ТМ

Write-Up CS

Tutorial

version 2007.x.x



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Introduction

Welcome to the Write-Up CS[™] Tutorial. The Write-Up CS software contains the following modules within Creative Solutions Accounting (CSA):

- General Ledger module. Handles all of your client write-up needs, including reporting and bank reconciliation. It also allows you to choose collation sequences and quantities for standard reports, customized financial statements, and transmittal letters, and to set up customized report profiles that include all reports and statements that you run for each client.
- Payroll Compliance module. Enables you to process after-the-fact payroll and produce federal employment tax forms including 940, 940 Schedule A, 940-V, 941, 941 Schedule B, 941c, 941 Schedule D, 941-V, 943, 943-A, 944, 944-V, 945, 945-A, 945-V, 1096, 1098, 1099-A, 1099-B, 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, 1099-S, 1099-SA, 5498, 5498-SA, W-2, W-2c, W-3, and W-3c.

The Payroll Compliance module allows for the setup of vendors and also enables magnetic media file conversions, creation of EFTPS files, and any State Payroll Tax modules for which you are currently licensed. The Payroll Compliance module also enables electronic filing of Forms 940 and 941/944. (Please note that the Payroll Compliance module is licensed and renewable on an **annual** basis.)

• *Financial Reporter module.* Makes it easy to custom design financial statements, footnotes, and charts or graphs.

This self-paced instructional workbook has been designed to teach you how to use Write-Up CS. Our goal in this tutorial is to make you feel comfortable with the program and to show you how to use it most effectively in your practice.

Before you begin

Before you start this tutorial, you should first review the information presented in the CS Professional $Suite^{TM}$ Accounting Products Installation and Program Essentials guide, and in the Write-Up CS Getting Started guide. The getting started guide covers program features, opening a client, using the menu commands and toolbar buttons, navigating through windows and dialogs, using keyboard shortcuts, and so forth. It also includes a brief walkthrough that takes you through many of the program's basic procedures.

You can view or print Portable Document Format (PDF) copies of the guides using the Adobe® Reader® version 5.0.5 or higher. To view a guide on screen, search on **Installation and Program Essentials guide** or **Getting Started guides** from the index of the CSA help browser.

For information on the Financial Reporter module, refer to the *Financial Reporter Tutorial*, which is available in PDF. Search on **Tutorial** from the index of the CSA help browser and then click the **Financial Reporter Tutorial** link.

For information on the Bank Reconciliation feature, refer to the *Bank Reconciliation WalkThrough*, which is available in PDF. Search on **Bank Reconciliation Walkthrough (PDF)** from the index of the CSA help browser.

Note: You will need an active Internet connection to view these guides.

The primary documentation for the Write-Up CS software is provided in the comprehensive Creative Solutions Accounting help topics, which are accessible from the CSA Help menu.

Using this tutorial

To complete this tutorial, you should start at the beginning and work your way through each section in sequence. That will ensure that the data for the client you're setting up in this tutorial will match the data in the illustrations provided throughout this document. After you have completed the entire tutorial, you can use this document as a quick reference guide to help you recall the correct steps to follow for any group of procedures.

Note that if someone from your firm has already performed the exercises in this tutorial using the same CSA installation, some global data, such as payroll items, may already exist in your global system data. If the Bay Shore Communications client has already been created, you can delete it by choosing File / Delete Client and then selecting it for deletion in the Delete Client dialog.



As you are working through this tutorial, you may press F1 or CTRL+F1 to see overview help for the active window or dialog.

Tutorial conventions

The following terms and conventions are used throughout this tutorial.

- Function keys and shortcut keys that you press on the keyboard (TAB, ENTER, or CTRL+F1, for example) appear in all capital letters.
- Bold characters are used for commands or options that you should choose or text that you should enter.
- In some cases, commands are provided with slashes. For example, "Choose File / New Client" tells you to choose File from the CSA menu bar and then choose New Client from the pull-down File menu.

- If a procedure directs you to mark a checkbox or to choose an option, that means to click it once with the left mouse button so that a ✓ appears in the checkbox or a highlight appears in the option circle.
- The context menu (also called the shortcut menu) appears when you right-click in an unused gray area of a window or dialog. It lists all of the commands that also appear on the Edit menu and that pertain to the type of record or item that is currently selected in the active window or dialog. Note that you can also quickly open the context menu from the keyboard by pressing the **F3** function key.
- Write-Up CS relies on the Windows standard convention of using the TAB key to move from field to field within a window or dialog. However, if you prefer to use the ENTER key rather than TAB to move the cursor from field to field, you may do so by marking the Use enter key to move between fields checkbox in the Setup / User Preferences dialog. For more information, search on Data entry options from the index of the CSA Help browser.

Global vs. client-specific information

Throughout this tutorial, we refer to information that is either "client specific" or "global." As the term implies, client-specific data pertain only to the selected client. Global data — shared by all clients and by all users of the software — include payroll items, check layouts, transmittal letters, and financial statements that have been stored in the program folder (rather than a client folder), custom fieldviews, and so forth. (Settings specified in the Setup / User Preferences dialog are neither client-specific nor global but user-specific.)

Note: Global information (with the exception of transmittal letters and financial statements) is visible in windows and dialogs that are accessible even when there is no client currently open.



Setting Up a New Client

Scenario

For this tutorial, let's assume that our accounting firm has just acquired a new client, **Bay Shore Communications**. Our firm is to provide accounting services for Bay Shore Communications.

Starting the CSA program

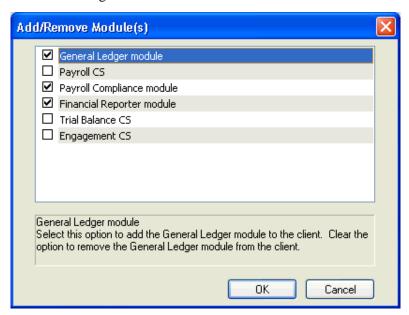
1. Open the Creative Solutions Accounting program by double-clicking the **Creative Solutions Accounting** shortcut icon on your Windows desktop. The first time you start the program, it will take a few extra seconds to build the global payroll database.

Note: The first time you open CSA after installing or updating the program, the program will display the Bulletins dialog. The Bulletins dialog lists the User Bulletins that are available for you to view. To close this dialog without viewing any of the User Bulletins, click the Close button.

2. In CSA, choose **File / New Client**, or press the CTRL+N shortcut keys.

Add / Remove Module(s) dialog

The Add/Remove Module(s) dialog opens automatically each time you add a new client and displays only the CSA modules for which you're currently licensed. For this tutorial, only the **General Ledger**, **Payroll Compliance**, and **Financial Reporter** checkboxes should be marked. All of these modules are required for a Write-Up CS client. Click OK to close this dialog.



Note: To view the list of products for which you are licensed, choose Help / About CSA from the main CSA window.

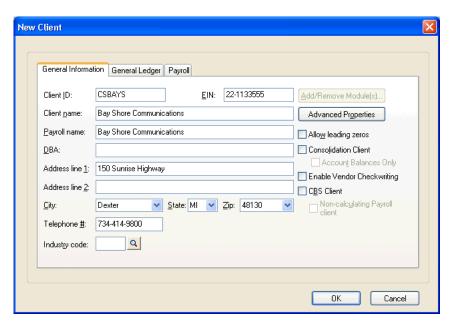
New Client dialog

The New Client dialog opens automatically after the Add/Remove Module(s) dialog closes.

New Client / General Information tab

Enter the following client information on the General Information tab.

Client ID	CSBAYS
EIN	22-1133555
Client name	Bay Shore Communications
Payroll name	Bay Shore Communications (<i>Tip:</i> Copy the client name and paste it into this field.)
Address	150 Sunrise Highway, Dexter, MI 48130
Telephone #	734-414-9800



Let's look at each of these fields.

Client ID. Enter up to 11 alphanumeric characters to represent the unique ID for this client. Do not include any blank spaces or special characters. The program uses all capital letters for this field automatically. If you also process information for this client in Fixed Assets CS™ and UltraTax CS,™ you will need to use the same client ID in all programs.

Notes

- The Client ID field is accessible only in the New Client dialog. (It is not accessible in the Client Properties dialog.) If you need to change the ID of an existing client, choose Rename from the File menu.
- For optimal consistency across all CS Professional Suite software products, we recommend that you limit the client ID to 5 characters.
- **EIN:** Enter the client's employer identification number (EIN) or social security number. If you enter nine digits without a hyphen, the program assumes you are entering an EIN and automatically includes a hyphen following the first two digits. If the client has applied for (but not yet received) an EIN or SSN, enter a single hyphen in this field. CSA will then print **Applied for** wherever the number is required on forms or reports.
- Client name. Enter the client's business name as you want it to appear on the financial statements. The maximum length is 40 characters. Note that the Client Name variable is also used for many payroll reports and on the default check layouts.

Note: You may use the DBA field or the Address Line 1 and Address Line 2 fields to enter secondary business name(s).

 Payroll name. Enter the business name that you want to appear on payroll reports and checks, as well as on W-2s, 1099s, and State Unemployment and Withholding forms (SUTAs).

- **DBA.** Enter the client's DBA, if any. The maximum length is 40 characters. This information appears on printed checks when the corresponding check layout variables are selected.
- Address line 1 and line 2. Enter the client's primary street and/or mailing address. The information in these fields appears on printed checks when the corresponding layout variables are selected, and is available for use in transmittal letters and mailing labels.
- **City.** Enter up to 25 characters of text, or select the city from the drop-down list of previously entered cities in this custom fieldview.

Note: Both the City and Zip fields are custom fieldviews. A custom fieldview is similar to a regular fieldview or drop-down list, except that you determine the entries that appear in the list. To add an item to the drop-down list in a custom fieldview, simply enter the item in the field and then press CTRL+S. To open a dialog where you may add or edit items that appear in a custom fieldview's drop-down list, place the cursor in that field and then press CTRL+W.

- **State.** Enter the two-character state postal code, or select it from the drop-down list.
- Zip. Enter the client's five-digit or nine-digit ZIP code, or select it from the drop-down list of previously entered ZIP codes in this custom fieldview.
- **Telephone** #. Enter the digits for the client's area code and telephone number. The program automatically adds dashes in the appropriate places and will print the telephone number on Forms 1098 and 5498, as well as on all 1099s.
- Industry code. You can enter the client's North American Industry Classification System (NAICS) code, or click the Item Properties button to open a dialog where you can search for the appropriate code within the complete list of NAICS codes. This is particularly useful if you plan to transfer client data from CSA to Financial Analysis CS.
- Allow leading zeros. Mark this checkbox to allow leading zeros in the Chart of Accounts numbering.

Note: Leading zeros are not supported for Client Bookkeeping Solution clients using CBS v.2005.2.x or prior versions.

 Consolidation Client. Mark this checkbox to identify the selected client as a consolidation client. This indicates that information from other clients will be merged into this client.

The first time you perform a consolidation for a GL client, the program automatically marks the **Use separate journal in transaction data entry** checkbox on the General Ledger tab of the File / Client Properties dialog. Also, the program automatically creates a special journal called Consolidation Adjustments, to be used for any adjusting entries that need to be saved during subsequent consolidations.

 Enable Vendor Checkwriting. If you are a licensed user of Client Bookkeeping Solution[®] you can mark this checkbox to enable the Vendor Checkwriting features for the selected client.

Note: For licensed users of Payroll CS, $^{\text{\tiny TM}}$ the Vendor Checkwriting feature is automatically available.

CBS Client. Mark this checkbox to identify the selected client as a
 Client Bookkeeping Solution client. If the client will be using the
 (noncalculating) payroll features of CBS CheckWriter, also mark the
 Noncalculating payroll client checkbox.

Important! If you will be processing payroll for the client in CSA (rather than in CBS), do not mark either checkbox.

Accountant's Assistant

The Accountant's Assistant® module in CSA allows you to set up client information and process the client's exported data in Write-Up CS for a Client Bookkeeping Solution client. To prepare setup information for a CBS client, and to retrieve export data from a CBS client, the following criteria are required:

- You must have a licensed copy of the Accountant's Assistant module of CSA installed on this machine.
- You must mark both the General Ledger checkbox and the Payroll Compliance checkbox on the Add/Remove Module(s) dialog. Selection of other CSA modules is optional for a CBS client.

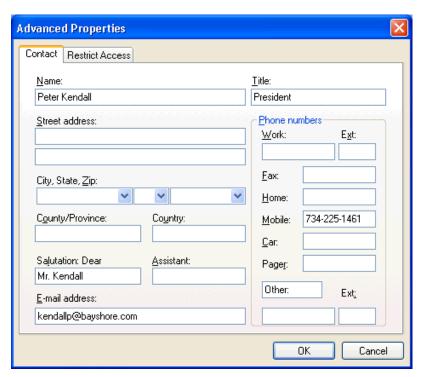
Note: If Payroll CS^{TM} is selected for the client, payroll information will not be retrieved from CBS.

 After setting up the appropriate information for the CBS client in CSA, choose Utilities / Accountant's Assistant / Client Bookkeeping Solution and complete the applicable setup steps in Accountant's Assistant.

Advanced Properties dialog

- 1. Click the Advanced Properties button.
- 2. In the Contact tab of the Advanced Properties dialog, enter the following information:

Name	Peter Kendall
Salutation: Dear	Mr. Kendall
Email address	kendallp@bayshore.com
Title	President
Mobile phone	734-225-1461



3. Click OK or press ENTER to save the information and return to the New Client dialog.



If you wish to restrict access to this client's data, you can create a unique password using the fields in the Restrict Access tab of the Advanced Properties dialog. Note, however, that the security configuration for your CSA software may require you to know and enter the master password before you can assign or change client passwords.

New Client / General Ledger tab

- 1. In the New Client dialog, click the General Ledger tab.
- 2. Enter **013107** for the current GL period ending date. As you tab off the Date field, notice that the program automatically inserts the slashes to separate the digits for the month, day, and year.

Note: If you are processing a short year, the number that appears in the **Number of periods in current year** field should be less than the total number in the period choice you select.

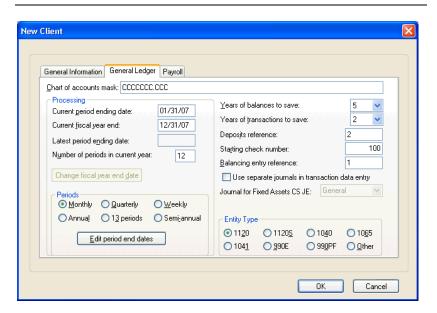


Chart of Accounts mask

Enter the account mask to use with this client's Chart of Accounts. Use an **L** to define the location digit(s), a **D** to define the department digit(s), and a **C**, **A**, or # to define the core account number digits. You can view the help for the Chart of Accounts mask field by pressing F1 or CTRL+F1 to open the overview help topic.

The following restrictions apply to the Chart of Accounts mask.

- The mask may include up to 60 characters including a single decimal and any option separators (forward slashes and hyphens).
- A maximum of 58 Ls and/or Ds may be specified, and at least 2 core account designators are required (Cs, As, or #s).
- Ls (if any) must precede Ds (if any), which must precede the core account designators.

- Only one decimal can be included, and only within the core (Cs, As, or #s) segment. At least one C, A, or # must be used to the left of the decimal, and a maximum of 10 characters, including separators, can be used to the right of the decimal.
- Each segment of the mask can be separated from the next by a special character (-or /) and multiple separators can be used within the core segment. However, the mask cannot begin or end with a separator and a separator cannot directly precede or follow the decimal.
- For the actual account numbers (as specified in the Setup / Chart of Accounts window), zeros can be used as placeholders within the location or department position, but neither of these segments can be all zeros.

Example: For a single location single-department client you might enter an account mask of CCC or CCCCCCCCCCC. For a single location client with 1 to 9 departments you might enter **DCCC.CC**, and for a client with 1 to 99 locations and up to 99 departments you might enter **LLDDCCC** or **LLDDCCCC.C**.

Important! We recommend that you do **not** change the Chart of Accounts mask after the initial setup. Therefore, when defining a client's Chart of Accounts mask, you should allow for the growth of the client's business. This will help reduce the risk of having to modify the Chart of Accounts in the future.

If you need to change the Chart of Accounts mask after initial setup, search on **Location** from the index of the CSA help browser, and click the topic **Changing from a non-location / non-department to a location and/or department client** for more information.

Deposits reference

The deposits reference that you set up on the General Ledger tab of the File / New Client dialog or the File / Client Properties dialog enables you to flag a transaction as a deposit. Thus, you can enter several deposit records by debiting the cash account and adding one balancing entry.

When adding a new client, the deposits reference field defaults to 2, but you may use any alphanumeric reference that is **not** greater than the starting check number and that is different from the **Balancing entry reference**.

Important! In CSA, the deposits reference can be **alphanumeric**, and it is **case sensitive**. Because references in CSA are case sensitive, if you define a deposit reference as **D12** for example, and then enter **d12** in the transaction's Reference field, the program will **not** consider the transaction a deposit.

Starting check number

The starting check number for a client must be 100 or greater. When adding a new client, this field defaults to 100. This number and anything greater will be considered a check in data entry and in the bank reconciliation.

Note: Only numbers may be entered in this field.

Balancing entry reference

This reference is used for the balancing entry for any checks that are entered.

When adding a new client, the **Balancing entry reference** field on the General Ledger tab of the File / New Client dialog or the File / Client Properties dialog defaults to 1, but you may use any alphanumeric reference that is **not** greater than the starting check number and that is different from the **deposits reference**.

Important! In CSA, the Balancing entry reference can be **alphanumeric**, and it is **case sensitive**. Because references in CSA are case sensitive, if you define the balancing entry as **B1** and then enter **b1** in the transaction's Reference field, the program will **not** consider the transaction a balancing entry. For this reason, we recommend setting up your balance entries with numeric references.

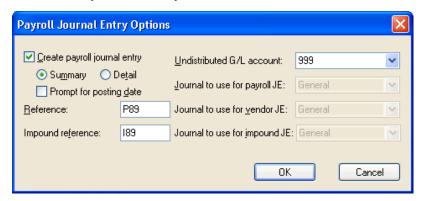
Entity type

The client entity type determines which Tax Codes will be available in the Chart of Accounts. Tax Codes provide the link between CSA and UltraTax CS or between CSA and GoSystem® Tax.

New Client / Payroll tab

- 1. Click the Payroll tab. In the Current period ending date field, enter **01/31/07** as the current period ending date for this after-the-fact payroll client.
- 2. Click the Payroll Report Options button to open the Payroll Report Options dialog. This dialog contains options regarding the appearance of your Payroll reports. You can choose to use the Payroll name rather than Client name in the report headings, and select the number of decimal places to use for hours and rates.
- 3. Click the Cancel button to close the Payroll Report Options dialog.

4. Click the Payroll Journal Entry button to open the Payroll Journal Entry Options dialog. The **Create payroll journal entry** checkbox should already be marked by default.



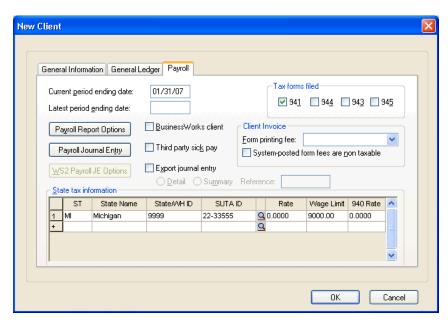
When the **Create payroll journal entry** checkbox is marked, the program will write general ledger transactions when you close the Payroll Check Entry window. The following fields and checkboxes are not accessible unless this checkbox is marked:

- Summary. Select this option to have the program write a summary payroll entry to the general ledger when you close the Payroll Check Entry window.
- Detail. Select this option to write individual payroll checks to the general ledger when you close the Payroll Check Entry window.
- Prompt for posting date. Mark this checkbox to have the program prompt you to enter a posting date for the general ledger transaction when you close the Payroll Check Entry window. Otherwise, the program will post by default to the GL period corresponding to the payroll period in which the checks were written.
- **Reference.** Use this field to specify the reference to use for summary payroll transactions written to the general ledger in the Transaction Entry window.

- Impound reference. Licensed users of the Payroll CS[™] Impounding feature can use this field to enter the reference to be used for journal entries when EPS files are created in the Impound Funding dialog.
- Undistributed G/L account. Use this field to specify the account number (such as 999) to use as the default for any undistributed amounts. If an account is missing from a transaction, the program will use this account.
- Journal to use for payroll JE. Use this field to specify the journal to use if you are using multiple journals. To be able to select a journal, you must mark the Use separate journals in transaction data entry checkbox on the General Ledger tab, and then add journals in the Setup / Journals dialog.
- Journal to use for vendor JE (only available with Payroll CS or with the optional add-on module for vendor check writing). Use this field to specify the journal to use for vendor journal entries. To be able to select a journal, you must mark the Use separate journals in transaction data entry checkbox on the General Ledger tab, and then add journals in the Setup / Journals dialog.
- Journal to use for impound JE (only available with the Payroll CS Impounding feature). Use this field to specify the journal to use for impound transactions. To be able to select a journal, you must mark the Use separate journals in transaction data entry checkbox on the General Ledger tab, and then add journals in the Setup / Journals dialog.
- 5. Click Cancel to close the Payroll Journal Entry Options dialog.
- 6. The options in the **Tax forms filed** group box indicate which type of tax forms are required for this client. For this tutorial, accept the default options, **941** and **940**.
- 7. The options in the **Client Invoice** group box allow you to choose a form printing fee schedule to use with this client. For information about setting up and using form printing fee schedules, search on **Form printing fees** from the index of the CSA help browser.

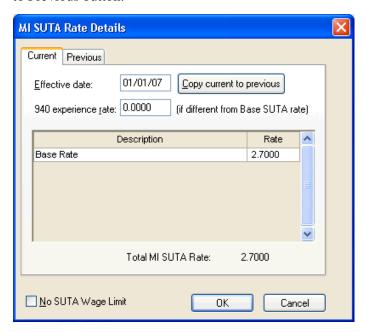
8. The **State tax information** group box and grid are used to list each applicable state for which the Write-Up CS program is to calculate state withholding and SUTA amounts for a client. Enter the following information into the State tax information grid:

State	MI
Withholding ID	9999
SUTA ID	22-33555



9. Click the Item Properties Dutton in the State tax information grid.

10. In the MI SUTA Rate Details dialog, enter **01/01/07** as the effective date, **2.7** % as the base SUTA rate, and then click the Copy Current to Previous button.



11. Click OK to save the SUTA rate information and close the MI SUTA Rate Details dialog.

Notes

- The Wage Limit field in the State tax information group box cannot be edited here. The wage limit for each state is set globally in the SUI/SDI tab of the State Tax Information dialog. To open this dialog, choose Setup / System Configuration / Payroll Tax Information / State.
- The 940 Rate field is used to complete Form 940, page 2, part II, line 3(e). If you do not enter a specific 940 rate, the program will use the base SUTA rate.
- 12. Click OK to save the client information and close the New Client dialog.

New Client Setup dialog

The New Client Setup dialog opens automatically after you have entered and saved all of the required information on the File / New Client dialog. It enables you either to transfer setup information from a similar client (by clicking the Transfer button on the Information tab) or to track the setup tasks you've completed when setting up the client from scratch (by marking off items on the Setup Checklist tab).

Later in this tutorial, you will transfer setup information from a similar client.



• Click Done to close the New Client Setup dialog.

Chart of Accounts

Before you can begin processing client data in the General Ledger module, in the Financial Reporter module, or in both, you need to define the client's Chart of Accounts and enter the beginning balances for the accounts. Once the account structure has been set up, you may begin entering transaction information.

The Chart of Accounts window displays a list of all of the accounts that have been created for the current client and an account detail grid that lists beginning balance, debit, credit, balance, budget amounts, and tax code for each account. From this window, you may also add new accounts and edit or delete existing accounts. The program includes options that allow you to skip certain fields when entering account information, to display account information for all periods, and to select the columns you wish to display and the order in which to display them.

Account types

The program uses the following four standard account types when defining accounts in the Chart of Accounts.

- A for assets
- L for liabilities and equity
- R for revenues
- E for expenses

Note: Because both liabilities and equity accounts are Balance Sheet accounts that normally have credit balances, the program uses the account type **L** for both.

These account types are used to indicate which accounts should be closed at the end of the year, and they act as one of the controls governing the printing of parentheses (to indicate amounts as positive or negative) in financial statements.

If an account normally carries a credit balance, the program will not parenthesize it when accounts are printed in detail.

Transferring the Chart of Accounts from an existing CSA client

If you have an existing client with a similar Chart of Accounts, the easiest way to set up a new client's Chart of Accounts is to copy it from one client to another and make any changes needed.

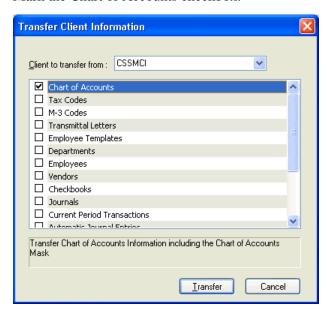
1. To transfer the Chart of Accounts, click the Chart of Accounts icon on the shortcut bar.



2. The program displays the following message prompt. Select the **Transfer a Chart of Accounts from another client** option.



- 3. Click OK. The Transfer Client Information dialog opens.
- 4. Select **CSSMCI** (South Mountain Communications, Inc.) from the Client to transfer from drop-down list. (Or simply start entering CSSMCI in the field and the program will match the closest client ID as you type).



5. Mark the Chart of Accounts checkbox.

6. Click the Transfer button.

Notice that the complete Chart of Accounts has been transferred from South Mountain Communications, Inc., but that the dollar amounts have all been set to 0.00.

You will also notice that there are other data that you can transfer from one client to another, making new client setup and maintenance easier. Often if a client has a similar Chart of Accounts, there are other items that can be transferred at the same time, such as account groups.



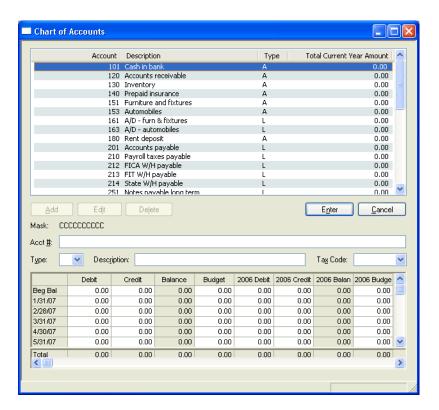
To return to the Transfer Client Information dialog at a later time, choose Utilities / Transfer Client Information.

Adding a new GL account

Let's take a moment to look at some of the important features of the Chart of Accounts window. The Chart of Accounts List displays all of the accounts available for this client. Notice that the Total Current Year Amount is displayed to the right of each account, and that all of the account's activity is displayed at the bottom of the window in the Account Detail grid.

When adding a new account number, enter a number that has not been used. It can be a maximum of 60 digits, depending on the Chart of Accounts mask defined in the General Ledger tab of the File / Client Properties dialog. The Chart of Accounts mask is displayed directly above the Acct # field. The account number you enter must match the mask format, and can have less digits than the mask, but not more.

In Add or Edit mode, press the TAB key to advance the cursor to the next field. To move back to the prior field, press SHIFT+TAB or the F9 key.

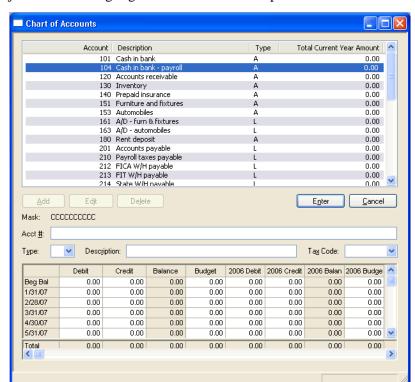


To set up an asset account for Cash in bank - payroll

1. You are already in Add/Edit mode, so enter the following information:

Acct. #	104
Туре	A
Description	Cash in bank - payroll

2. Leave the Tax Code field blank. This field is used to integrate account balances with UltraTax CS and GoSystem Tax. It allows UltraTax CS and GoSystem Tax to carry the general ledger balances to the proper lines on the appropriate tax forms. The codes listed in the drop-down list are based on the entity you have selected on the General Ledger tab of the File / Client Properties dialog.



3. Click the Enter button to save the account. Note that the account you just entered is highlighted in the list at the top of this window.

Editing an existing GL account

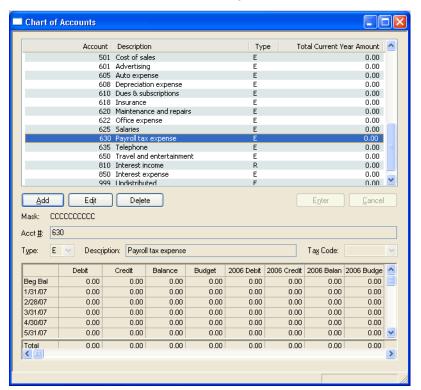
Suppose you want to modify the description of account 630 from **Payroll taxes** to **Payroll tax expense**.

- 1. If you are not already in Browse mode with the Add, Edit, and Delete buttons enabled, click the Enter or Cancel button.
- 2. In the Chart of Accounts list, scroll down to account **630** and double-click it. (You can also just type **630** and the program will scroll to that account.)



Because the Edit button is highlighted by default, you can simply press ENTER to switch to the Add/Edit mode instead of double-clicking an item in the Chart of Accounts list or clicking the Edit button.

- 3. Place the cursor in the Description field and change the description to **Payroll tax expense**.
- 4. Click the Enter button to save the change.





You can move to the top or bottom of the Chart of Accounts window by pressing the HOME or END key.

Chart of Accounts options

You can set several useful options in the Chart of Accounts window. You must be in Browse mode to open the Options dialog.

- 1. If you are in Add/Edit mode, click the Cancel button or press the ESC key to return to Browse mode.
- 2. Open the Options dialog using any of the following methods:
 - Choose Edit / Options.
 - Press F3, and then choose Options from the context menu that appears.
 - Right-click in a gray area of the Chart of Accounts list, and then choose **Options** from the context menu that appears.

Note: There are other commands available from the context menu. For additional information on any of these commands, choose the command (for example, Zero Balances) to open that window or dialog. Then press F1 or CTRL+F1 to display a help topic for that particular feature. You can also right-click in the window or dialog and then click the **Help on...** message that opens.

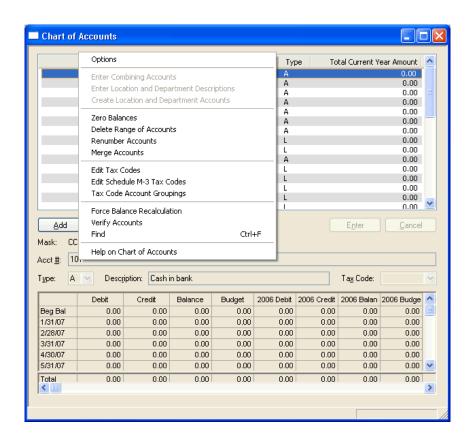
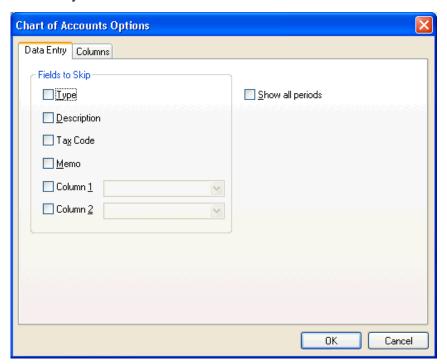


Chart of Accounts Options / Data Entry tab

During data entry, you can choose to skip any of the fields listed in the Fields to Skip group box on the Data Entry tab. Simply mark the checkboxes associated with the fields you wish to skip.

You can also choose to show all periods of activity at the same time in the Account Detail Grid (instead of having a scroll bar) by marking the Show all periods checkbox. For example, for a monthly client, the Account Detail grid includes the beginning balance, the balance each month in the year, the memo balance, and the ending balance.

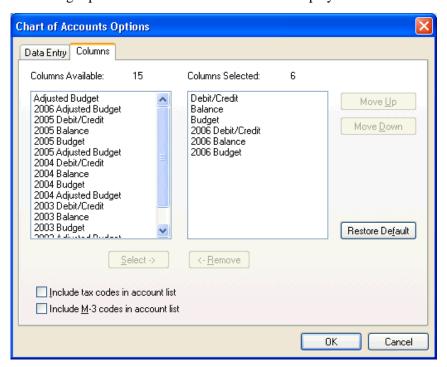
When the **Show all periods** checkbox is marked, the program resizes the Chart of Accounts list so that it can display the balance information for the whole year at the same time.



Columns tab

You can customize the Account Detail grid by selecting the columns you would like displayed. For instance, if this client does not use budgets, you might not select the Budget column.

The left pane lists all available columns that are not currently displayed, and the right pane lists the columns that will be displayed.



To select the columns to display in the Account Detail grid

- 1. In the Columns tab highlight the column you wish to add or remove from the Account Detail grid.
- 2. Click the Select button to add that column to the grid, or click the Remove button to remove it from the grid.

Note: You can double-click an item to move it from the Available to the Selected pane or vice versa.

To rearrange the order of the selected columns

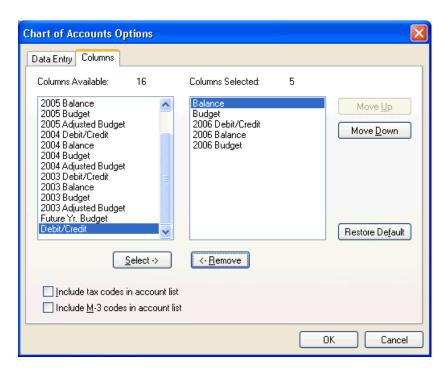
- 1. In the right pane, highlight the column you wish to move.
- 2. Click the Move Up button (moves it to the left in the Account Detail grid) or the Move Down button (moves it to the right) to move that column to the desired order.

You can set up the Chart of Accounts window such that opening balances are entered in separate debit and credit columns. Or, if you prefer, you can remove the separate debit and credit columns to allow you to quickly enter all beginning balances in one column (you must enter the credits as negative numbers). The numbers are actually stored in the program as debits and credits so you can see that detail by changing the columns to display debits and credits.

To remove a Chart of Accounts column

Let's remove the Debit/Credit column.

- 1. Select Debit/Credit in the Columns Selected pane.
- 2. Click the Remove button to remove it.



3. Click OK to save this change.

Notes

- The options you choose on the Data Entry and Columns tabs of the Chart of Accounts Options dialog are client specific.
- To include an optional column for Tax Codes within the accounts listview pane of the Chart of Accounts window for the selected client, mark the Include tax codes in account list checkbox.

Entering opening GL account balances

Let's suppose that the client has an opening cash balance of \$26,900.00.

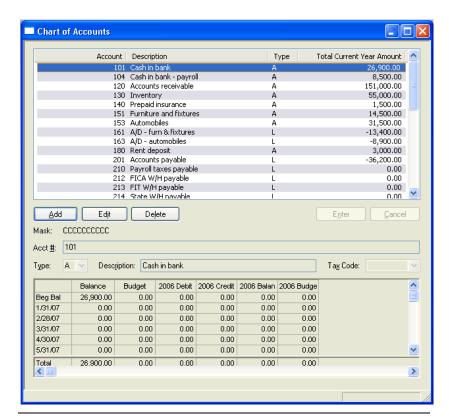
1. Double-click 101 - Cash in bank in the Chart of Accounts list.

- 2. Place the cursor in the Balance column of the **Beg Bal** item in the Account Detail grid and enter **26900.00**, representing a balance of \$26,900.00.
- 3. Press the **PAGE DOWN** key to move the cursor directly to the same field in the next account.

Note: If you marked the **Use enter key to move between fields** checkbox in the Setup / User Preferences dialog, you need to press **CTRL+PAGE DOWN** (instead of PAGE DOWN) to move to the next account.

4. Enter the following opening balances. For credit balances (for example, for account 161 - A/D-furniture and fixtures), enter a minus sign and then the amount. Note that some accounts do not have an opening balance.

		Debit	Credit
101	Cash in Bank	26,900.00	
104	Cash in bank - payroll	8,500.00	
120	Accounts receivable	151,000.00	
130	Inventory	55,000.00	
140	Prepaid insurance	1,500.00	
151	Furniture and fixtures	14,500.00	
153	Automobiles	31,500.00	
161	A/D-furniture & fixtures		13,400.00
163	A/D automobiles		8,900.00
180	Rent deposit	3,000.00	
201	Accounts payable		36,200.00
251	Notes payable long term		40,000.00
301	Common stock		50,000.00
380	Retained earnings		143,400.00



Note: When you enter opening balances for an actual client, you may wish to run a Trial Balance report after you have completed entering the opening balances to verify your results. Because we have not yet discussed the reporting features in this program, you are going to skip this step for now.



- If you want to enter balances in a journal entry, you can set the general ledger period back to December of the prior year end, enter the balances, and then move forward to the correct period. For additional help on changing the processing period, search on Selecting a previous GL period to process from the index of the CSA help browser.
- For information on creating location and department accounts, choose Help / CSA Help Topics and click the Index button. Enter location accounts, and then click the Creating location and department accounts for a Write-Up CS or Trial Balance CS client topic.

Important! If you manually enter beginning balances in a period field rather than in the Beg Bal field, those balances will be **deleted** when you post transactions for that period in the Tasks / Transaction Entry window. When you post transactions, the program deletes all balances for the period from the Chart of Accounts and then posts updated balances based on the current-period transactions

To correct an out of balance period

If the periods are out of balance, the program displays an amount in the Chart of Accounts status bar at the bottom right corner of the window. Out-of-balance periods are indicated by a \pm sign preceding the out-of-balance amount.

You must correct the out-of-balance amount before you can exit the Chart of Accounts window. If you choose Edit / Force Balance Recalculation, the program will tell you which periods are out of balance and the amount by which they are out of balance. You must balance these amounts to an account. You may then wish to print or view a Trial Balance report to see which account has an incorrect balance.



Transaction Processing

Once you have entered the opening balances, you can begin the monthly processing of the client data. Let's enter transactions for this client.

Notes

- It is not necessary to close one window before opening another one. For example, you can click the Transactions icon while in the Chart of Accounts window and proceed directly to the Transactions window. This feature makes it possible to move quickly from task to
- If you were planning to do bank reconciliation, you would need to set up your checkbook prior to entering any transactions.

Entering transactions

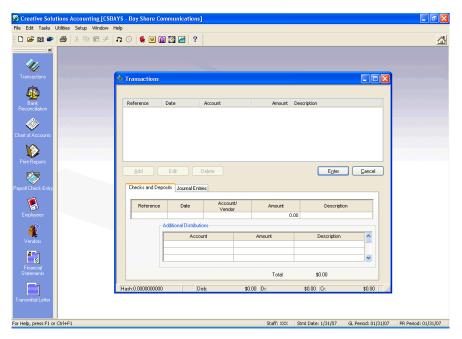
To open the Transactions window, click the **Transactions** icon the shortcut bar or choose Tasks / Transaction Entry.



When you open the Transactions window, the cursor is positioned in the Reference field. Press TAB or ENTER to advance the cursor from field to field. To move back to a prior field, press either SHIFT+TAB or the F9 key.

Note: If you need to enter more than one distribution for a transaction, use the Additional Distributions grid. You will need to press the TAB key instead of the ENTER key to move to the additional distributions.

As you enter transactions, they appear in the Transactions list at the top of the window. The general ledger (GL) and payroll (PR) periods that you are processing are displayed at the bottom of the window in the CSA status bar.



Transactions / Checks and Deposits tab

Use the Checks and Deposits tab to enter or edit check transactions and deposits. You can enter multiple account distributions for one transaction, with all distributions using the same reference number and date. You can enter multiple checks during a data-entry session, with at least one balancing entry required at the end of each entry session to offset cash. If you use a non-check number (any number smaller than the starting check number specified on the General Ledger tab of the File / Client Properties dialog), you must balance that entry before continuing to the next transaction. You can enter a separate description for each account distribution in the transaction.

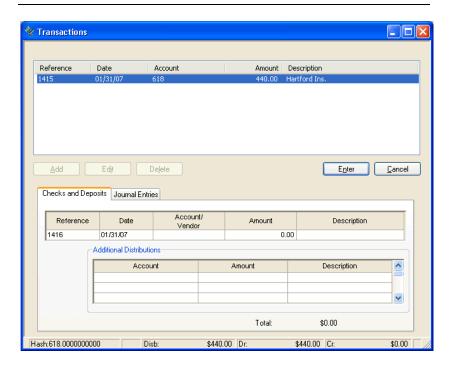
Entering transactions

 Enter the following information on the Checks and Deposits tab of the Transactions window. Remember to press ENTER to move to the next field. The account name and running total will be displayed at the bottom of the Transactions window.

Reference	1415
Date	01/31/07
Account/Vendor	618
Amount	440.00
Description	Hartford Ins.

2. After you have finished entering the information, click the Enter button or press the ENTER key to save the transaction. Note that the program automatically enters the next check number for you. This speeds up data entry if you need to enter another transaction.

Note: If there were additional accounts that pertain to this check, you would use the Additional Distributions grid to enter the accounts and amounts. Once you finish entering all of the distributions, click the Enter button to save it. Press the TAB key instead of the ENTER key to move to the additional distributions.

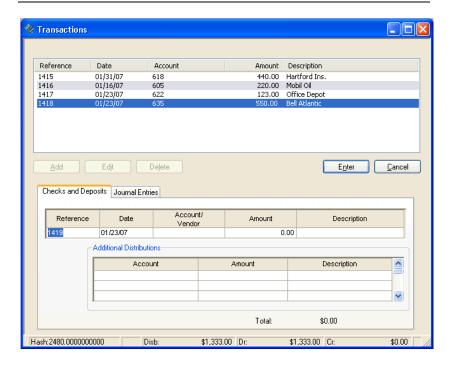


To enter new GL transactions

- 1. Click the Add button again to return to the Add/Edit mode.
- 2. Enter the following transactions. Press ENTER to move from field to field. Press ENTER to save each transaction.

Refer.	Date	Account	Amount	Description
1416	1/16/07	605	220.00	Mobil Oil
1417	1/23/07	622	123.00	Office Depot
1418	1/23/07	635	550.00	Bell Atlantic

Note: You do not need to enter the slashes when you enter dates. The program will add them for you.



Making an offsetting entry to cash

You can keep your records in balance by creating an entry to offset the cash. The program uses 1 as the default reference for this offsetting entry.

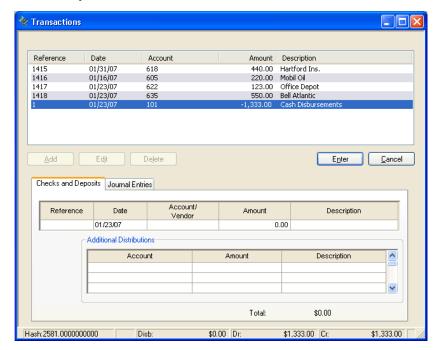
Important! To change the balance entry reference number, choose File / Client Properties and then click the General Ledger tab. Change the number in the Balancing entry reference field to any number less than the starting check number and different from the Deposits reference number.

It is important that you change this reference before entering any transactions! If you change the reference after you enter the transactions, the program will **not** change the reference for existing transactions. This could cause problems with bank reconciliation or if you attempt to edit existing transactions.

For this exercise, you do not need to change the existing balance entry reference number.

1. In the Checks and Deposits tab, press ALT+B (or CTRL+B) to have the program make the balancing entry automatically.

2. Enter the Cash disbursements account number (101) in the Account column and then click the Enter button three times or press the ENTER key to save this transaction.





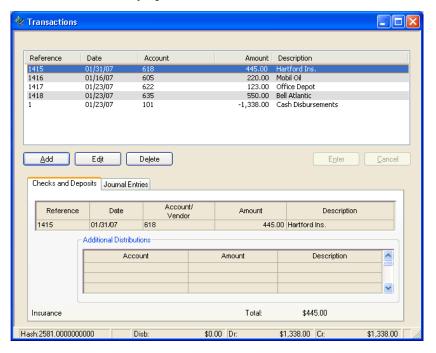
- Use ALT+B or CTRL+B to create the offsetting entry. If you use this method, you only need to enter the account number and the date (if different). Also, if you are using multiple journals, you can set up a balancing account for the journal entry you are entering. These two options will be discussed later in this tutorial. By using these options, you can have the program create the entire balancing entry when you press ALT+B or CTRL+B.
- Using ALT+B ties the checks to the balancing entry so that any time you edit or delete a check, the program adjusts the balancing entry automatically.

 It is important not to enter other entries between checks and their balancing entry. This could potentially break the link between them, preventing information from transferring correctly to the bank reconciliation.

To edit an existing transaction

Now let's suppose you notice that the amount you entered for Reference 1415 is not correct. It should have been \$445.00. Use the following steps to correct it.

- 1. Double-click transaction 1415 in the Transactions list.
- 2. Change the amount in the Amount column to **445.00**.
- 3. Press ENTER twice to save the change. Notice that the balance entry has been automatically updated.



Recording a deposit

Let's try a deposit. Suppose you want to record cash receipts for the period. In this example, you will record the debit side of the entry to the cash account and have the program record the balancing credit entry to accounts receivable.

Click the Add button to switch to Add/Edit mode. Remember to press ENTER to advance from field to field.

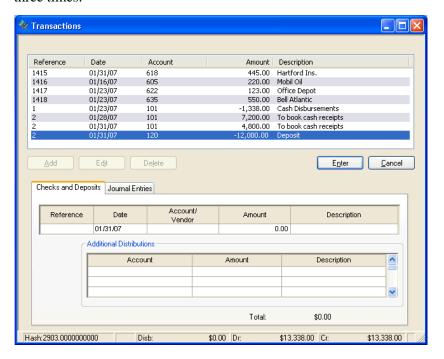
1. Enter the following:

Reference	2
Date	01/28/07
Account first line	101
Amount first line	7,200.00
Description	To book cash receipts

- 2. Press ENTER to save the record. Notice that the program automatically repeats the Reference.
- 3. Enter the following and then press ENTER to save the record.

Reference	2
Date	01/31/07
Account first line	101
Amount first line	4,800.00
Description	To book cash receipts

4. Press ALT+B to create the balancing entry. Enter account **120**, the deposit account, in the Account / Vendor field and press ENTER three times.



Tip

During subsequent bank reconciliations, all of the deposit entries will appear. However, if you had chosen to record all period deposits with a **single** entry in the Transactions window, it will come in as a lump sum unless you do either of the following:

• In the Bank Reconciliation window, click the Deposits and Other Credits tab. In the deposits grid, click the row button for a deposit and then choose Split Deposit from the Edit menu or from the F3 or right-click context menu.

 Prior to entering transactions, choose Edit / Options in the Bank Reconciliation window. In the General ledger transaction options group box, mark the Display multiple distributions to the checkbook G/L account in a single transaction separately checkbox.

It is important not to enter other entries between deposits and their balancing entry. This could potentially break the link between them, preventing information from transferring correctly to the bank reconciliation.

Transactions / Journal Entries tab

Use the Journal Entries tab to enter or edit non-cash transactions and any special types of transactions. You must balance each journal entry before you add or edit another entry.

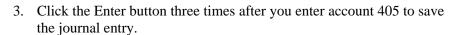
Let's try entering a journal entry. Since you are already in the Add/Edit mode with your cursor in the Reference field, you do not need to click the Add button.

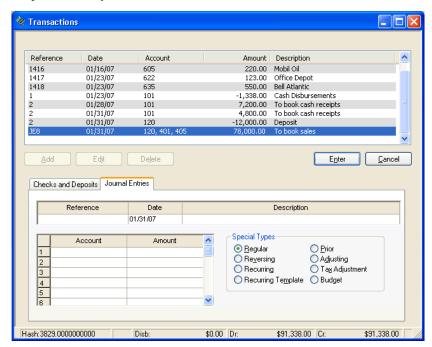
Recording a journal entry

Let's book sales for the period with an offsetting debit to accounts receivable.

- 1. Click the Journal Entries tab, or press CTRL+TAB to move to the Journal Entries tab.
- 2. Make a journal entry using the following information. Remember to press ENTER to advance to the next field.

Reference	JE8	
Date	01/31/07	
Description	To book sales	
Account / Amount	120	78,000.00
	401	-60,000.00
	405	-18,000.00





Note: You can sort transactions by their reference (either by reference number or order entered), date, or account number. To do so, click the headings at the top of the transactions list. You can change the width of any column by dragging the column edge with your mouse.

Transaction data-entry commands

CSA includes several powerful data-entry commands to help you enter transactions more efficiently.

You can access a menu that includes these commands from the Transactions window using any of the following methods.

- Click **Edit** on the menu bar
- Press F3
- Right-click in any gray area of the Transactions window

Let's briefly review each of these commands.

- Balance entry (CTRL+B or ALT+B). Creates an entry that offsets the checks or deposits you entered during this data-entry session. The program uses the reference number in the Balance entry reference field (for checks) or the Deposit reference field (for deposits) that you specified in the General Ledger tab of the File / Client Properties dialog. If you have set up multiple journals (discussed later) and have designated a general ledger balance account number, that account number will be used for the balance entry.
- Post Transactions. Instantly posts your transactions so that your balances in the Chart of Accounts are updated. Each time you print a report, financial statement, or transmittal letter, or each time you select a period to process to move to a future or prior period, all transactions will be posted automatically. The program will also post transactions each time you close the Transactions window or press F5.
- Recalculate Balance Entry. Reviews all transactions to determine if the transactions are in balance.
- View G/L Activity (CTRL+G). Shows the current period or year-to-date transaction detail for a selected account.
- Transfer Transactions Between Journals. Allows you to transfer one or more transactions from one journal into another journal. This command is only available if you marked the Use separate journals in transaction data entry on the General Ledger tab of the File / Client Properties dialog. You must also have journals set up in the Setup / Journals dialog. Since you have not done this yet, this feature is currently disabled.

- Insert Transactions Above Current. Enables you to insert one or more transactions above the current transaction.
 - With the Transactions window active, highlight the transaction that will appear below the transaction(s) you're adding and choose this command.
 - When you have finished entering the new transaction(s), choose
 Edit / Stop Inserting Transactions, or right-click and choose
 the command from the context menu.
- Enter Future Period Transactions. Allows you to enter future period transactions from the current period instead of moving to a future period. In the Select Period dialog that appears when you choose this command, select the future period from the drop-down list. Note that only future periods within the current fiscal year will be available for selection.

The future period in which you are entering transactions is displayed at the top right of the Transactions window.

- Enter transactions just as you would for the current period.
- When you have finished entering transactions for the future period, choose Stop Adding Future Period Transactions from the Edit menu or the right-click context menu.
- When you advance to the future period, the transactions you entered will appear in the Transactions window. To enter or exit future period transactions, your transactions must be in balance.
- Calculate YTD Income / Loss (CTRL+I). Allows you to view the net income amount based on the current-year transactions. This is calculated by summing the Revenue and Expense accounts in the Chart of Accounts.
- Clear Hash Total. Resets the Account Hash Total to 0.000. This
 total appears in the status bar when the Transactions window is
 active. The hash total provides the running total of all the general
 ledger accounts you have entered during the current data-entry
 session.

Note: The hash total does not support the use of account numbers that contain alpha characters or non-decimal separators.

 Recurring Templates. Allows you to edit recurring template entries or delete existing recurring template entries.

Note: The first time you open the Transactions window after advancing the GL period you will be prompted to create recurring template entries. If you do not wish to create any at that time, you may reopen this dialog later by choosing **Edit / Recurring Templates**.

- Automatic Journal Entries Diagnostics. Opens the Automatic Journal Entries Diagnostics dialog, where you can view how the current-period automatic journal entries were calculated by the program.
- Find (CTRL+F). Allows you to quickly and easily search for a record that includes the characters you specify within the field that you select. When you click the Search button, CSA begins searching for the first matching record and displays it in the active window. Click the Find button again to continue searching for the next match.

Transaction data-entry options

CSA also allows you to set up several options for data entry.

To access these options, choose **Edit / Options** to open the Transaction Options dialog.



There are two tabs in the Transaction Options dialog. Let's look first at the options in the Data Entry tab. They are divided into five group boxes, each one covering a different facet of data entry.

Specifying data-entry options

Reference Field. To have the program automatically increment the reference field for each new journal entry, mark the Increment journal entry references by checkbox, and then specify the number by which to increment.

Note: You may specify up to 4 decimal places, provided that the total number of characters for the reference is no greater than 6. The program automatically increments check numbers by 1. The deposit reference always remains the same on the next transaction, regardless of the option setting.

• Date Field. The options in this group box allow you to manipulate the Date field. You can save multiple keystrokes on each entry by having the program automatically enter a portion of the date for you. Marking the Have system automatically checkbox and then one of the options below it will save keystrokes on every transaction. A popular choice is to have the program fill in the month and year, leaving only the day for you to enter. This saves you four keystrokes on every transaction.

You can also mark the **Prompt if date is not within current GL period** checkbox to have the program prompt you each time you enter a date that is not in the current GL period.

Note: Regardless of the option selected, the program uses the date from the previous transaction as the default on a new transaction.

■ Description Field. The options in this group box allow you to choose a standard entry for the Description field. If you typically enter the payee when doing check entry, you will not want to choose any of these options. If you set up vendors for payees, the program automatically fills in the description when you enter the vendor ID or vendor name in the Account/Vendor field. If you mark the Enter journal description for all entries or the Enter "Check Written" for checks and journal description for all other entries option, the program will not automatically enter the vendor description.

Note: If you do **not** mark this option and you leave the Description field blank on a transaction, the program will automatically copy the description from the previous transaction.

Vendor Information. The options in this group box tell the program to autofill the Account/Vendor drop-down list with vendor information after you enter the first several characters. You can choose to have the Vendor ID and/or the Vendor Description included in the drop-down list. By default, both options are marked.

Posting Options. The options in this group box allow you to control the posting of various special entry types. When posting transactions, the balances in the Chart of Accounts for the current period are zeroed-out, and then the transactions are posted. These options allow you to post when you close the Transactions window, as well as to choose posting options that apply whenever the posting occurs.

For instance, you might make a number of adjusting entries to go from cash basis to accrual basis at the end of the year. You could then run the financials either as cash or as accrual by choosing to have these entries posted or not posted each time you run the posting routine.

You do not need to mark the **Post when exiting transaction data entry** option. When you advance your period or print a financial statement, report, or transmittal letter, the program will automatically post any unposted transactions at that time before allowing you to print or preview reports. Leaving this option unmarked can save you time when exiting the Transactions window.

Enter multiple descriptions for journal entries. Mark this checkbox to include a description field in the detail grid for the Transactions / Journal Entries tab. This will enable you to enter a separate description for each debit and credit that is part of the journal entry transaction.

Note: If you selected one of the description field options in the Transaction Options dialog, the program will enter a description automatically.

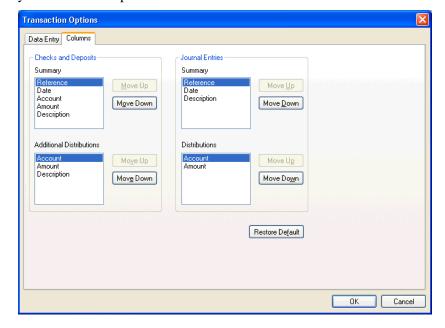
• Enter 1099 Items for checks. Mark this checkbox to include a 1099 Item column in the data entry grid. This will allow you to choose the 1099 type when entering a transaction, otherwise the program will use the 1099 setup specified in the Vendors window.

Customizing data-entry field sequence

Another useful feature found in the Transaction Options dialog is the ability to rearrange the sequence of data-entry fields to match the flow of data as it appears on your input documents. You can set up different data-entry sequences for the Checks and Deposits tab and the Journal Entries tab of the Transactions window.

1. Click the **Columns** tab. If you would like to change the field sequence (for example, to match your client's source documents), find the field you want to move left or right in the data-entry window. Next, click the corresponding **Move Down** button to move it to the right or the **Move Up** button to move it to the left.

The **Restore Default** button restores the default column order and widths. Because each of your clients may have source documents that vary in the order information is presented, the field sequence you set is client-specific.



Note: If you marked the **Enter 1099 Items for checks** checkbox on the Data Entry tab, the **1099 Item** will appear in the Checks and Deposits field lists.

- 2. For this tutorial, leave the fields in their default sequence and click OK.
- 3. Press the **ESC** key to close the Transactions window.



If you resize the field widths in the Transaction grid, the widths will be saved when you exit the Transactions dialog. To restore the fields to their original width, click the Restore Default button in the Columns tab of the Transaction Options dialog.

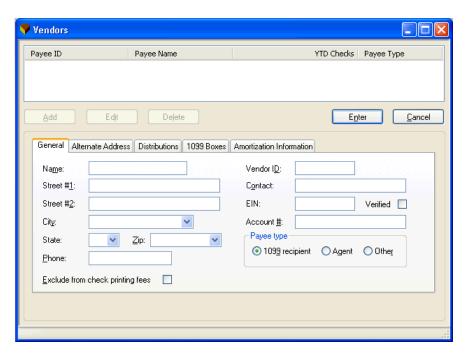
Working with vendor information

Open the Vendors window by clicking the Vendors icon on the shortcut bar or by choosing Setup / Vendors.

The Vendor portion of this program allows you to automatically accumulate payment information for 1099 recipients while you enter checks. The Vendor feature offers one of the best ways to save time and reduce mistakes during data entry.

Vendors / General tab

Before you add a vendor, let's take a look at a few of the fields on the General tab of the Vendors window.



City, Zip. These fields are custom fieldviews, meaning that the values you enter in these fields can be saved and then recalled at a later time. Setting up custom fieldviews speeds up data entry and assists you in providing a consistent look and standard spelling for data entry. Each time you enter a new value in one of these fields, press CTRL+S to save it. That way, the next time you need to enter that city or ZIP, you can simply press F4 and select it from the list of entries, without having to re-enter it.

Note: You can use CTRL+W to open a custom fieldview dialog where you can add, edit, or delete items in a custom fieldview.

• **EIN.** If you want to enter a social security number instead of an EIN, you must enter the hyphens in the appropriate places.

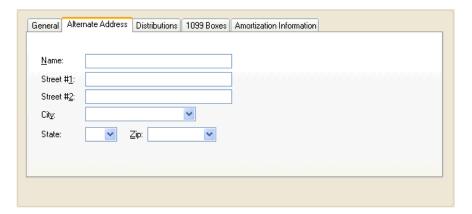
- Account #. This field is for your customer number used by this vendor. General ledger account number distributions are entered on the Distributions tab.
- Payee type. In this group box, you can assign each vendor to one of the three following payee types for report sorting:
 - Use the 1099 recipient option for vendors that need a 1099 at year end. On the Distributions tab, you can specify 1099 items that indicate the 1099 types and boxes on which amounts should print.

Important! To have the program properly calculate and store information required for printing Form 1099 at year end, you must also select a 1099 item for the vendor both in the 1099 distributions grid and in the Standard check grid on the Distributions tab of the Vendors window. For a Write-Up CS client, also enter a GL account number on the same line as the 1099 item assigned to the standard check. Otherwise, you can enable the 1099 item field in the Transactions dialog to select the appropriate 1099 for each distribution.

- Use the Agent option for payees for whom checks are automatically created in Payroll CS or in the optional add-on module for vendor check printing, based on trigger accounts that clear payroll liabilities. This is primarily used for a client for whom you are preparing live payroll and printing vendor checks.
- Use the Other option for a payee that does not fit into either of the first two types.

Vendors / Alternate Address tab

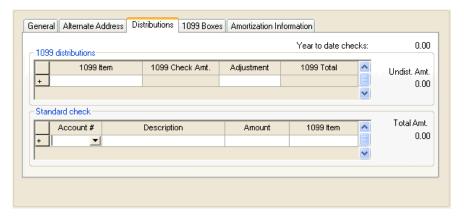
If the vendor's mailing address is different from the address entered on the General tab of the Vendors window, use the Alternate Address tab of the Vendors window to enter alternate address information.



Note. If you leave the fields on the Alternate Address tab blank, the program automatically uses the address fields on the General tab as the vendor's mailing address.

Vendors / Distributions tab

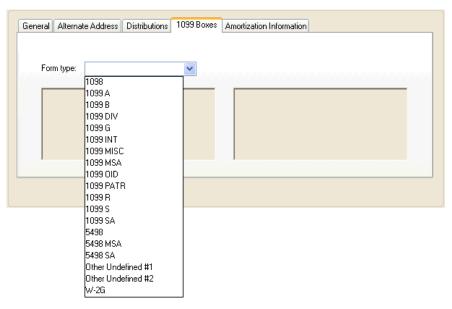
Use the Distributions tab of the Vendors window to record 1099 distributions and standard check information. You can also view year-to-date check amounts applicable to this vendor. The 1099 check amount is automatically updated based on checks entered to the vendor for the specified 1099 item. The **Adjustment** field is for any manual adjustments you want to enter, and the amount in the **1099 Total** field is what prints on Form 1099.



Important! To have the program properly calculate and store information required for printing Form 1099 at year end, you must do the following: (1) choose the 1099 recipient option on the General tab, (b) select a 1099 item for the vendor in the 1099 distributions grid of the Distributions tab, and (c) select a 1099 item for the vendor in the Standard check grid on the Distributions tab with a GL account number entered on the same line as the 1099 item to default information in the Transactions dialog. Otherwise, you can enable the 1099 Item field in the Transactions dialog to select the appropriate 1099 for each distribution.

Vendors / 1099 Boxes tab

Use the 1099 Boxes tab to identify any supplemental information for a vendor. After you have selected a form type, the grid at the right displays the supplemental information that is available for that form type. Choose the relevant information for the selected vendor by marking the appropriate checkbox(es) in the grid.



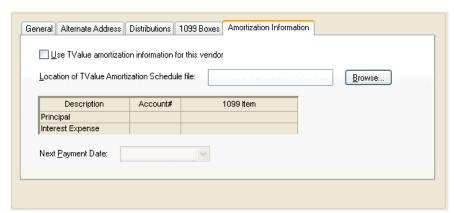
Note: 1099 items are global (not client specific) and are defined in the Setup / System Configuration / 1099 Items dialog. You only need to complete the fields in this tab to identify supplemental information related to a particular 1099 form type. The actual 1099 sent to a vendor is determined by a combination of the 1099 item setup (Setup / System Configuration / 1099 Items) and the item selected in the 1099 distributions group box of the Distributions tab.

Vendors / Amortization Information tab

If you use TValue software (version 5 or higher) to prepare amortization schedules, you can export that information from TValue to have it

available for automatic use within your Creative Solutions Accounting software.

To enable the fields on this tab for the selected vendor (and also disable the fields in the Standard Check grid on the Distributions tab), mark the Use TValue amortization information for this vendor checkbox.

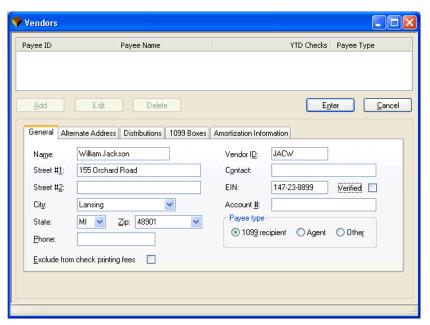


Note: You must first export the amortization data from TValue. From that software, choose File / Export Schedule, and then select XML as the file type. In the Save As dialog, specify an appropriate file name.

Creating a vendor record

1. Enter the following information on the General tab of the Vendors window. Press TAB to move from field to field.

Name	William Jackson
Street #1	155 Orchard Road
City, State, Zip	Lansing, MI 48901 (remember CTRL+S)
Vendor ID	JACW (up to 11 alphanumeric characters)
EIN	147-23-8899 (remember the dashes)



- 2. Suppose Mr. Jackson does freelance advertising copy work for this client. To set the account number to advertising, click the **Distributions** tab, or press CTRL+TAB twice to move to the Distributions tab. The cursor advances to the Standard check portion of the Distributions tab. Here you can enter as many accounts as you wish for this vendor.
- 3. Enter **601** in the Account # column.

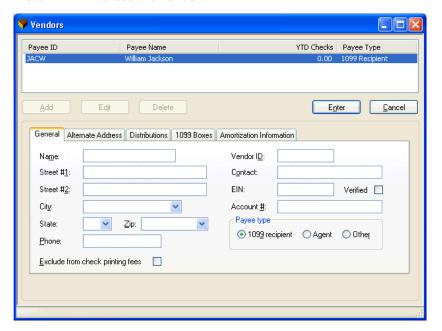
Note: If you leave the Description field blank, the vendor name is used as the description during transaction entry. You should enter as much information as is useful for the default information for this vendor in Transaction Entry.

- 4. Press TAB three times to advance to the 1099 item field.
- 5. Select **Nonemployee Compensation** from the 1099 Item drop-down list. Nonemployee Compensation is a global 1099 item that tells the program which type of 1099 and which box(es) to put the amount into. This is a standard item that comes with the program.

6. Press TAB twice to advance to the 1099 distributions grid. In the 1099 item field select **Nonemployee Compensation**, and then press TAB to save the information in this field.

Note: To edit the 1099 type and boxes associated with the Nonemployee Compensation 1099 item or to set up additional 1099 items, choose Setup / System Configuration / 1099 Items. The 1099 items apply to all clients.

7. Press ENTER to add the vendor.



✓ Tip

If you want the program to automatically trigger a 1099 to print for this vendor at year end, you must set up the 1099 item in the 1099 distributions grid on the Distributions tab, and you must include an amount.

Using a vendor record to enter a transaction

Using the Vendor portion of this program when doing data entry can be a great time saver because the **Account/Vendor** and **Description** fields are both completed automatically.

- 1. Open the Transactions window by clicking the Transactions icon on the shortcut bar.
- 2. Click the **Checks and Deposits** tab, click the Add button, and then enter the following information:

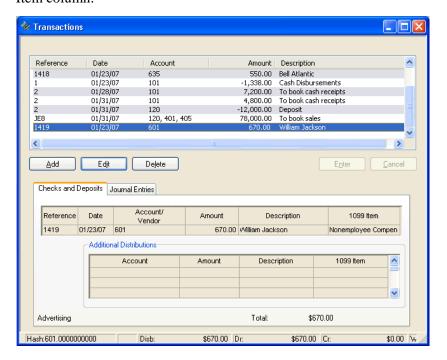
Reference	1419
Date	012307
Account/Vendor	JACW

Note: The vendor ID in the Transactions window is not case-sensitive.

Important! The vendor is updated based on the transaction date you enter here. If the date entered is incorrect, the vendor could be updated for the wrong payroll period. If no date is entered, the vendor will not be updated.

- 3. Press ENTER. Notice that the program automatically replaces the vendor ID with the vendor's account number. The program also automatically fills in the description.
- 4. In the Amount field, enter **670.00**. Press ENTER twice to save the transaction.
- 5. Choose **Edit / Options** to open the Transaction Options dialog and then mark the **Enter 1099 Items for Checks** checkbox.
- 6. Click OK to save the options and close the Transaction Options dialog. Notice that the optional 1099 Item column is now displayed in the Checks and Deposits grid.

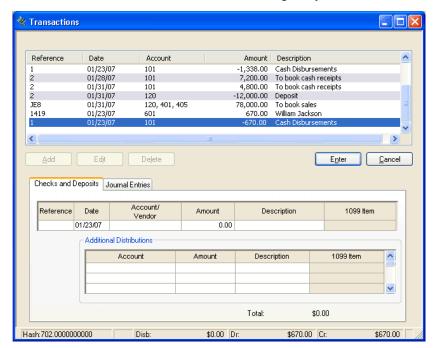
7. Scroll down the transaction list and highlight the transaction you just entered. Nonemployee Compensation is now displayed in the 1099 Item column.



Creating an offsetting entry to cash

You can take advantage of two keyboard shortcuts, ALT+B or CTRL+B, to create an offsetting entry to cash. To use these, do the following:

- 1. Press ALT+B. The number in the Reference field is the balancing entry reference that you specified on the General Ledger tab of the File / Client Properties dialog. The default is 1.
- 2. Press ENTER twice to move to the Account/Vendor field, and then enter **101** for Cash in bank.



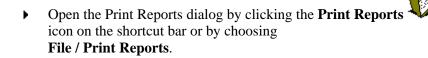
3. Press ENTER three times to save the offsetting entry.

- 4. Press the ESC key twice to close the Transactions window.
- 5. Press the ESC key again to close the Vendors window.



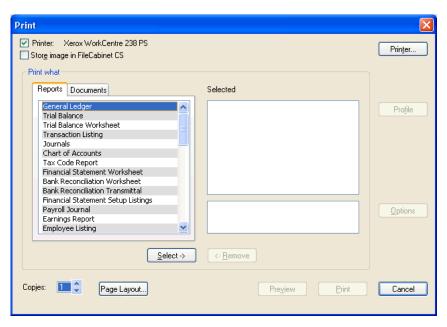
. **T**

Printing Reports



Note: If there are unposted entries, the program will automatically post them before displaying the Print dialog. This eliminates the possibility of running reports with unposted entries.

Notice that there are two tabbed pages in this dialog. The Reports tab lists the available standard reports. The Documents tab displays transmittal letters and financial statements.



The **Printer** button opens the Select Printer dialog, where you can change the printer selection. One of the selections is the Spooler. If you select the Spooler, the program will store the reports for later printing. You can spool multiple client reports. When you are ready to print them, choose File / Print Spooled Reports.



The **Copies** field allows you to choose the number of copies to print. If you change the number of copies, the program will print that number of copies of all of the reports you have selected. If you want more copies of some reports than others, select the report(s) multiple times. The program will print as many copies as the number of times you selected it, multiplied by the number you specify in the Copies field.

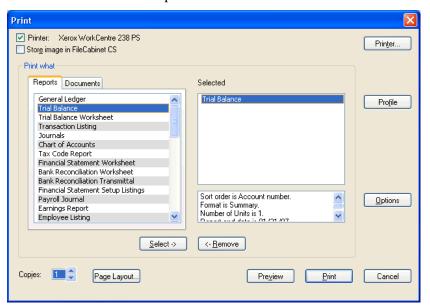
The order in which you select the reports on the Reports tab is the order they will appear in the Selected pane, and it is the order in which they will be printed.

Selecting reports to print

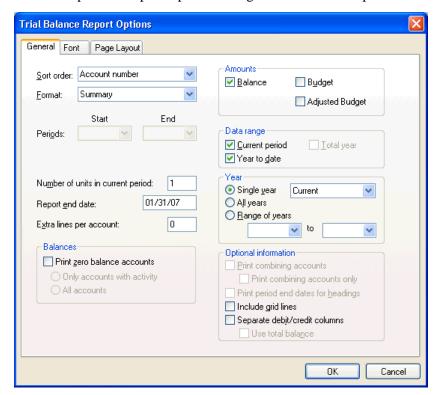
To select one or more reports to print or preview, double-click the report(s).

1. Double-click the **Trial Balance** report. The report moves to the Selected pane on the right side of the dialog.

Many reports have print time options that can be customized to your needs. The options currently set for the highlighted report appear at the bottom of the Selected pane.



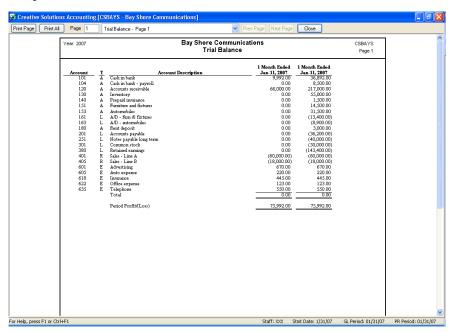
2. To modify the options for the highlighted report, click the **Options** button to open the Report Options dialog for the selected report.



3. Since you will not be changing any options, click Cancel to close the Report Options dialog.

Previewing reports

1. To preview report(s) on your monitor, click the Preview button on the Print dialog. Since you selected the Trial Balance report, the program displays the Trial Balance report as it will appear when printed.



To print a single page, click the Print Page button. To print the entire report, click the Print All button.

If the report has several pages, the Prev Page and Next Page buttons will be enabled. Click these buttons to display the previous page or the next page.

2. You will not be printing reports for this exercise, so return to the CSA main window by clicking the Close button.

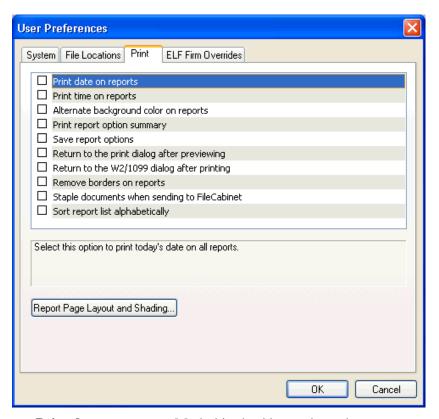
Selecting report print options

You can customize most reports by choosing from several print options. These include sort order, period date ranges, and separate columns for debits and credits. You can easily tell which options are selected because they appear for each report in a box under the Selected pane in the Print dialog.

While some print options are specific to the client or to a report, a number of user-specific print options are available from the Setup / User Preferences dialog.

1. To choose user preferences for all report(s), choose **Setup / User Preferences** and then click the **Print** tab.

Note: You can save the options for a report in a report profile (discussed later in this chapter) or by setting the Save report options in user preferences (mark the **Save report options** checkbox on the Print tab of the Setup / User Preferences dialog).



- **Print date on reports.** Mark this checkbox to have the program print the current system date on all reports.
- **Print time on reports.** Mark this checkbox to have the program print the current time on all reports.
- Alternate background color on reports. Mark this checkbox to have the program print all reports with alternating white and light gray background colors, which may help to make lengthy lists easier to read.

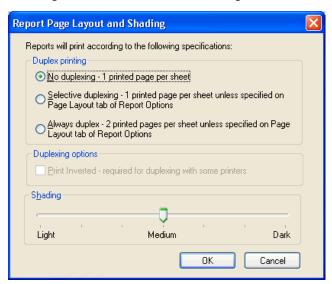
Note: Alternate background color will not print on a report for which you choose the option to print grid lines (such as the Trial Balance Worksheet)

- Print report option summary. Mark this checkbox to have the program print a summary of the currently selected print options at the end of each report.
- Save report options. Mark this checkbox to have the program save current report options for the active client. Otherwise, all print options will return to their default settings when you close the print dialog.

Note: All report options are client specific. Print options for Report Profiles are always saved, whether or not this option is marked.

- Return to the print dialog after previewing. Mark this checkbox to have the program return to the Print dialog (rather than to the main window) after previewing a report or statement.
- Remove borders on reports. The program normally prints a line-rule border on each report. Mark this checkbox to suppress the border.
- Staple documents when sending to FileCabinet CS. Mark this checkbox to have the program combine all documents contained in a single profile so that they appear as one document in FileCabinet CS. TM
- **Sort report list alphabetically.** Mark this checkbox to sort the report list in the Print dialog alphabetically.
- 2. Click the **Report Page Layout and Shading** button. You can choose to print reports according to the following specifications:
 - Duplex printing is available for any of the standard reports (but not for financial statements or client documents). Indicate the default setting to use for all CSA reports: No duplexing, Selective duplexing, or Always duplex.
 - If one of the two duplexing options is currently selected, you may also need to mark the Print Inverted checkbox. Inverted printing (printing the last page of a document first) is required when using duplex printing for certain types of printers.

 You can adjust the shading to indicate how light or dark to print the shaded sections on reports. Use the left mouse button to click and drag the slider to the desired setting.

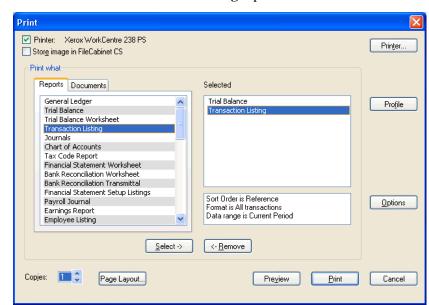


- 3. Click OK to save the layout and shading options and close the Report Page Layout and Shading dialog.
- 4. Click OK to save the printing options and close the User Preferences dialog.

Selecting multiple reports to print

To select more than one report to print or preview, select each report in the **Reports** window in the order that you want them to be printed, and then click the Select button. You can also double-click each report in the **Reports** window in the order you would like them to be printed. The reports will move to the Selected pane on the right side of this dialog.

- 1. Click the **Print Reports** icon to open the Print window.
- 2. In the left pane of the Print window, double-click the **Trial Balance** report.

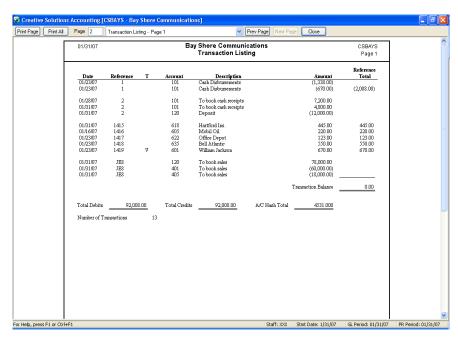


3. Double-click the **Transaction Listing** report.

4. Click the Preview button.

Previewing multiple reports

When you preview multiple reports on your monitor, you can move from one report to another quickly by selecting the report you wish to preview from the drop-down list or by using the Prev Page button or the Next Page button. Select **Transaction Listing – Page 1** from the drop-down list to view the Transaction Listing report.



You will not be printing reports at this time. When you have finished viewing the report(s), click the Close button, and then click the Print Reports icon to return to the Print dialog.

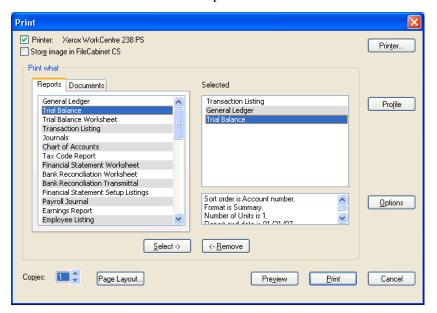
Setting up a report profile

Report profiles are a very useful way to set up a standard group of reports that you would like to print on a regular basis. For instance, you might wish to produce one set of reports on a monthly basis and another set at year-end.

By setting up report profiles, you are saving not only the selection of these reports, but also their options. For example, you might want different options on reports that you give to your client than on reports you review internally. Profiles are client specific and can be transferred to other clients.

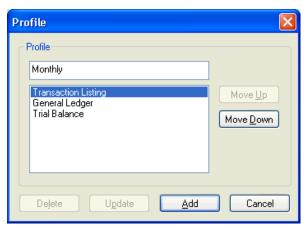
Let's set up a monthly profile with three reports (Transaction Listing, General Ledger, and Trial Balance).

- 1. In the Print dialog on the Reports tab, double-click the **Transaction Listing** report.
- 2. Double-click the **General Ledger** report.
- 3. Double-click the **Trial Balance** report.



4. Click the Profile button.

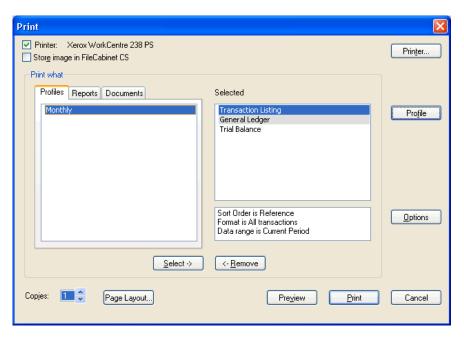
5. When the Profile dialog opens, enter the name you would like to assign to this profile. For this tutorial, call it **Monthly**.



6. Click Add to save the profile and return to the Print dialog. Notice that a third tab, called Profiles, has been added to the Print dialog. The Monthly profile you just created is listed on this tab.



You may use the Move Up or Move Down buttons in the Profile dialog to change the collation sequence of the specific reports.



From this point forward, you can select this profile to list this entire sequence of reports (with any selected options) in the Selected window ready for printing.

To change a profile

- 1. Select the profile you wish to change.
- 2. Change the individual report options or add/remove reports.
- 3. Click the Profile button.
- 4. In the Profile dialog, click the Update button.
- 5. Click Cancel to close the Print dialog.



Other Data-Entry Features

Recording automatic journal entries

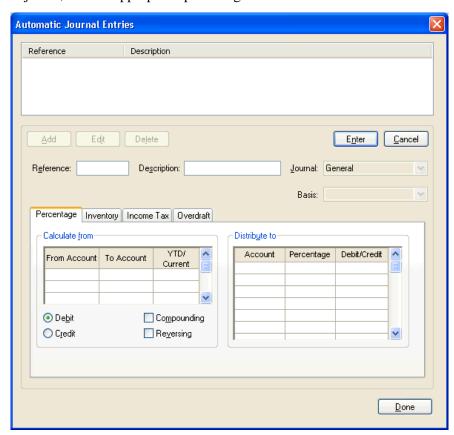
Automatic journal entries can be used for many different purposes. As their name implies, they are journal entries that the program records automatically each processing period once they have been set up. The amount of the actual journal entry will vary each month, based on the calculation that is set up.

Some examples of automatic journal entries you may wish to set up include allocating expenses to various departments based on a percentage formula, calculating an estimated cost of goods sold based on a percentage of sales, and making an accrual for corporate state and federal income tax.

▶ Choose **Setup / Automatic Journal Entries**. There are four tabbed pages in the Automatic Journal Entries dialog.

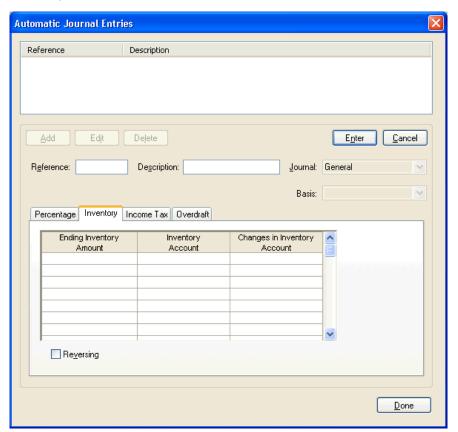
Automatic Journal Entries / Percentage tab

Use the Percentage tab to set up automatic journal entries based on percentages. In this tab section you can define the range of accounts from which the journal entry is calculated, the individual accounts to be adjusted, and the appropriate percentages.



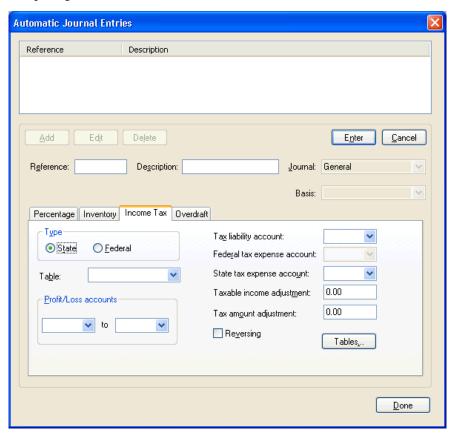
Automatic Journal Entries / Inventory tab

Use the Inventory tab to set up an automatic journal entry to calculate and record the client's change in value of inventory. (Inventory entries adjust the balance of the Inventory account to the actual ending inventory amount, with the offset debited or credited to the Changes in Inventory account.)



Automatic Journal Entries / Income Tax tab

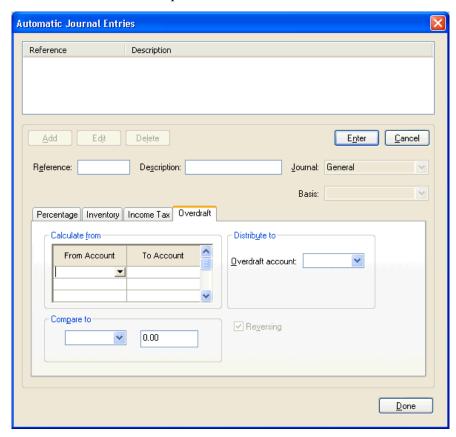
Use the Income Tax tab to set up automatic journal entries based on state or federal income taxes. When entering income tax information, keep in mind that the program calculates state tax amounts first and then uses that information when calculating federal income tax amounts. If you want to create automatic journal entries for both state and federal income taxes, you must create two separate entries, one each for federal and state. The program automatically annualizes the income before comparing it to the table.



Note: The program includes a predefined federal tax table. To edit or add income tax tables, or to set up a fixed percentage, click the **Tables** button.

Automatic Journal Entries / Overdraft tab

Use the Overdraft tab to set up automatic journal entries that are calculated based on account balances. This can be used to affect the presentation of financial statements. For example, you can create an automatic journal entry that will post a credit balance of a cash account to a liability account and then reverse the entry in the next period. If the account has a debit balance, it prints in one section of the statement, and if it has a credit balance, it prints in a different section.



Setting up an automatic journal entry

In this tutorial, you will set up an automatic journal entry to book the estimated cost of goods sold based on 40 percent of sales for the period.

For this example, the range of sales accounts on which you wish to base the calculation starts with account 401 and proceeds through account 450.

Once the program has summarized the dollar amount of sales for the period using these accounts, you want the program to debit 40 percent of that figure to account **501–Cost of sales** and to create an offsetting credit to account **130–Inventory**.

 On the Percentage tab, enter the information below. This information tells the program which accounts to debit and credit, as well as the percentage of the specified accounts to calculate. Remember to press TAB to move from field to field.

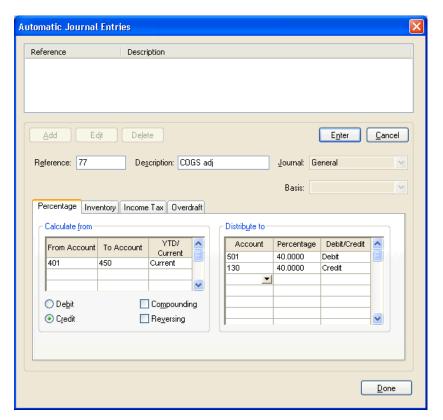
Reference	77
Description	COGS adj
From Account	401
To Account	450
YTD/Current	Current
Debit or Credit	Credit

Notes

 For the accounts you referenced, Current means the current period's amount and YTD means the year-to-date amount.
 Simply begin entering Current or YTD and the program will fill in the rest of the word.

- For Debit or Credit you have selected Credit. The Debit / Credit buttons specify the type of balance the sum of these accounts should have either debit or credit, so that when the entry is created it will have the correct sign. If you click Credit when you should click Debit, the entry that is created will be the opposite of what it should be (for example, negative when it should be positive).
- By default, each percentage journal entry is calculated independently. To instruct the program to calculate a percentage entry based on an amount from another percentage entry, you can mark the **Compounding** checkbox. This causes the program to complete each calculation based on a numeric or alphanumeric sort of the Reference field.
- 2. Press TAB to move to the **Distribute to** grid on the right side of the dialog. Here you specify how the entry will be created for each period.

First line	Account	501
	Percentage	40.0000 (not 0.40000)
	Debit/Credit	Debit
Second line	Account	130
	Percentage	40.0000 (not 0.40000)
	Debit/Credit	Credit

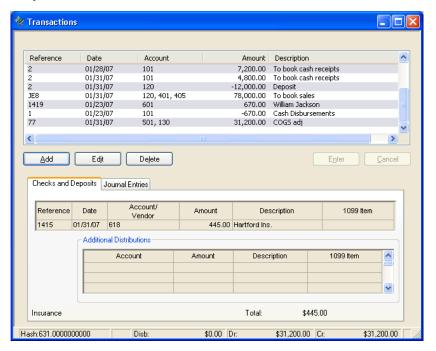


- 3. Click the Enter button to save the automatic journal entry. The entry appears in the list section at the top of the Automatic Journal Entries dialog.
- 4. The program assumes you want to continue adding automatic journal entries. Since you do not want to enter any more, click Done to close the Automatic Journal Entries dialog.

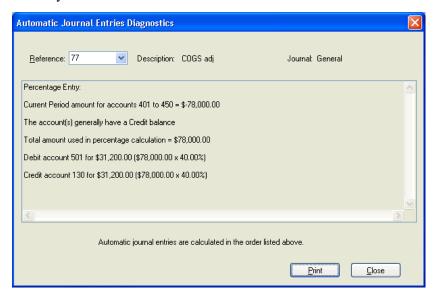
To post transactions

1. Open the Transactions window by clicking the **Transactions** icon on the shortcut bar.

2. Press $\mathbf{F5}$ to post the transactions. You will see the automatic journal entry at the bottom of the transaction list.



3. Choose **Edit / Automatic Journal Entries Diagnostics** to see how the entry was calculated.



4. Click the Close button to close the dialog.

To find information on the Income Tax tab

We are not going to review the Income Tax tab of the Automatic Journal Entries dialog in this tutorial.

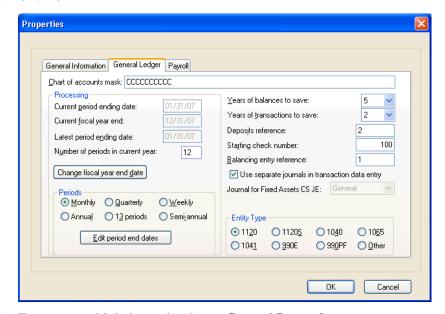
For examples and further information about automatic journal entries, search on **Automatic journal entries** from the index of the CSA help browser.

Working with multiple journals

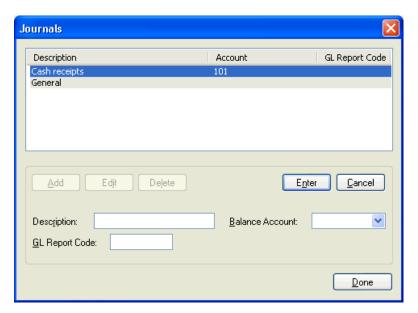
A journal is a collection of transactions. You can choose to not use separate journals for the client or you can choose to set up multiple journals. To work with multiple journals, you must first indicate this in the Properties dialog.

- 1. Choose File / Client Properties.
- 2. Click the General Ledger tab.

- 3. Mark the **Use separate journals in transaction data entry** checkbox.
- 4. Click OK.



- 5. To set up multiple journals, choose **Setup / Journals**.
- 6. In the Journals dialog click the Add button to switch to Add/Edit mode.
- 7. Enter **Cash receipts** in the Description field and press TAB.
- 8. Select **101** from the Balance Account drop-down list. While you are entering transactions in this journal, the Balance Account will appear in the account field in transactions whenever you press ALT+B to balance the current entry, as well as in the last distribution line in journal entries.
- 9. In the GL Report Code field, you can enter up to 5 characters. This information can also be included on the General Ledger report. For this exercise, you can leave the field blank.
- 10. Click the Enter button to save the data.

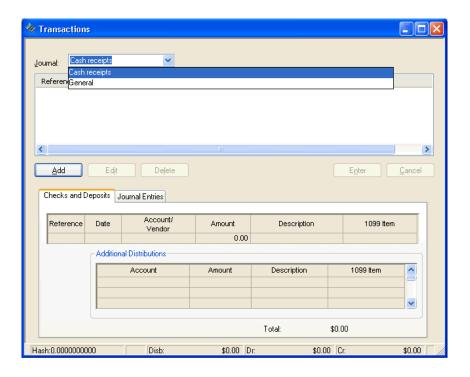


11. Click Done to close the Journals dialog.

Recording a transaction with multiple journals

- 1. Open the Transactions window by clicking the **Transactions** icon
 - on the shortcut bar or by choosing **Tasks** / **Transaction Entry**.
- 2. Select the journal of your choice.
- 3. Switch to Browse mode by pressing the ESC key or by clicking the Cancel button.
- 4. From the drop-down list for the Journal field at the top of the dialog, select **Cash Receipts**.

Notice how the transactions that you entered earlier are no longer visible. That is because if you are not using separate journals, all transactions go into the General journal and you are now looking at the Cash receipts journal.



Transferring transactions from one journal to another

The program allows you to easily transfer transactions from one journal to another.

Note: This option is only available if the **Use separate journals in transaction data entry** checkbox is marked in the General Ledger tab of the File / Client Properties dialog. You must also have set up one or more journals in the Setup / Journals dialog.

1. In the Transactions window, select the **General** journal from the Journal drop-down list.



2. Choose Edit / Transfer Transactions Between Journals.

- 3. In the Transactions available pane, highlight the transactions you wish to transfer and then click the Select button.
- 4. In the **Transfer transactions to** field, select the journal to which you wish to transfer the transactions.
- 5. If you wanted to transfer the transactions, you would click the Transfer button. However, since you will not be transferring any transactions for this tutorial, click Cancel.

Selecting a period to process

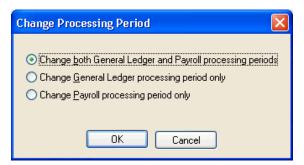
When you wish to examine or modify data for an earlier processing period or to advance to a new processing period, use the Select Period to Process dialog to change to a different period. You may choose any prior, current, or future period for the open client.

You may only select prior periods as far back as the number of years of transactions you choose to save in Client Properties.

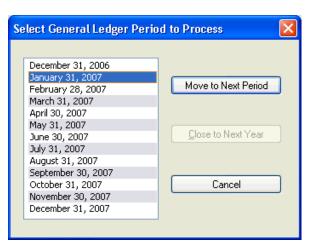
Note: The program allows you to save up to 10 years of transactions and balances. To modify the default option of 2 years of transactions and 5 years of balances, choose File / Client Properties, click the General Ledger tab, and then enter the number of years in the **Years of balances** to save and **Years of transactions to save** fields.

If you move the general ledger back to a previous period, you will not be able to enter reversing, recurring, or recurring template transactions, but you can enter all other transaction types.

1. Choose **File / Select Period to Process** to open the Change Processing Period dialog.



- The Default option in the Change Processing Period dialog is Change both General Ledger and Payroll processing periods. Since you want to change both the general ledger and payroll processing periods, click OK.
- 3. In the Select General Ledger Period to Process dialog, specify the period to process. You can either select a specific period to process or tell the program to move to the next period.



You want to move to the next period, so click the Move to Next Period button. Since you set up this client as monthly, it moves you ahead 1 month.

4. A similar dialog now opens, but this time it's for the payroll period and is called Select Payroll Period to Process. Again, click the Move to Next Period button. Notice that the status bar now shows both the GL and PR dates as 2/28/07.



Notes

- You can move both the General Ledger and Payroll processing periods to a prior period or to a future period by selecting priorperiod dates. When you select a prior period, an asterisk appears next to the GL and/or PR dates in the status bar to indicate that you are not in the latest period.
- To move to periods in a prior year, you must first select and move to the last period of the prior year. When you choose Select Period to Process again, you will be able to select any period in the prior year.

Entering prior-period journal entries

Prior-period journal entries are entered in the Transactions window.

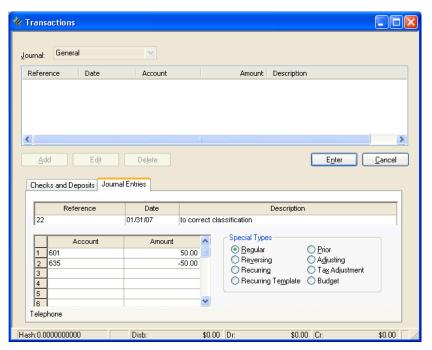
1. Open the Transactions window.

Note: The program does not treat transactions as prior-period or future-period entries just by the date you enter on the transaction. The transaction must be flagged correctly.

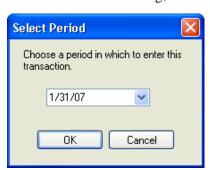
Let's assume that you need to correct an error in classification from the month of January. A \$50.00 portion of the Bell Atlantic check should have been posted to Advertising (account 601) instead of to Telephone expense (account 635).

- 2. Click the Journal Entries tab.
- 3. Enter the information for the journal entry as shown below and click the **Prior** option in the Special Types group box. Remember to press ENTER to move between the fields.

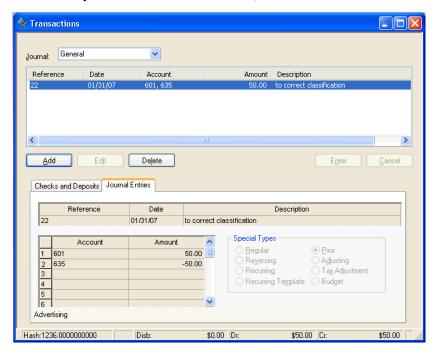
Reference	22
Date	01/31/07
Description	to correct classification
Accounts	601 debit 50.00
	635 credit 50.00
Special types	Prior



- 4. Click the Enter button to complete the transaction. The Select Period dialog opens.
- 5. In the Select Period dialog, select 1/31/07 and click OK.



6. Highlight reference **22** in the Transactions list. Note that it is classified as a memo transaction by the **MEMO** notation at the bottom right corner of the window. (You will need to expand the window fully to see the MEMO notation.)



Tips

- Prior-period journal entries provide an audit trail. The program stores a memo entry in the period in which you entered the prior-period journal entry. The actual entry that affects the balances will be stored in the period you selected above.
- If you delete a prior-period journal entry, you need to delete the memo transaction in the period in which it was entered and the actual entry in the prior period to which you sent it. The memo entries appear on the General Ledger report with an M to designate memo. The entry in the prior period will appear with P to designate Prior Period on the General Ledger report.

- You can also move back to the prior period and enter the journal entry as a regular entry.
- From the Transactions window, you can enter a prior-period journal entry in any period within the current fiscal year. To make an entry to a prior year, you need to open the Select Period to Process dialog and move back to that year. Move to the period in which you want the entry to appear and enter a regular entry and then open the Select Period to Process dialog again and advance to the current year. This will automatically put you into the year-end close process. If this is a year that you previously closed in Write-Up CS, the information that you entered (where to close out net income and balance sheet accounts) will be filled in for you.



Processing After-the-Fact Payroll

The Payroll Compliance module, sometimes referred to as after-the-fact payroll, captures the client's payroll information as it has been calculated outside of the program. This information is recorded for producing payroll compliance reports and to create journal entries that reflect payroll activity in the client's general ledger. Some of the reports produced by this module include 941s, Earnings Report, Employee Check Record, Payroll Tax Summary, and W-2s.

Although a calculating payroll module (Payroll CS) is available from CS Professional Suite, it is not covered in this tutorial. To view or print a Portable Document Format (PDF) copy of the *Payroll CS Tutorial* using the Adobe Reader version 5.0.5 or higher, search on **Tutorial** from the index of the CSA help browser. (Note that you will need an active Internet connection to view this guide.)

Note: Prior to processing after-the-fact payroll, you may wish to verify that your tax tables are current. To do so, choose Setup / System Configuration / Payroll Tax Information / Update.

Global payroll items

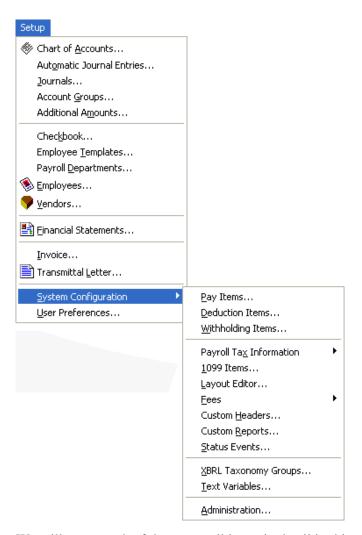
The first step in preparing to do payroll compliance work is to learn about some important information items that will be referenced during data entry and reporting.

These payroll items have been set up globally to be shared by all clients. There are four types of payroll items. For example, the following information is shared by all clients in the program:

- Pay Items
- Deduction Items
- Withholding Items
- 1099 Items

Notes

- When you change information in one of the above groups, it affects all clients in the program.
- The commands on the Setup menu are arranged so that all of the commands above System Configuration are client specific.
 Commands below System Configuration are global.



We will cover each of these payroll items in detail in this chapter. These payroll items are used to classify payroll amounts for such things as tax treatment and special designations (from Earned Income Credit Advance to Reported Tips to Federal Garnishment). These items also determine how payroll amounts come into various reports, including 940s, 941s, state unemployment and withholding forms, and W-2s.

The program includes a sizeable list of pay, deduction, and withholding items. You will be using these items in this tutorial. In many situations, at least one of these predefined items should meet your needs. If not, you can add your own item or copy a similar one and modify it to meet your needs. We will demonstrate this feature when we discuss deduction items.

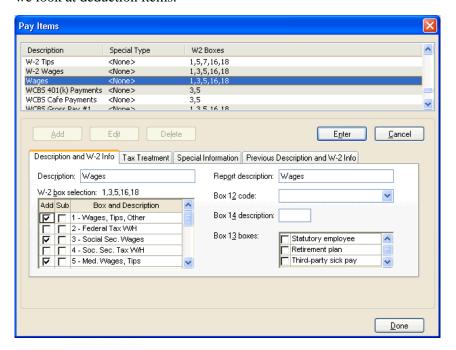
Setting up a pay item

- 1. Choose Setup / System Configuration / Pay Items.
- 2. Scroll down and highlight the **Wages** item, and then click the Edit button. Let's look at the different tabbed pages in this dialog.

Description and W-2 Info tab

In the Description and W-2 Info tab, you will notice a Description field and a Report description field. Often these descriptions will be the same. The Description field is used on employee records and payroll check entry. The Report description field is printed on reports and, if you are using Payroll CS, on check stubs. You can check the Add column in the W-2 box selection group box for any W-2 box for which the amounts you enter using this pay item should go into.

If you have an amount that should reduce the amount in a W-2 box, you can mark the checkbox in the Sub (subtract) column. We'll see this when we look at deduction items.

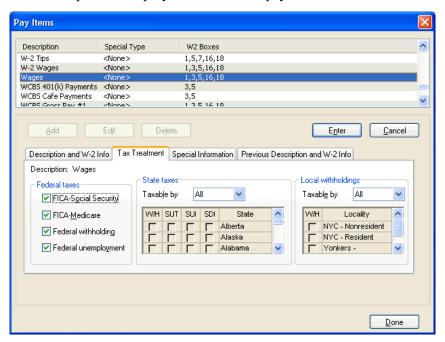


Note: This tab allows you to enter description and W-2 information for the year 2001 and beyond. The Previous Description and W-2 Info tab allows you to add information for the year 2000 and earlier. The program will automatically use the correct tab based on the client's payroll period.

Tax Treatment tab

Click the Tax Treatment tab.

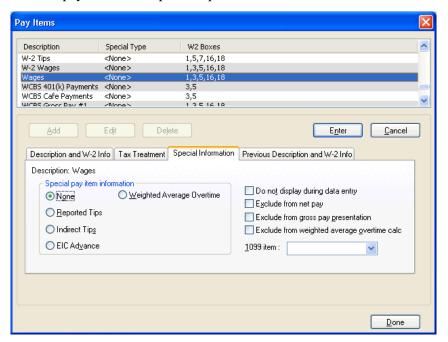
This tab allows you to specify the federal, state, and local taxes that are to be included (if any) in the tax calculation of the selected pay item. Here you identify the taxes to which this pay item is subject. Our Wages item is fully taxable, so all of the checkboxes in the Federal taxes group box are marked and All appears in the State taxes and Local withholdings drop-down lists. For state and local, this indicates that any amount on this pay item is subject to any state or local withholding item that is set up for an employee that uses this pay item.



Special Information tab

• Click the Special Information tab.

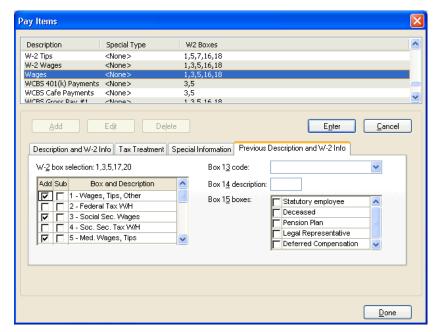
Use this tab to specify any special pay item information, such as EIC advance payments and reported tips.



Previous Description and W-2 Info tab

1. Click the Previous Description and W-2 Info tab.

This tab is similar to the Description and W-2 Info tab, but is used for 2000 and prior W-2s and reports. Note that the box numbers are different.



2. Since you are not making any changes to the Wages pay item, click the Cancel button and then click the Done button to close the Pay Items dialog.

Setting up a deduction item

- To work with Deduction Items, choose Setup / System
 Configuration / Deduction Items. This dialog lists all of the global
 deduction items that have been defined.
- 2. Scroll down and double-click **Uniform**. This is one of the common deduction types provided by the program. You can add other deductions required by your clients to this list.

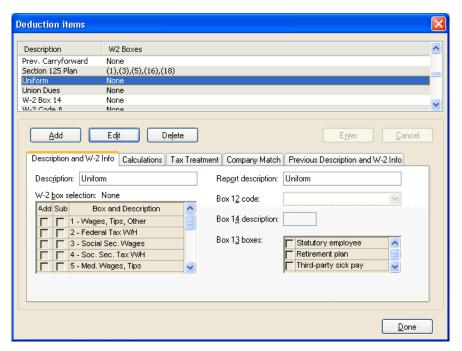


When searching for existing items, begin entering the item name in the deduction description (in this case, Uniform) and the program will take you right to that item.

Description and W-2 Info tab

The Description and W-2 Info tab on the Deduction Items dialog works much like the Description and W-2 Info tab on the Pay Items dialog. The difference is that many pre-tax deductions need to be subtracted from a W-2 box instead of added. You will see this when you look at the deduction 401(k) % of Gross item.

You can also mark W-2 designations in this tab as needed, such as Box 13 – Retirement Plan.



Note: This tab allows you to enter description and W-2 information for the year 2001 and beyond. The Previous Description and W-2 Info tab allows you to add information for the year 2000 and earlier. The program will automatically use the correct tab based on the client's payroll period.

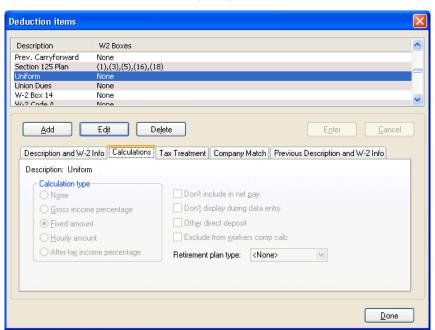
Calculations tab

Click the Calculations tab.

Use this tab to specify how this deduction needs to be calculated. Uniform is a flat amount, so the program automatically marks the Fixed amount Calculation type.



The Other direct deposit checkbox should be marked for any direct deposit deduction item that is **not** processed through the Payroll CS Direct Deposit module. Marking this will make clearing direct deposit items in Bank Reconciliation very easy.

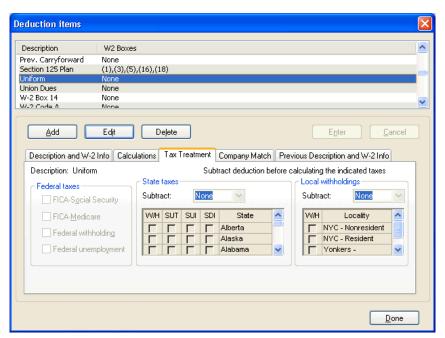


Tax Treatment tab

Click the Tax Treatment tab.

This tab allows you to specify whether various federal, state, and local taxes are to be included in the tax calculation of the selected payroll item. Since the deduction item of the Uniform item has no special tax treatment, none of the checkboxes in the Federal taxes group box are marked, and **None** appears in the State taxes and Local withholdings fields.

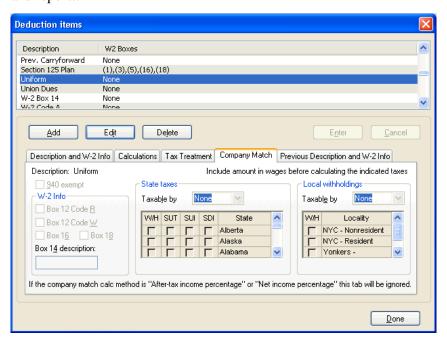
Notice that **Subtract deduction before calculating the indicated taxes** appears in the top right corner of the tabbed page. This means that for any tax you mark on this tab, the program sums all pay items subject to that tax, then subtracts any deductions that are marked on this tab **before** it calculates the tax.



Company Match tab

• Click the Company Match tab.

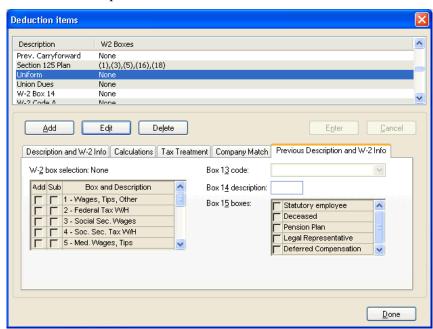
This tab allows you to include company match amounts on the W-2 and/or to include company match in taxable wages for calculating checks and reports.



Previous Description and W-2 Info tab

1. Click the Previous Description and W-2 Info tab.

This tab is similar to the Description and W-2 Info tab, but is used for 2000 and prior W-2s.

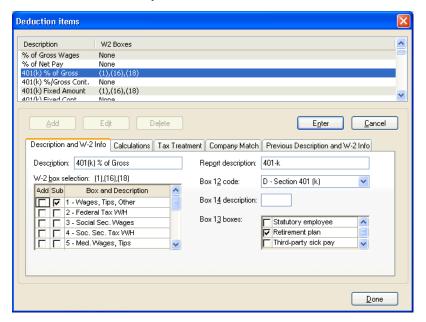


2. Since you are not making any changes to the Uniform deduction item, click Cancel.

Let's revisit these five tabs, highlighting the difference between a deduction item that has no tax ramifications (Uniform) and one that is pre-tax (401(k) % of Gross).

1. Double-click the 401(k) % of Gross item.

2. Click the **Description and W-2 Info** tab. Boxes 1, 16, and 18 are marked to subtract. As a result, the amounts that transfer to these boxes will be reduced by this deduction.



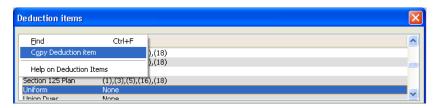
3. Close the Deduction Items dialog.

Copying a payroll item

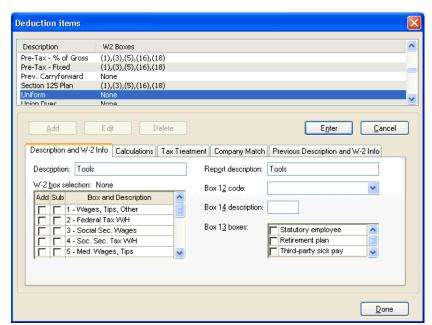
You can save time by copying pay, deduction, and withholding items. Let's say that you have a client that has a Tools deduction. It has no special tax treatment, so you can copy Uniform.

- 1. Choose Setup / System Configuration / Deduction Items.
- Scroll down the Deduction Items dialog and highlight Uniform. (Do not double-click Uniform or you will switch into the Add/Edit mode. If you accidentally double-click, click Cancel to return to Browse mode.)

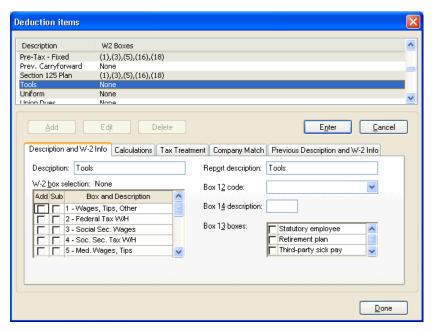
- 3. Press the **F3** key.
- 4. Choose **Copy Deduction item**.



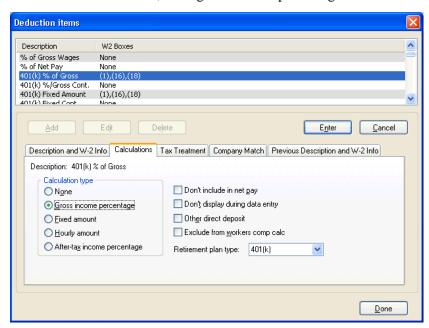
5. Enter **Tools** in both the Description field and in the Report description field. The information in the Calculations and Tax Treatment tabs is correct.



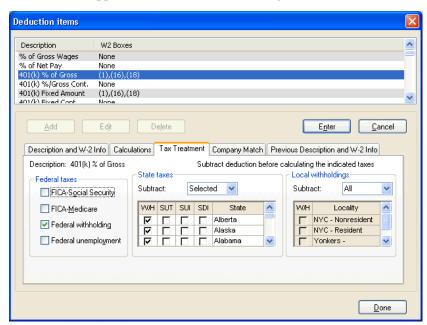
- 6. Click the Enter button to save the record.
- 7. The program assumes you want to continue adding deductions. Since there are no more deductions to add, click Done.



8. Click the **Calculations** tab. This information varies only by the type of deduction. In this case, it's a gross income percentage.



9. Click the **Tax Treatment** tab. The 401(k) % of Gross item is pre-tax for federal, state, and local taxes. As a result, the Federal Withholding checkbox is marked, **Selected** appears in the State taxes field, and **All** appears in the Local withholdings field.



- 10. Click Cancel.
- 11. Click Done to close the Deduction Items dialog.

Setting up a withholding item

- To work with withholding items, choose Setup / System
 Configuration / Withholding Items. The Withholding Items dialog
 contains the setup information for withholding items. The program
 lists the W-2 boxes for each of the withholding items as a guide for
 printing W-2s.
- 2. Click the **Edit** button to more easily see the withholding item setup information. The program uses withholding items for taxes only (FICA, federal, state, local, etc.). They should not be confused with deduction items (union dues, 401(k), insurance, etc.).

Description and W-2 Info tab

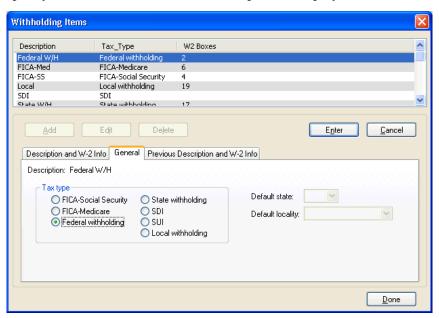
The W-2 box selection group box allows you to mark checkboxes in the Add or Sub (subtract) columns as needed.

Note: This tab allows you to enter description and W-2 information for the year 2001 and beyond. The Previous Description and W-2 Info tab allows you to add information for the year 2000 and earlier. The program will automatically use the correct tab based on the client's payroll period.

General tab

Click the General tab.

This tab allows you to specify the tax type. For example, the Federal W/H item is a federal withholding. Depending on the withholding item, you may be able to specify a Default state and a Default locality or you can leave it blank. If you leave it blank or if you enter one, you can specify it or overwrite it at either the template or employee level.



The Default state field is accessible only if the State withholding, SDI, or SUI option is marked in the Tax type group box. The Default locality is accessible only if Local withholding is selected in the Tax type group box.

Previous Description and W-2 Info tab

- 1. Click the Previous Description and W-2 Info tab. This tab is similar to the Description and W-2 Info tab, but is used for 2000 and prior W-2s.
- 2. Click Cancel.

3. Click Done to close the Withholding Items dialog.

Setting up the client's payroll

Before you can begin entering payroll checks, you need to set up the following information items specifically for this client:

- Checkbook
- Employee templates
- Payroll departments
- Employees

It is easy to remember these steps because they are listed sequentially in the Setup menu.

Note: All of the items are client specific but can be transferred from client to client.

Setting up a payroll checkbook

Before you can begin entering payroll checks, you must set up a payroll checkbook.

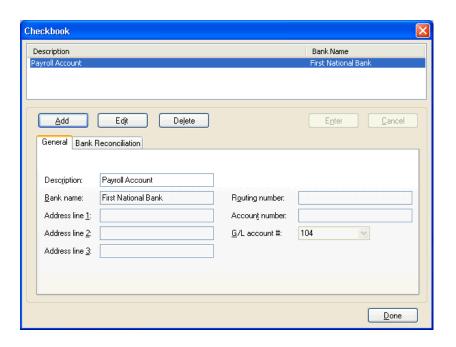
▶ To add a payroll checkbook, choose **Setup / Checkbook**.

General tab

The General tab allows you to enter basic setup information for the selected checkbook. This includes the bank name, address, routing and account number, as well as the general ledger account number.

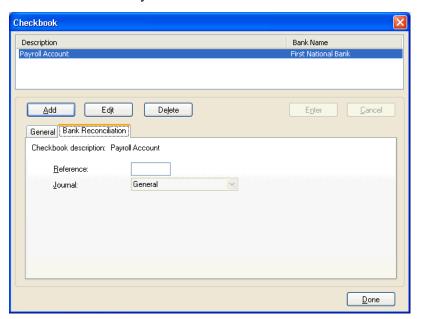
• Enter the following information.

Description	Payroll Account
Bank name	First National Bank
G/L acct #	104

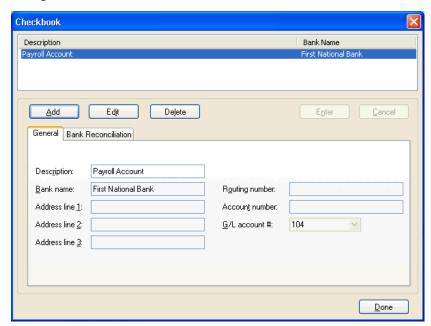


Bank Reconciliation tab

Click the Bank Reconciliation tab. Use this tab to enter information
for adjusting the General Ledger during bank reconciliation. The
information you enter here will apply only to the selected checkbook.
All of these fields are required for bank reconciliation. Since you are
not performing a Bank Reconciliation for this checkbook, leave the
fields in this tab as they are.



2. Click the Enter button to save the checkbook. The checkbook you just set up appears in the Checkbook list at the top of the Checkbook dialog.



3. Click Done to close the Checkbook dialog.

Setting up employee templates

Employee templates provide common sets of default information for various groups of employees — for example, officers, salaried employees, hourly employees, tipped wage employees. You can use templates to enter a large amount of setup information for one or more new employees quickly and accurately. When you specify the department(s) and template(s) to use for a new employee, all information from the template selected for that department is automatically entered in the employee's record but may be edited as necessary in the Employees window.

Note: Templates are client specific, not global. For each template, enter as many fields as you wish to have automatically included in the setup for each new employee for whom you want to use that template.

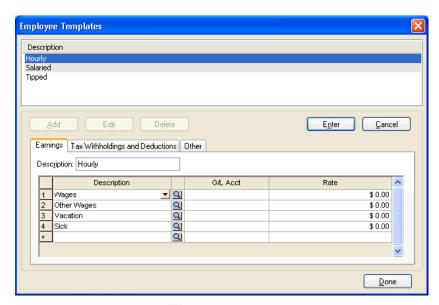
To save time when you are setting up employees, we recommend that you set up a template for each group of similar employees.

There are three types of default employee templates: Hourly, Salaried, and Tipped. You may use these when setting up a new or converted client or as a basis for building your own customized set of employee templates for each client.

Each template has three tabs: Earnings, Tax Withholdings and Deductions, and Other to allow you to set the various options.

Let's assume the Hourly template will meet the needs of our client and that you only need to fill in the general ledger account numbers and state information.

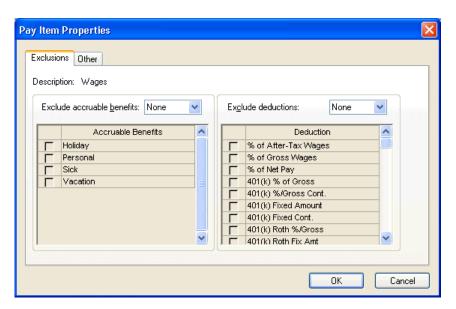
- 1. To create or modify a template, from the menu bar choose **Setup / Employee Templates** to open the Employee Templates dialog.
- 2. Click the **Hourly** template to highlight it.
- 3. Click the Edit button.



4. Click the Item Properties button next to Wages to open the Pay Item Properties dialog.

Pay Item Properties dialog

The Pay Item Properties dialog allows us to set the various pay item properties for employees based on the selected template.



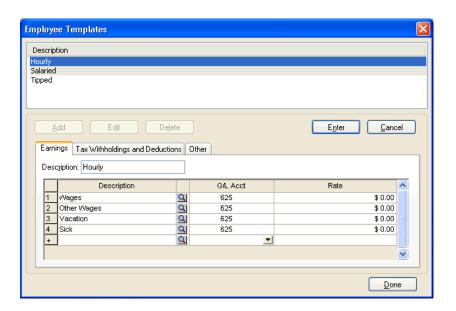
Use the Exclusions tab of this dialog to choose which, if any, accruable benefits and/or deductions to omit when performing calculations for the selected pay item.

Use the Other tab of this dialog to enter Workers' Compensation information as it relates to the selected pay item.

▶ Click OK to return to the Employee Templates dialog.

Employee Templates / Earnings tab

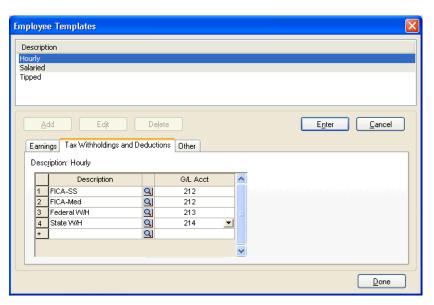
- 1. In the Employee Templates dialog, enter account number **625** (Salaries) in the the G/L Acct field for all wage items.
- 2. Leave the Rate field blank.



Employee Template / Tax Withholdings and Deductions tab

- 1. Click the Tax Withholdings and Deductions tab.
- 2. Enter the following account information. Press the \downarrow (down arrow) key to move to the next general ledger account field.

FICA-SS	212
FICA-MED	212
Federal W/H	213
State W/H	214



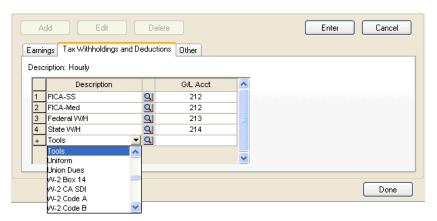
- 3. After you have entered the State W/H account number, click the Item Properties button next to the State W/H item to display the State Withholding Item Properties dialog.
- 4. Use the drop-down list to select the state code for Michigan (MI) and then click OK to close this dialog.



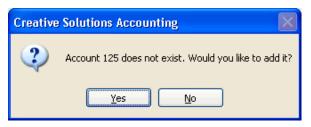
Note: The list of available states comes from the State tax information in the Payroll tab of the File / Client Properties dialog.

5. Now click the Description field to the right of the + sign on the last line of the grid. Select **Tools** from the drop-down list.

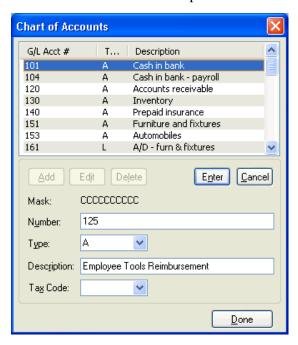
Note: If you begin entering the first few letters of your selection, the program will automatically fill in the item name.



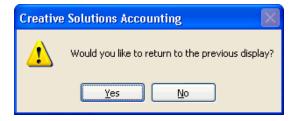
6. Press TAB twice to advance to the G/L Acct field, enter **125**, and then press TAB. Since account 125 is not yet in the program, the program displays the following prompt.

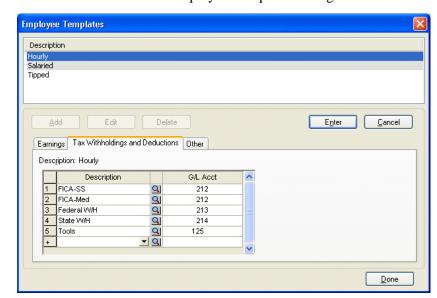


 Click Yes. The Chart of Accounts dialog opens in the Add/Edit mode with the 125 account number already displayed in the Number field. Enter A in the Type field and enter Employee Tools Reimbursement in the Description field.



8. Click the Enter button. The following prompt opens.





9. Click Yes to return to the Employee Templates dialog.

Employee Templates / Other tab

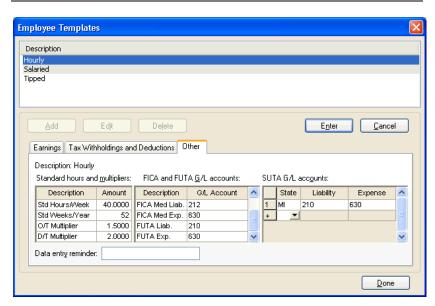
1. Click the **Other** tab. Enter the following accounts in the FICA and FUTA G/L accounts group box:

FICA SS Liab	212
FICS SS Exp	630
FICSA Med Liab	212
FICA Med Exp	630
FUTA Liab	210
FUTA Exp	630

2. Enter the following accounts in the SUTA G/L accounts group box:

State	МІ
Liability	210
Expense	630

Note: The list of available states comes from the State tax information in the Payroll tab of the File / Client Properties dialog.



3. Click the Enter button and then click Done.

Setting up a payroll department

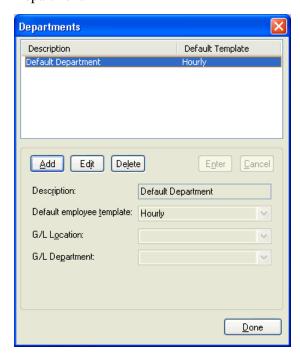
The main purpose of the Departments dialog is to permit you to set up various departments for reporting purposes.

For example, you may wish to set up one department for Officers, a second for Administration, and a third for Shop.

For each department, you will select a default template. This should be the one that most employees in this department will use. You can change the template when setting up the employee.

Note: To simplify data entry, you can assign core accounts to the employee template of a location/department client and select the location/department for the appropriate template for each department. When assigned, the employees will have location/department accounts.

- 1. Choose **Setup / Payroll Departments**.
- In the Departments dialog, notice that the Hourly template is already selected as the default employee template for the Default Department.



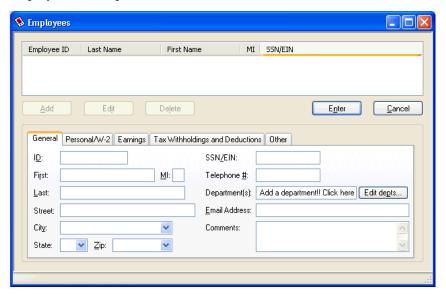
3. Click Done to return to the CSA main window.

Adding employee records



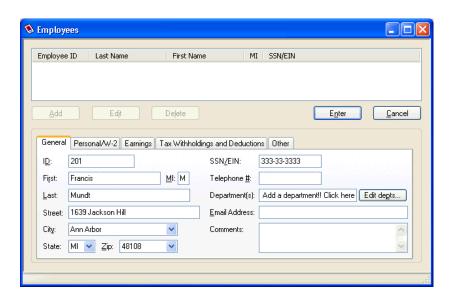
1. Open the Employees window by clicking the **Employees** icon on the shortcut bar.

The Employees window opens with a blank Employee list. When you add employees you will see their names in this list. Note that there are five tabs for the various options that can be set for the employee. The window opens in the Add/Edit mode since you have not set up any employees at this point.

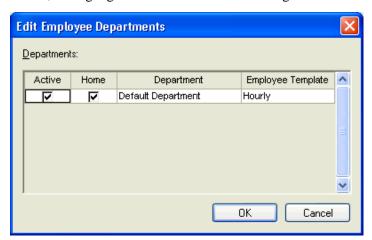


2. Enter the following employee information. Press TAB to move from field to field.

ID	201
SSN/EIN	333-33-3333
First/Last	Francis M Mundt
Street	1639 Jackson Hill
City/State/Zip	Ann Arbor, MI 48108



- 3. Click the **Edit depts** button to open the Edit Employee Departments dialog and assign a department to this employee. You are going to use the Default Department.
- 4. Mark the Active and Home checkboxes. Notice that the Hourly Employee Template that you worked on earlier is associated with this department. The payroll items and account numbers that you established in the template will be transferred to this employee's record, saving a great deal of time and reducing the risk of mistakes.



Tips

- If you wanted a different template, you would select any of the templates that this client has from the Employee Template dropdown list.
- Since you only have one department and you want to use the default template, you did not need to click the Edit depts button as it would have been marked for you automatically.
- 5. Click OK to return to the Employees window.

Earnings tab

1. Click the **Earnings** tab to see the year-to-date earnings.

This tab allows you to specify the global pay items that are relevant to the selected employee. Because you assigned a template, the default information from that template will appear here. Notice that the Description and G/L Acct number have been transferred from the Employee template. You may modify this information as necessary for the selected employee. The Earnings grid includes columns for accumulated month-to-date, quarter-to-date, and year-to-date amounts for all of the employee's pay items that are associated with a selected department.

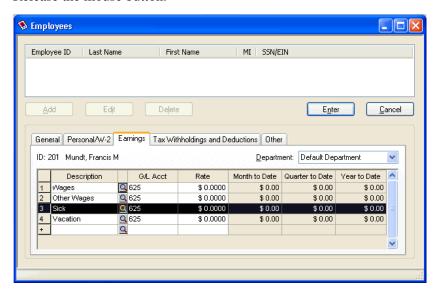
The Earnings, Tax Withholdings and Deductions, and Other tabs of the Employees window are department specific for each employee. Each tab includes a Department drop-down list field that contains all of the active departments for the employee. The default selection is the employee's home department, and this selection is consistent across these three tabs. The information on these tabs automatically reflects default information from the template selected for each department on the General tab. This information may be overwritten as necessary for the selected employee.

On the Earnings tab, the rate should be entered as the hourly rate for hourly employees and the annual rate for salaried employees.



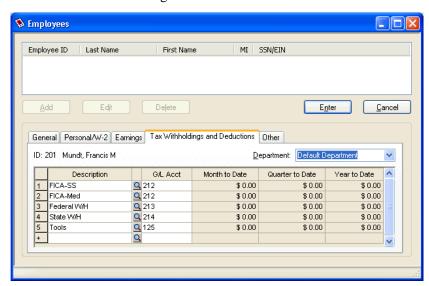
The rows of the Earnings grid can be reordered by dragging the row you wish to move and dropping it in the desired location. Reverse the order of the 3 – Vacation and 4 – Sick items as follows.

- 2. Click the number 4 in the fourth row of the Earnings grid (Sick item) to highlight the entire row.
- 3. Click the number and hold the mouse button down as you drag the line to its desired new position just above Vacation. A red line shows where it will be inserted.
- 4. Release the mouse button.

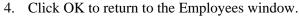


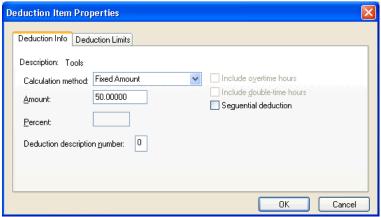
Tax Withholdings and Deductions tab

1. Click the Tax Withholdings and Deductions tab.

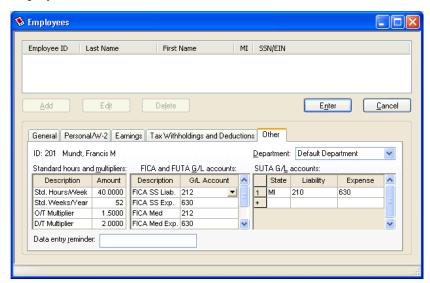


- 2. Click the Item Properties button next to Tools to open the Deduction Item Properties dialog.
- 3. Click the Amount field and enter the amount that is deducted from each of Francis' checks for her tools. Enter **50.00** for this amount.





5. Click the **Other** tab to display the following information. Use this tab to specify the standard hours and multipliers for the selected employee. Also use this tab to specify general ledger accounts for FICA, FUTA, and SUTA liability and expense amounts. Because you assigned a template, the default information from that template appears here also, but you can modify it as necessary for the selected employee.



Using the Earnings history command

The Earnings history command, available from the Edit menu when the Employees window is active, allows you to directly edit earnings-related information for all of the months in the current year. This is used to enter historical information when first setting up a client and to view detailed employee earnings. The program automatically updates these amounts as payroll checks are recorded.

- 1. To look at the employee's earnings history, click the Edit button and then right-click anywhere in an open gray area, or press F3.
- 2. In the context menu, click **Earnings History**. The Earnings History dialog opens for the selected employee. Detailed Pay, Withholding, and Deduction information is displayed by month. The display section at the bottom of the dialog allows you to choose viewing options.
- 3. Francis has already received a paycheck for 2007, so enter her year-to-date earnings in the Wages row in the **Reg. Amt.** column for January. Press the ↓ key to go to the next field.

Wages	\$500.00	
FICA-SS	\$31.00	
FICA-Med	\$7.25	
Federal W/H	\$75.00	
State W/H	\$15.00	
Tools	\$50.00	



4. Click Done to save the earnings history, press ENTER to save the employee information, and then close the Employees window.

Notes

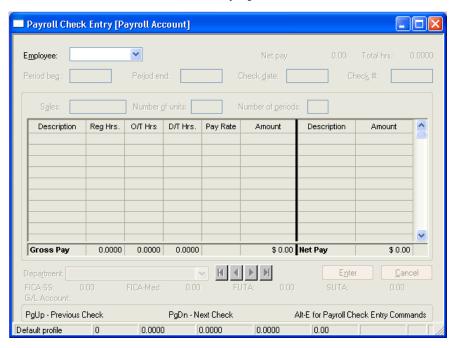
- You can update existing employees by choosing Edit / Transfer Changes to Employees. This is a quick way to add, modify, remove, or replace payroll items on an employee.
- Changing templates does not affect existing employees.

Entering payroll transactions

• Open the Payroll Check Entry window by clicking the **Payroll**



Before you begin entering employee check information, it is worthwhile to take a look at some of the data entry options that are available.

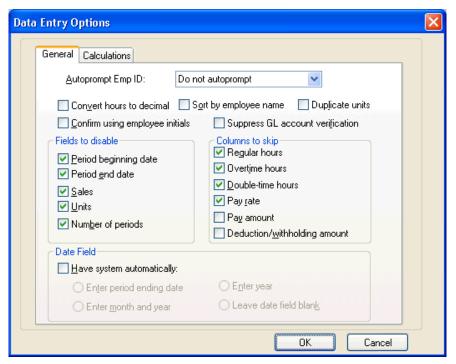


Using payroll transaction entry options

1. With the Payroll Check Entry window open, choose **Edit / Options**.

In the Data Entry Options window the options for payroll data entry are organized on two tabs: General and Calculations. The General tab allows you to speed up data entry by disabling and/or skipping fields that are not required for a particular client.

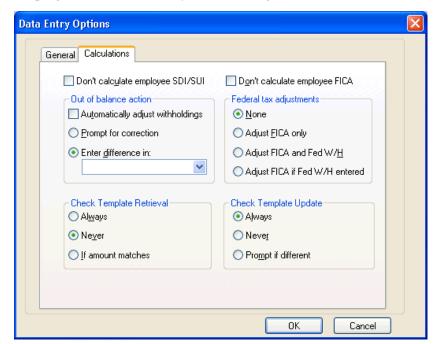
The options are client specific, so changes you make here will not affect other clients. The **Columns to skip** group box is useful if there is a column that you rarely or never need to access for a client.



The following options are available.

- Autoprompt Emp ID. Select the desired employee autoprompt level: All employees, Do not autoprompt, or Non-salaried employees only.
- **Convert hours to decimal.** Choose this option to have the program convert the number of employee hours entered to a decimal value.
- Sort by employee name. Choose this option to sort the list of employees by employee name.
- **Duplicate units.** Choose this option to have the program duplicate units from check to check for an employee.
- Confirm using employee initials. Choose this option to have the program automatically bring up a prompt requiring you to enter the employee's initials. This allows you to confirm that you are entering the check for the correct employee.
- Suppress GL account verification. Choose this option to have the program suppress a warning message that appears when employee records contain invalid or missing GL account numbers.
- Fields to disable group box. Mark the checkbox for each field you want the program to automatically skip when using the Payroll Check Entry window. Each field you mark to skip will be disabled, or grayed out. As you tab from field to field, the cursor will automatically skip to the next ungrayed field. You may choose to skip any of the following fields during payroll check data entry:
 - Period beginning date
 - Period end date
 - Sales
 - Units
 - Number of periods

- Columns to skip group box. Mark the checkbox for each column you want to skip during data entry in the Payroll Check Entry window:
 - Regular hours
 - Overtime hours
 - Double-time hours
 - Pay rate
 - Pay amount
 - Deduction/withholding amount
- Date Field group box. Choose this option to have the program automatically enter the year, month and year, or period end date, or to leave the date field blank.
- 2. Click the **Calculations** tab. Choose the options on this tab to have the program execute a variety of calculating functions.

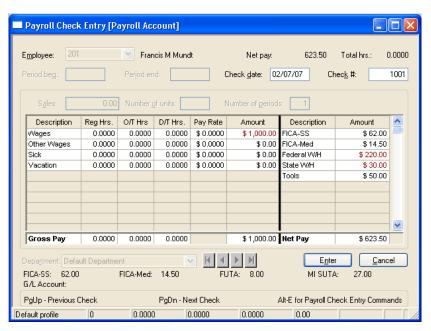


- Don't calculate employee SDI/SUI checkbox. Mark this checkbox to suppress the automatic calculation of employee SDI or SUI amounts.
- Don't calculate employee FICA checkbox. Mark this checkbox to suppress the automatic calculation of employee FICA withholding amounts.
- Out of balance action. Use these fields to specify how you want to handle discrepancies in the calculated net pay compared to the amount you entered manually on an after-the-fact (ATF) payroll check.
- **Federal tax adjustments.** By default, the program automatically calculates FICA when you enter a check. The options in the Federal tax adjustments group box allow you to specify whether you want the Federal tax adjusted when you override the FICA calculation.
- Check Template Retrieval and Check Template Update. You can save time by having the program store and retrieve standard checks or templates for each employee. This is especially useful for salaried employees.
- 3. Click OK to close the Data Entry Options dialog.

Recording and entering a payroll check

- 1. Select **Francis Mundt** by entering **201** in the Employee drop-down list. Press the TAB key.
- 2. Enter the following information. (The FICA-SS, FICA-Med, and Tools fields will be automatically filled in.) Press the TAB key to move between fields.

Date	02/07/07
Check no.	1001
Wages	1,000.00
Federal W/H	220.00
State W/H	30.00



3. When you have finished, click the Enter button or press ENTER to save the paycheck. To return to a previous check, press Page Up. To go to the next check, press Page Down.

Note: If you override data in a program-calculated field, the program displays the information you entered in red. If you get a prompt warning that payroll items are missing GL accounts, you need to add the account to the employee record. Choose Edit / GL Account Diagnostics to view GL Account information for a particular check. To prevent the program from displaying this warning, mark the **Suppress GL account verification** checkbox on the General tab of Edit / Data Entry Options dialog.



The Tax Calculation Diagnostics dialog, which is accessible from the Edit menu when the Payroll Check Entry dialog is active, shows how the amounts for withholding and company expense are calculated by the program. When the Payroll Check Entry dialog is active, open the Tax Calculation Diagnostics dialog by choosing Tax Calculation Diagnostics from the Edit menu or from the right-click context menu.

Note: Tax calculations are based on current payroll tax setup information and may not reflect amounts that actually appear on the check.

Payroll exercises

Set up an employee

1. Set up a new employee using the following information.

ID	202
SSN	147-50-9776
Name	Joan C. Hancock
Address	111 Dogwood Terrace
City, State, Zip	Dexter, MI 48130

2. Select the Default department and use the hourly template. This employee does not have a Tools deduction, but she does have 10 percent of her wages deducted for 401(k) with the general ledger account 220.

Note: Since this 401(k) is a percent, you may choose 401(k) % of gross. Account 220 does not yet exist in our chart so you can add this account on-the-fly as 401(k) - liability.

Record an after-the-fact payroll check

1. Create a paycheck with the following information.

Date	02/07/07
Check no.	1002
Wages	1,100.00
FICA-SS	68.20 (automatically calculated)
FICA-Med	15.95 (automatically calculated)
Federal W/H	245.00
State W/H	50.00
401(k)	110.00 (automatically calculated)
Net Pay	610.85 (automatically calculated)

2. Save the check and close the Payroll Check Entry window.



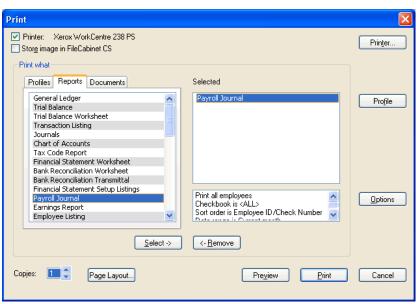
You can also press the **ESC** key to close the Payroll Check Entry window.

3. From the shortcut bar, click the **Transactions** icon. You will see the payroll journal entry with reference **P89** as you specified in the File / Client Properties dialog.

Note: Since you chose the summary option for the payroll journal entry on the Payroll Journal tab of the File / Client Properties dialog, the program creates one journal entry with the information for both checks that were entered. A separate summary payroll journal entry is created for each payroll data entry session (which occurs each time you enter payroll checks and then close the Payroll Check Entry dialog).

Previewing a payroll report

- 1. To see the results of your check entry, click the **Print Reports** icon on the shortcut bar. The Print dialog opens.
- 2. Click the Reports tab.
- 3. Double-click the **Payroll Journal** report.



- 4. Click the Preview button to view the report on your monitor. The information in the Payroll Journal and Employee Check Record is from the checks. The information in the Earnings Report is from the employees' earnings that you can view in the Earnings History dialog.
- 5. When you have finished previewing the Payroll Journal report, click the Close button.

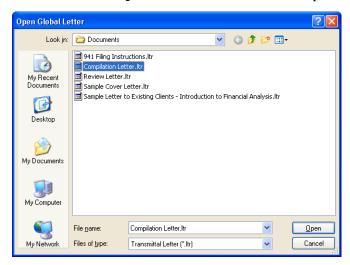


Client Documents

Creating a transmittal letter

You can use the Transmittal Letter Editor to create cover letters for reports, billing statements, filing instructions, and other client correspondence.

- 1. Choose **Setup / Transmittal Letter**, or click the Transmittal Letter icon on the shortcut bar.
- 2. In the Transmittal Letter Editor, choose File / Open Letter / Global Letter, select Compilation Letter, and click the Open button.



3. Begin by saving the letter to the Client folder. Choose **File / Save Letter As / Client Letter**, and then click Save.

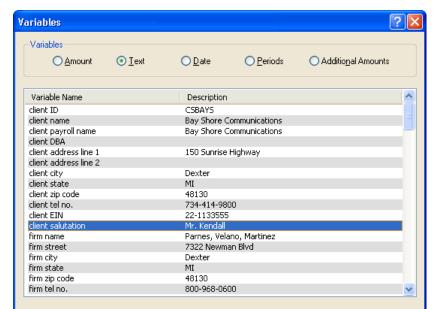


Note: The same sample letters exist for each sample client in their respective subfolder in the CSAData folder, and in the Global statement folder (...\WINCSI\CSASys\DOCUMENTS). In other words, you may open and view them either as client documents from any open sample client or as global documents from any open client.

To insert a variable

With the Transmittal Letter Editor you can insert variables and graphics in the letters. The layout is similar to a word processing program, with the toolbar at the top and the editing window below. Let's insert a salutation.

- 1. In your letter, position the cursor at the point where you want the salutation to appear. Let's click directly above the first paragraph.
- 2. Choose Insert / Variable.
- 3. In the Variables dialog, choose the **Text** option in the Variables group box.



Reverse Sign

ΟK

Cancel

4. Scroll down to **client salutation**, highlight it, and then click OK.

5. Click the Preview button on the toolbar to view your letter.

Parnes , Velano , Martinez 7322 Newman Blvd Dexter, MI 48130 800-968-0600

To the Board of Directors Bay Shore Communications 150 Sunrise Highway

Dexter, MI 48130

Mr. Kendall

We have compiled the accompanying balance sheet of BayShore Communications as of February 23, 2007, and the related statements of income and retained earnings and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Parnes, Velano, Martinez

April 13, 2007

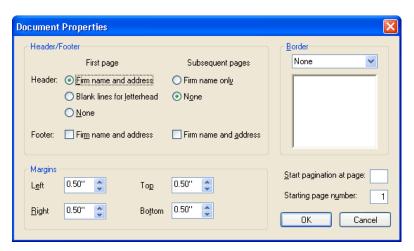
- 6. Click Close to close the Preview window.
- 7. Choose **File / Save Letter** to save your work.



If you are setting up an invoice form, choose Insert / Billing Detail. This will ensure that billing information from the Setup / Invoice dialog will appear on the invoice when you print it for a selected client.

To include the header or footer in a letter

 To insert your firm's name or name and address as a header or footer on the letter, choose File / Properties in the Transmittal Letter Editor. The firm name and address will appear on the form exactly as it appears in your CSA license information.



- 2. You can use the options in this dialog to determine what information to include in the header and footer and on which pages to print them. Click OK to close the Document Properties dialog.
- 3. Choose File / Save Letter, and then choose File / Close Letter.

To edit the header

Transmittal letter headers and footers are global.

 To change a header or footer, choose View / Header or View / Footer. Make your changes and then choose File / Save. The changes will be reflected on all documents that use the selected header / footer type.



2. Click Done to close the Transmittal Letter Editor.



- There are several menu commands available in the Transmittal Letter Editor to edit a footer; insert manual page breaks; insert objects such as logos or other images, spreadsheets, or other document files; add special formatting for fonts, paragraphs, and tab settings; and add special borders.
- The Transmittal Letter Editor also provides variables and conditional statements that you can embed in filing instruction letters. When you print the letter, the variables are replaced with client-specific information. For example, the [amount due] variable is replaced by the amount due or overpayment for the payroll tax form for which you are printing the filing instructions. The information within a conditional statement will print only if the condition is met for the current client.

To view the sample 941 filing instruction letter provided with CSA, choose File / Open Letter / Global Letter and open the 941 Filing Instructions.ltr file. Available variables include [client payroll name], [due date], and [amount due], but you can specify additional variables if necessary.

Important! The actual information from a payroll form will only appear on a letter when printing from Utilities / Payroll Tax Processing. Also, only global letters are available in Payroll Tax Processing.

Viewing or printing the Client Listing

The Client Listing includes the client ID, name, EIN, telephone number, and latest archive date (if any) for all or selected clients.

- 1. Choose **Utilities / Client Listing**.
- 2. In the Clients available pane of the Client Listing dialog, doubleclick each client that you wish to include in the listing. The selected client moves to the Clients to print pane.

Note: To limit the clients that appear in the Clients available pane, use the options in the Focus client listing group box.

- 3. In the Sort field, select either Client ID or Client Name as the sort option.
- 4. Click the Preview button to view the information on your screen.
- 5. Click the Close button to close the Print Preview window.



Printing mailing labels

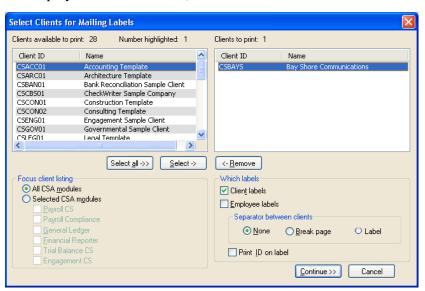
You can print mailing labels for one or more clients at any time, regardless of which client is currently open.

- 1. Choose **Utilities / Mailing Labels**.
- 2. In the left pane of the Select Clients for Mailing Labels dialog, double-click each client for which you wish to print labels. This moves the client(s) to the right pane.

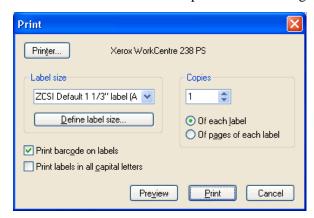
☑ Tip

To limit the clients that will appear in the Clients available pane, use the options in the Focus client listing group box.

- 3. In the Which labels group box, choose the following options.
 - Client labels, Employee labels, or both.
 - Type of separator to use between clients (none, page break, or blank label).
 - **Print ID on label** (mark the checkbox to print the client ID or employee ID on each label).







5. In the Print dialog, choose the printer, the label size, and the number of copies (or number of pages) to print for each label. You may also choose to print bar codes on each label and to print the labels using all capital letters.



6. Click the **Define label size** button to add or edit label formats.

Note: If you change the number of labels you want to appear across or down the page, you must also change the selections for vertical pitch and horizontal pitch.

- 7. Click Done to close the Define Label Size dialog.
- 8. Click the Preview button to view the labels.
- 9. Click the Close button to close the Preview window.

Using FileCabinet CS

If you are a licensed user of FileCabinet CS, you can store and retrieve an electronic copy of any Write-Up CS form, report, or financial statement. FileCabinet CS is a CS Professional Suite software application that provides automatic storage and retrieval mechanisms for documents produced by other CS Professional Suite software. FileCabinet CS also enables you to scan documents for storage, store existing image files, store documents in alternate file locations, and send documents to email recipients. You can print most client-related documents, such as returns, extension, forms, and reports to FileCabinet CS for electronic storage.

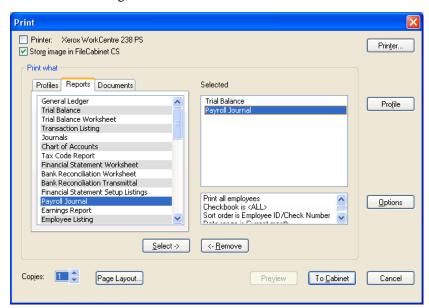
Printing to FileCabinet CS

Reports, forms, and other printable items can be printed to FileCabinet CS if you have purchased and installed it. Use this procedure to send printed items to FileCabinet CS for storage.

Note: You may need to set up the file location for FileCabinet CS in the File Locations tab of the Setup / User Preferences dialog.

- 1. Choose File / Print Reports.
- 2. In the Print dialog, click the Reports tab.
- 3. Select Trial Balance and Payroll Journal.

4. Mark the **Store image in FileCabinet CS** checkbox in the upper left corner of the dialog, and then **clear** the Printer checkbox.

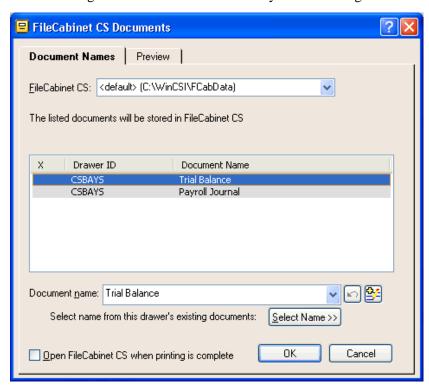


5. Click the **To Cabinet** button at the bottom of the Print dialog.

Notes

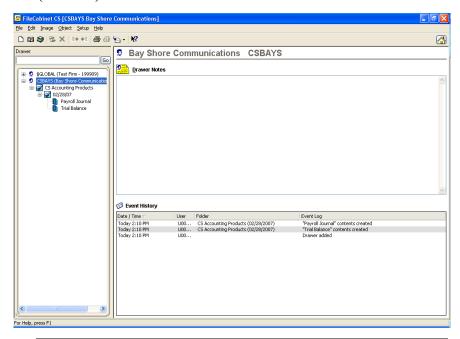
■ If you choose to print to both FileCabinet CS and to your printer, click the Print button. If you click the Preview button to preview the reports and forms, you can then click the Print All button within the Print Preview window, and the program will send the document(s) both to the printer and to FileCabinet CS. You may also send a single page to the printer and to FileCabinet CS by clicking the Print Page button from the Print Preview window.

- You can have the program combine all documents contained in a single profile so that they appear as one document in FileCabinet CS. In the Setup / User Preferences dialog, simply mark the Staple documents when sending to FileCabinet CS checkbox.
- 6. The FileCabinet Document Names dialog opens and displays a list of the documents being sent to FileCabinet CS. If you are sending a document with the same name of one already stored in FileCabinet CS, an X will appear next to the document name. To avoid overwriting a document already stored in FileCabinet CS, you may use this dialog to rename the document that you are sending.



- 7. Click OK to send the document to FileCabinet CS and close the FileCabinet Document Names dialog.
- 8. Open FileCabinet CS by clicking the button on the toolbar.

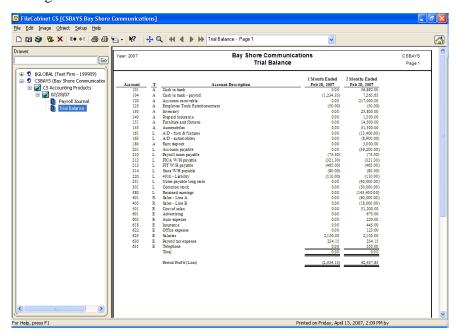
9. In the left pane, you will see the client CSBAYS and a CSA (02/28/07) folder.



Notes

- The folder is created with the current general ledger or payroll period date. Since both the payroll and general ledger dates were 02/28/07 in CSA, both reports were written to this folder.
- To automatically populate FileCabinet CS with your existing CSA clients, choose Help / Repair and click the Miscellaneous tab. Click the FileCabinet CS button.

10. Click **Trial Balance** in the left pane and see the report appear on the right.



11. Choose **File / Exit** to close FileCabinet CS.

This concludes the Write-Up CS Tutorial.