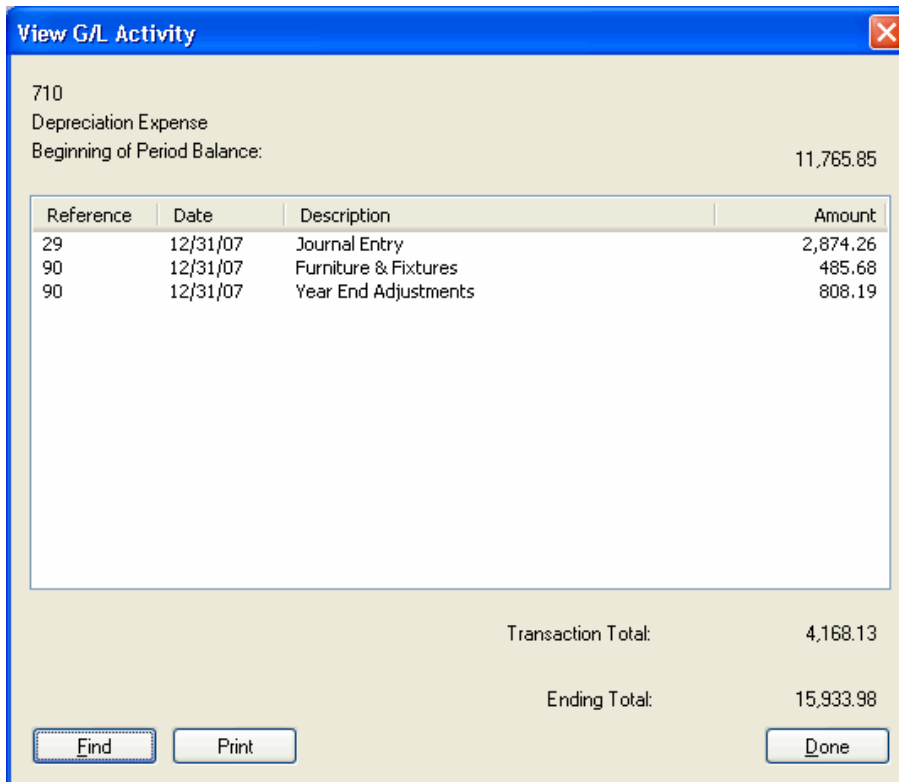


Viewing GL activity for a selected account

1. While the Transactions window is active, choose Edit / View G/L Activity. (You can also press the CTRL+G shortcut keys, or choose View G/L Activity from the F3 or right-click context menu.)
2. In the first View G/L Activity dialog, enter the account you wish to view and then click the Continue button.



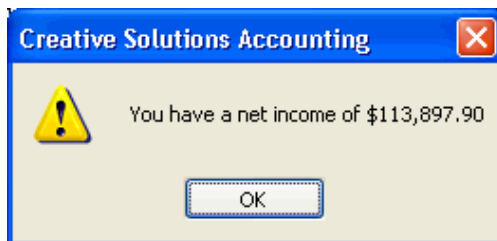
- The activity for the selected account is displayed in the second View G/L Activity dialog.



- Click the Done button to close the dialog.

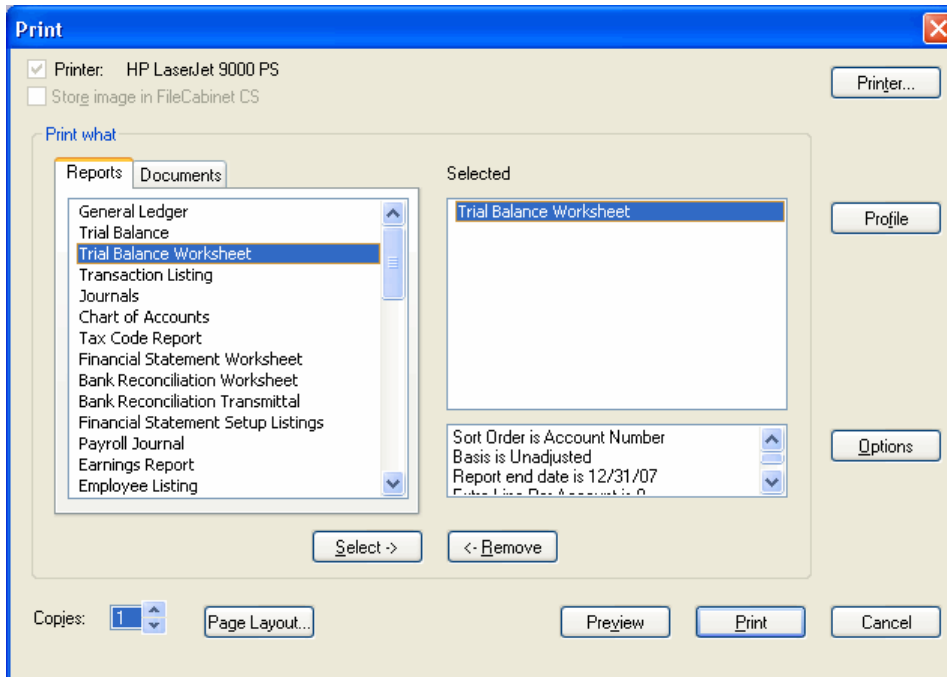
Calculating the year-to-date income/loss

To quickly view the current year-to-date income (loss), while the Transactions window is active choose Edit / Calculate YTD Income/Loss (or press the CTRL+I shortcut keys, or choose Calculate YTD Income/Loss from the F3 or right-click context menu.)

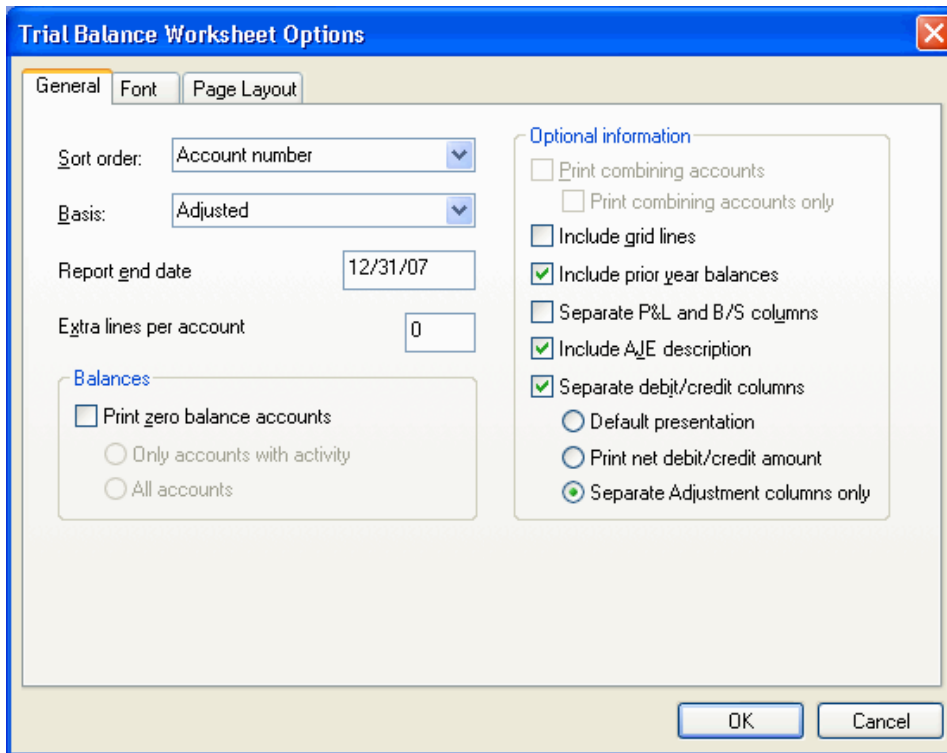


Viewing adjusting entries in a report

1. Choose File / Print Reports (or click the Print Reports icon on the shortcut bar).
2. In the Print dialog, double-click Trial Balance Worksheet in the Reports tab (left pane) to move it to the Selected (right) pane.

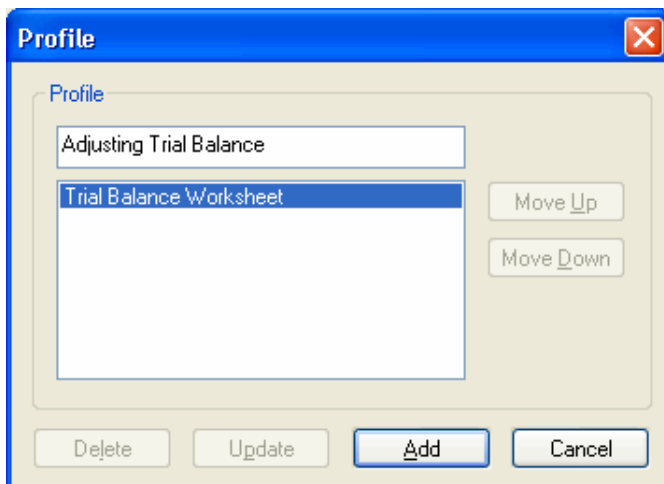


3. Click the Options button.
4. In the Trial Balance Worksheet Options dialog, choose **Adjusted** from the Basis field drop-down list.
5. Mark the checkboxes for **Include prior year balances** and for **Separate debit/credit columns**, choose the **Separate Adjustment columns** only option, and then click the OK button to save the changes and return to the Print dialog.

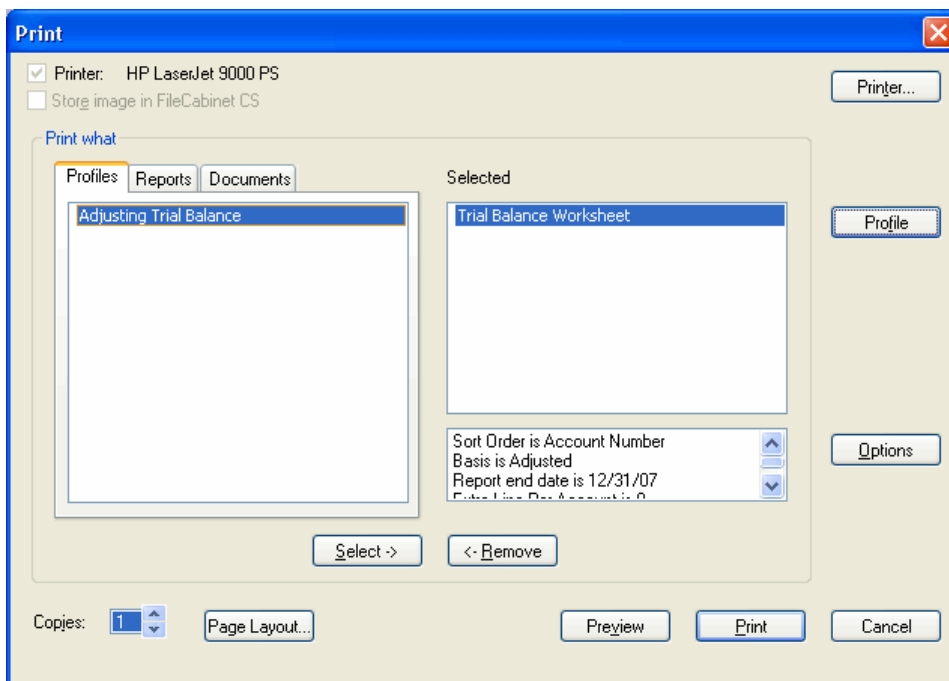


Saving the Adjusting Trial Balance Worksheet in a report profile (Optional)

1. In the Print dialog, click the Profile button.
2. In the Profile dialog, enter a name for this report (such as "Adjusting Trial Balance") and then click the Add button.



- When you return to the Print dialog, a new Profiles tab will be visible in the left pane, and the report profile that you added in steps 1 and 2 will be available for selection from that tab.



Printing or previewing the Adjusting Trial Balance Worksheet

- In the Print dialog, click the Preview button or the Print button.

Basis: Adjusted		Write-Up Sample Client Trial Balance Worksheet					CSWR101 Page 2
Account	T	Description	Dec 31, 2006	Dec 31, 2007 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2007 Adjusted
647	E	Equipment Rental	256.98	421.42			421.42
660	E	Rent	20,400.00	20,400.00			20,400.00
661	E	Utilities	2,398.54	3,593.67			3,593.67
662	E	Janitorial	3,245.54	2,935.00			2,935.00
663	E	Repairs and Maintenance	2,987.56	994.07			994.07
680	E	Practice Development Expense	1,256.32	2,197.69			2,197.69
681	E	Promotional Expenses	1,000.00	391.55			391.55
682	E	Entertainment of Clients	4,176.07	2,497.29			2,497.29
710	E	Depreciation Expense	14,980.43	14,640.11			15,933.98
		90 Furniture & Fixtures			485.68		
		90 Year End Adjustments			808.19		
730	E	Billed Accounts Receivable Write-Offs	2,000.00	525.00			525.00
732	E	Bad Debt Expense	2,500.00	0.00			0.00
733	E	MI SBT Expense	3,766.00	6,011.97			6,011.97
740	E	Federal Income Taxes	20,000.00	45,360.95			45,360.95
745	E	Other Expense	249.00	299.72			299.72
900	E	Days	0.00	334.00			334.00
901	E	Days Contra	0.00	(334.00)			(334.00)
		Total	0.00	0.00	1,293.87	1,293.87	0.00
		Profit/(Loss)	87,283.04	113,897.90	(1,293.87)		113,897.90
Current Year:		Current Profit/(Loss)	22,166.47	Year To Date Profit/(Loss)	113,897.90		
Prior Year:		Current Profit/(Loss)	7,860.09	Year To Date Profit/(Loss)	87,283.04		

Setting user preferences for reports

If you would like to save your report options, use alternate shading on reports, or print the report options on the report itself, you may do so by using the following procedure.

1. Choose Setup / User Preferences.
2. In the User Preferences dialog, select the Print tab.
3. On the Print tab, mark the checkbox for **Alternate background color on reports**, **Print report option summary**, and also for **Save report options**. Note that these options will affect **all** reports that you print.
4. Click the OK button to save the changes.

