BS/1 Professional

A fully integrated, network-ready, time billing and accounting system. Accounts Payable, Accounts Receivable, General Ledger and Time Billing. Tracks jobs by priority and due date. Prints invoices, cheques and user-defined financial statements. Multi-currency and multi-tax (user-defined).

The BS/1® Professional launch pad fits compactly on your screen. Selecting an application from the drop-down list sets the toolbar to the four most frequently used options. Example: Time Billing toolbar has buttons for Customers, Jobs, Time Sheets, and Reports.

How to Install
Getting Started
Accounts Payable
Accounts Receivable
General Ledger
Time Billing
General Info

How to Register (Purchase)
Technical Support
Source Code

How to Install

BS/1® Professional requires Windows 95, Windows NT 3.51 or a 100% compatible operating system, an 80486 or better processor, and 16Mb of system memory. About 10Mb of disk space is required for program files.

Before installing, you MUST un-install any previous version. BUT FIRST! to save your data you should first copy the folder (directory) containing your tables. Example: create a folder named C:\BS1Pro\DataOld and copy to it the contents of C:\BS1Pro\Data. You should also back up your data. After installation, import your old data via the "Import" option on menu File | General. This will also automatically import your license information.

If you downloaded bs1pr.zip (or bs1pr1xx.zip etc.) you must unzip (decompress) the file using PKZip, WINZip or a similar utility. PKZip is available from www.pkware.com.

To start the installation, run the SETUP.EXE program by double-clicking on it or via Control Panel | Add/Remove Programs.

Network Installation
Move the database folder to the network server and set appropriate file sharing options.
Example: C:\BS1Pro\Data to \\MyServer\BS1Pro\Data
Then modify the command line on the program shortcut to include the database path using UNC notation (on ALL computers including the server if it is also used as a client). Use quotes (") if the path includes spaces.
Example 1: C:\BS1Pro\BS1Pro.exe \\MyServer\BS1Pro\Data
Example 2: "C:\Program Files\BS1Pro\BS1Pro.exe" \\MyServer\BS1Pro\Data

On peer to peer networks such as Windows 98, a database configuration change is required to allow record locking to work properly (when multiple users try to update the same customer, etc.). Without this change, indexes can become corrupt. First make a back-up copy of the old configuration file c:\Program Files\Common Files\Borland Shared\BDE\idapi32.cfg.Then run configuration program c:\Program Files\Common Files\Borland Shared\BDE\Bdeadmin.exe. Select "configuration" tab. Select Configuration | System | INIT. Change Local Share to True. Repeat this on all client PCs and the server.

Multi-company Installation
You can set up as many companies as you wish by copying the database folder and program shortcut. Set the new shortcut to point to the new database by modifying the command line to include the database path. Use quotes (") if the path includes spaces.
Example 1: C:\BS1Pro\BS1Pro.exe C:\BS1Pro\Data2
Example 2: C:\BS1Pro\BS1Pro.exe "C:\BS1Pro\Data 2"
Example 3: "C:\Program Files\BS1Pro\BS1Pro.exe" C:\BS1Pro\Data2

To delete old data for a fresh start, change the company name to Sample Data. The next time you start the program there will be an option to delete the old data.
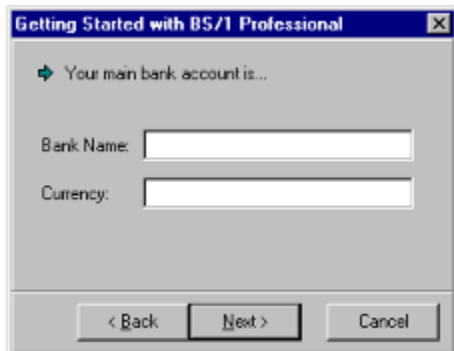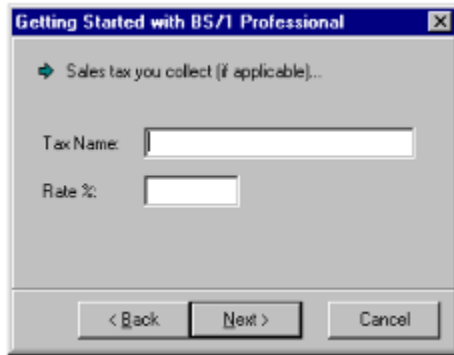
Getting Started

When BS/1® Professional is started for the first time a welcome screen displays.

You can choose to look at a sample company first, which is a quick way to explore BS/1® Professional. This screen displays every time you start BS/1® Professional until you choose to delete the sample company and set up your own.

When you choose to delete the sample company and set up your own, a Getting Started Wizard will assist you to enter the basic information required to use BS/1® Professional.

The wizard adds a sample chart of accounts, and sets up 1 bank, 1 currency, and 1 sales tax. You can then add, modify, or delete GL accounts to suit the needs of your company. You can also add more bank accounts, currencies and taxes.

The wizard also sets up 1 salesman "House Account" and 1 customer type "General". And again, you can add more, if required, when you are ready.

After setting up any additional banks, currencies, taxes, etc. your next step is to enter your vendors, customers, and items.

You are now ready to use the Time Billing, Accounts Payable, Accounts Receivable, and General Ledger.

Accounts Payable

The Accounts Payable system tracks vendor invoices and payments.

When setting up vendors you specify the currency, thereby setting the currency for their invoices. The Open Payables Report and AP Invoices Screen allow currency selection, so you can see how much you owe in each currency. You set up at least one bank account for each currency. The Bank Book shows transactions and balances for each bank account.

The program assigns the (default) due date for each invoice based on the vendor's terms. Intelligent payment management is facilitated by an option to "AutoCreate" cheques for all invoices due for a selected currency. These may later be modified or deleted. Cheques can be computer printed or hand-written. The system allows reconciliation of cheques returned from the bank and tracking of void cheques.

An integrated phone dialer is available by right-clicking on vendors, invoices, or cheques.

Data is passed to the GL system automatically via Journal Vouchers with expenses converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".* GL accounts for AP, discounts, and gain/loss on foreign exchange are retrieved from the currencies table.

Vendors
AP Invoices
AP Cheques

Vendors

File | AP | Vendors

The Vendors screen displays vendors in a list showing basic contact info and amount owed.

To add a new vendor: click the New button. Or menu Records | New.
To edit a vendor: double-click the vendor. Or select the vendor and press Enter or click the Edit button. Or menu Records | Edit.
To delete a vendor: select the vendor and click the Delete button. Or menu Records | Delete.

You can select a vendor with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the vendor no. or select the vendor name from the drop down list. Tip: You can enter the 1st letters of the vendor name then press the down arrow.

The menu has options to
• filter the list by specifying selection criteria such as currency
• sort the list by vendor no. or name
• display invoices for a selected vendor
• display cheques for a selected vendor
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To display invoices or cheques for a vendor, phone, or send e-mail (via your e-mail program): select the vendor, then right-click to display a pop-up menu.

Vendor no.
Vendors can be accessed by number or name. Vendor no. is useful if you have multiple vendors with the same name, such as branches of the same company, or a large number of vendors. When setting up a new vendor, the program assigns a default vendor number which you can then change if desired.

Suspended
Check here to prevent further invoices from being entered for this vendor.

Name
Vendor's name.

Address
Vendor's address.

Phone
Main phone number. Additional phone numbers can be specified on the Contacts tab. You can phone the vendor by clicking the phone button or by right-clicking on the vendors, invoices, or cheques screens.

Fax
Main fax number. Additional fax numbers can be specified on the Contacts tab.

Contact
Main contact's name. Additional info and contacts can be specified on the Contacts tab.

E-Mail
Main e-mail address. E-mail addresses for other contacts can be specified on the Contacts tab. You can send e-mail (via your e-mail program) to the vendor by clicking the e-mail button or by right-clicking on the vendors, invoices, or cheques screens.

Web Page
URL of vendor's web page. You can connect to this page (via your web browser) by clicking the adjacent browser button.

Discount %
Default discount %. When entering new <u>invoices</u> this displays as the initial discount %. The discount amount on an invoice is calculated using the discount % rather than keyed directly.
Example: 2   2%

Discount days
Default number of days from invoice date to discount date. When entering <u>invoices</u> the system uses this to calculate the default discount date, which you can then change if required. When paying invoices the cheque date is compared to the discount date to determine whether the discount can be taken.
Example: 10   If invoice date is 5th May, then default discount date is 15th May.

Net days
This is the vendor's requested terms and is used for informational purposes only.
Example: 30   Net 30 days.

Default number of days to due date
Default number of days from invoice date to due date. When entering <u>invoices</u> the system uses this to calculate the default due date, which you can then change if required. When paying invoices the optional AutoCreate New Cheques feature uses due date to determine which invoices to pay.
Example: 25   If invoice date is 5th May, then default due date is 30th May.

Currency
Select the <u>currency</u> of this vendor's invoices. If you need to add a new currency to the drop down list, click the "3 dots" button.

Default Description
Default invoice description. When entering new <u>invoices</u> this displays as the initial invoice description. If you do not want to record invoice descriptions you can suppress this field via <u>Your Company</u> preferences.

Vendor's Tax no.
Some jurisdictions require that you store the vendor's tax number, such as GST Registration no. in Canada. This is used for informational purposes only.

Contacts
Use the New, Edit, and Delete buttons to add, modify, and delete contacts for this vendor. Right-click on a contact to make a phone call or send e-mail (via your e-mail program).

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

AP Invoices

File | AP | Invoices

The AP Invoices screen displays invoices in a list showing basic invoice info including invoice date, vendor, invoice number, amount, balance owing, and due date.

To add a new invoice: click the New button. Or menu Records | New.
To edit an invoice: double-click the invoice. Or select the invoice and press Enter or click the Edit button. Or menu Records | Edit.
To delete an invoice: select the invoice and click the Delete button. Or menu Records | Delete.

You can select an invoice with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the vendor no. or select the vendor name from the drop down list, and/or enter the invoice no. Selecting the vendor only will find the 1st invoice for that vendor. Selecting the invoice only will find the 1st invoice with that invoice number. Selecting vendor and invoice no. will search on both.

The menu has options to
• display outstanding (unpaid) invoices only. This is the default.
• filter the list by specifying selection criteria such as vendor and currency
• sort the list by invoice date, vendor, invoice no., amount, balance owing, or due date
• display the vendor for a selected invoice
• display cheques for a selected invoice
• refresh the data displayed to show changes entered by other users, etc.
• print the list
• post invoices (see notes following)

Tip: To phone the vendor, or send e-mail (via your e-mail program), or display cheques for an invoice, or display the vendor: select the invoice, then right-click to display a pop-up menu.

AP invoices are entered, then posted. Prior to posting, they may be edited or deleted. Posting updates vendor balances and creates general ledger journal vouchers. These JV's must be posted separately in the GL system in order to update account totals and GL history. Posting JV's is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AP posting job being unavailable. JV's created by the AP system cannot be modified or deleted even prior to posting in the GL.

Initially only "outstanding" (unpaid) invoices are shown. To see all invoices toggle the outstanding option on the View menu or use the shortcut Ctrl+O.

When entering an invoice, the sum of the GL amounts must equal the invoice amount, otherwise an error message displays. This is to ensure the GL amounts are entered correctly.

Keyboard and mouse shortcuts

AP Cheques Accounts Payable Overview

File | AP | Cheques

The AP Cheques screen displays cheques (checks) in a list showing summary info including cheque date, vendor, cheque no., and amount.

To add a new cheque or AutoCreate cheques: click the New button. Or menu Records | New.
To edit a cheque: double-click the cheque. Or select the cheque and press Enter or click the Edit button. Or menu Records | Edit.
To delete a cheque: select the cheque and click the Delete button. Or menu Records | Delete.

You can select a cheque with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the vendor no. or select the vendor name from the drop down list, and/or enter the cheque no. Selecting the vendor only will find the 1st cheque for that vendor. Selecting the cheque only will find the 1st cheque with that cheque number. Selecting vendor and cheque no. will search on both.

The menu has options to
• display outstanding (not reconciled) cheques only. This is the default.
• filter the list by specifying selection criteria such as vendor and currency
• sort the list by cheque date, vendor, cheque no., or amount
• display the vendor for a selected cheque
• refresh the data displayed to show changes entered by other users, etc.
• print the list
• print cheques
• reconcile or un-reconcile the selected cheque (see notes following)
• post printed cheques (see notes following)

Tip: To phone the vendor, or send e-mail (via your e-mail program), or display the vendor, or reconcile the cheque: select the cheque, then right-click to display a pop-up menu.

AP cheques are entered, printed, then posted. Prior to posting, they may be edited or deleted.   Posting updates vendor balances, invoice balances, and creates general ledger journal vouchers. These JV's must be posted separately in the GL system in order to update account totals and GL history. Posting JV's is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AP posting job being unavailable. JV's created by the AP system cannot be modified or deleted even prior to posting in the GL.

Note: Cheques must be printed prior to posting. Hand-written cheques should have the cheque number entered. Presence of a cheque number indicates that the cheque has been printed or hand-written.

Initially only "outstanding" (not reconciled) cheques are shown. To see all cheques toggle the outstanding option on the View menu or use the shortcut Ctrl+O. **To reconcile a cheque** (i.e. denote that it has appeared on a bank statement) use the Records menu or the pop-up menu available via the right mouse button.

Cheques can be entered manually or created automatically using the "Single Cheque" and "AutoCreate Batch" options. **AutoCreate Batch** automatically creates cheques based on selected currency, vendor, due date, cheque date, and period. These can later be modified or deleted prior to printing and posting.

Cheques are entered for invoices that have been previously entered to the system. If there was no invoice, you should create a dummy invoice using the cheque no. When entering a cheque you select the vendor and then select which invoice(s) to pay.

For each invoice to be paid, you enter the payment amount. This defaults to the amount owing minus any

discount if eligible. If this is the amount you want to pay, use the down arrow or PageDown to move to the next line, otherwise press Enter on the invoice no. field to move directly to the payment amount.

The cheque amount is calculated (rather than keyed) based on the invoice payment amounts.

When entering a cheque, the bank defaults to the 1st bank whose currency matches the vendor. This also applies to auto-created cheques.

Keyboard and mouse shortcuts

Accounts Receivable
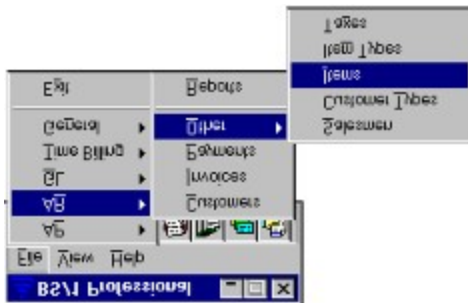
The Accounts Receivable system tracks customer invoices and payments.

When setting up customers you specify the currency, thereby setting the currency for their invoices. The Aged Trial Balance Report and AR Invoices Screen allow currency selection, so you can see how much is owed to you in each currency. You set up at least one bank account for each currency. The Bank Book shows transactions and balances for each bank account.

Invoices are not purged when fully paid, but are instead retained for sales analysis reporting (not yet available). Sales taxes are calculated automatically and are very flexible to facilitate VAT, GST, PST, HST, etc. in various countries. Invoices can be computer printed or hand-written. Invoices print on plain paper to facilitate faxing and to avoid the expense of pre-printed forms.

The "open item" method is used to apply payments against specific invoices. Adjustments, discounts, and write-offs can be entered when entering the payment info.

An integrated phone dialer is available by right-clicking on customers, invoices, or payments.

Data is passed to the GL system automatically via Journal Vouchers with revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".* GL accounts for AR, discounts, and gain/loss on foreign exchange are retrieved from the currencies table.

Customers
AR Invoices
AR Payments
Salesmen
Customer Types
Items
Item Types
Taxes

Customers

File | AR | Customers

The Customers screen displays customers in a list showing basic contact info and amount owed.

To add a new customer: click the New button. Or menu Records | New.
To edit a customer: double-click the customer. Or select the customer and press Enter or click the Edit button. Or menu Records | Edit.
To delete a customer: select the customer and click the Delete button. Or menu Records | Delete.

You can select a customer with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the customer no. or select the customer name from the drop down list. Tip: You can enter the 1st letters of the customer name then press the down arrow.

The menu has options to
- filter the list by specifying selection criteria such as currency
- sort the list by customer no. or name
- display invoices for a selected customer
- display payments for a selected customer
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Tip: To display invoices or payments for a customer, phone, or send e-mail (via your e-mail program): select the customer, then right-click to display a pop-up menu.

Customer no.
Customers can be accessed by number or name. Customer no. is useful if you have multiple customers with the same name, such as branches of the same company, or a large number of customers. When setting up a new customer, the program assigns a default customer number which you can then change if desired.

Suspended
Check here to prevent further invoices from being entered for this customer.

Name
Customer's name.

Address
Customer's billing address.

Phone
Main phone number. Additional phone numbers can be specified on the Contacts tab. You can phone the customer by clicking the phone button or by right-clicking on the customers, invoices, or payments screens.

Fax
Main fax number. Additional fax numbers can be specified on the Contacts tab.

Contact
Main contact's name. Additional info and contacts can be specified on the Contacts tab.

E-Mail
Main e-mail address. E-mail addresses for other contacts can be specified on the Contacts tab. You can send e-mail (via your e-mail program) to the customer by clicking the e-mail button or by right-clicking on

the customers, invoices, or payments screens.

Web Page
URL of customer's web page. You can connect to this page (via your web browser) by clicking the adjacent browser button.

Ship-to Name and Address
Customer's delivery address (if different).

Discount %
Discount % offered for prompt payment. This prints on the invoices as part of the terms and is used to calculate the discount amount offered. This is used when entering payments, where a pop-up menu has various options to automatically enter the payment and discount info. Alternatively you can key the actual discount taken if different.
Example: 2   2% 10 Net 30

Discount days
Number of days from invoice date during which time discount is allowed. This prints on the invoices as part of the terms. This is used when entering payments, where a pop-up menu has various options to automatically enter the payment and discount info.
Example: 10   2% 10 Net 30   If invoice date is 5th May, then discount is allowed until 15th May.

Net days
This prints on the invoices as part of the terms. If no discount, net, or C.O.D. info is entered, the terms shows as "Payable on receipt".
Example: 30   Net 30 days   or   2% 10 Net 30

C.O.D.
Cash on Delivery. If checked, this prints on the invoices as the terms.

Credit Limit
The credit limit for this customer. Currently this field is used for informational purposes only.

Currency
Select the currency of invoices billed to this customer. If you need to add a new currency to the drop down list, click the "3 dots" button.

Message
Message to print on invoices and statements. You can also use this if you need to print more information about your company on the invoice, such as more contact info or tax number.

Print Stmt
Check here if this customer is to receive statements. When printing statements (AR Reports), unless a specific customer is selected, only customers with "Print Stmt" checked are included.

Taxes
Select the sales taxes applicable for this customer. If you need to add a new tax to the drop down list, click the "3 dots" button. Customers can have can have up to 2 applicable taxes, so there is a maximum of 2 taxes on any invoice. Each tax has a matching exemption number, presence of which means the tax is not applicable. This feature is optional and merely provides a way to store tax exemption numbers. Tax is applied on an invoice when an item tax code matches a tax code for a tax defined for the customer.

Tip: You can remove a selected item (tax, salesman, etc.) from a drop down list via the Delete key.

Salesman
Select the salesman responsible for this customer, if applicable, or press Delete to remove a previous

selection. If you need to add a new salesman to the drop down list, click the adjacent button. Salesmen are assigned to customers to facilitate printing sales analysis reports sorted and/or summarized by salesman such as may be used to determine sales commissions, etc.

Customer Type
Select the Customer Type for this customer, if desired, or press Delete to remove a previous selection. If you need to add a new type to the drop down list, click the adjacent button. Customer Types may be used to group customers for sales analysis. Example: Food Service, Government, Distributor, etc. This facilitates printing sales analysis reports sorted and/or summarized by customer type.

Allow Backorders
Check here if this customer accepts backorders. This means that if he orders 10 items and you can only ship 8, he will accept the remaining 2 on a later shipment. This field is used for informational purposes only.

Contacts
Use the New, Edit, and Delete buttons to add, modify, and delete contacts for this customer. Right-click on a contact to make a phone call or send e-mail (via your e-mail program).

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

AR Invoices   <u>Accounts Receivable Overview</u>

File | AR | Invoices

The AR Invoices screen displays invoices in a list showing summary info including invoice date, age (in days), customer, invoice number, amount, and balance owing.

To add a new invoice or AutoCreate invoices from time sheets: click the New button. Or menu Records | New.
To edit an invoice: double-click the invoice. Or select the invoice and press Enter or click the Edit button. Or menu Records | Edit.
To delete an invoice: select the invoice and click the Delete button. Or menu Records | Delete.

You can select an invoice with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the customer no. or select the customer name from the drop down list, and/or enter the invoice no. Selecting the customer only will find the 1st invoice for that customer. Selecting the invoice only will find the 1st invoice with that invoice number. Selecting customer and invoice no. will search on both.

The menu has options to
*   display outstanding (unpaid) invoices only. This is the default.
*   filter the list by specifying selection criteria such as customer and currency
*   sort the list by invoice date, customer, invoice no., amount, or balance owing
*   display the customer for a selected invoice
*   display payments for a selected invoice
*   refresh the data displayed to show changes entered by other users, etc.
*   print the list
*   print a selected invoice
*   print all unprinted invoices
*   post printed invoices (see notes following)

Tip: To phone the customer, or send e-mail (via your e-mail program), or display payments for an invoice, or display the customer: select the invoice, then right-click to display a pop-up menu. You can also print or reprint a selected invoice from the pop-up menu or from the main menu, but to print all unprinted invoices in one step you must use the main menu.

AR invoices are entered, printed, then posted. Prior to posting, they may be edited or deleted.   Posting updates customer balances and creates general ledger <u>journal vouchers</u>. These JV's must be posted separately in the GL system in order to update account <u>totals</u> and <u>GL history</u>.   Posting JV's is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AR posting job being unavailable. JV's created by the AR system cannot be modified or deleted even prior to posting in the GL.

Note: Invoices must be printed prior to posting. Hand-written invoices should have the "printed" checkbox checked.

Initially only "outstanding" (unpaid) invoices are shown. To see all invoices toggle the outstanding option on the View menu or use the shortcut Ctrl+O.

Invoices can be entered manually or created automatically from time sheets by clicking the New button and then selecting the desired option. Use **AutoCreate from Time Sheets** when billing for time against <u>jobs</u> via <u>time sheets</u>. You can choose a specific customer or all customers, a specific job or all jobs, and a cut-off date. Time sheets after the cut-off date are not included on the invoice(s). Also if an invoice amount is zero it is not created and the time sheets are billed on a future occasion. AutoCreated invoices cannot be edited or deleted with this version of the program. Use **Manual Invoices** when selling goods (<u>items</u>) or billing for time that wasn't entered against <u>jobs</u>. When entering a manual invoice, the invoice amount is

calculated (rather than keyed) based on the item totals and any <u>taxes</u>.

You can add additional text to the printed invoice by entering it on the customer screen, terms tab, in the ''message''. You can use this if you need to print more information about your company on the invoice, such as more contact info or tax number.

Payment info is entered via the <u>AR Payments</u> screen.

<u>Keyboard and mouse shortcuts</u>

AR Payments   <u>Accounts Receivable Overview</u>

File | AR | Payments

The AR Payments screen displays payments in a list showing summary info including payment date, customer, cheque no., and amount.

To add a new payment: click the New button. Or menu Records | New.
To edit a payment: double-click the payment. Or select the payment and press Enter or click the Edit button. Or menu Records | Edit.
To delete a payment: select the payment and click the Delete button. Or menu Records | Delete.

You can select a payment with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the customer no. or select the customer name from the drop down list, and/or enter the cheque no. Selecting the customer only will find the 1st cheque for that customer. Selecting the cheque only will find the 1st cheque with that cheque number. Selecting customer and cheque no. will search on both.

The menu has options to
- display outstanding (not reconciled) payments only. This is the default.
- filter the list by specifying selection criteria such as customer and currency
- sort the list by payment date, customer, cheque no., or amount
- display the customer for a selected payment
- refresh the data displayed to show changes entered by other users, etc.
- print the list
- reconcile or un-reconcile the selected payment (see notes following)
- post payments (see notes following)

Tip: To phone the customer, or send e-mail (via your e-mail program), or display the customer: select the payment, then right-click to display a pop-up menu.

AR payments are entered, then posted. Prior to posting, they may be edited or deleted. Posting updates customer balances, invoice balances, and creates general ledger <u>journal vouchers</u>. These JV's must be posted separately in the GL system in order to update account <u>totals</u> and <u>GL history</u>. Posting JV's is a separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AR posting job being unavailable. JV's created by the AR system cannot be modified or deleted even prior to posting in the GL.

Initially only "outstanding" (not reconciled) payments are shown. To see all payments toggle the outstanding option on the View menu or use the shortcut Ctrl+O. **To reconcile a payment** (i.e. denote that it has appeared on a bank statement) use the Records menu or the pop-up menu available via the right mouse button.

Payments are entered for <u>invoices</u> that have been previously entered to the system. When entering a payment you enter the cheque info and then select which invoice(s) it pays. If payment was by cash or credit card you can enter "cash" or "Visa", etc. as the cheque no.

For each invoice to be paid, the payment amount, discount, and any write-off amount are entered. This is most easily done by clicking the right mouse button on each invoice to display a pop-up menu with the following options
- Pay + no discount
- Pay + take discount
- Pay + take discount if eligible
- Write-off

The sum of the payment amounts must equal the cheque amount, otherwise an error message displays.

This is to ensure the payment amounts are entered correctly.

When entering a payment, the bank defaults to the 1st bank whose currency matches the customer.

Keyboard and mouse shortcuts

Salesmen

File | AR | Other | Salesmen

The Salesmen screen displays salesmen in a list showing basic contact info.

Salesmen are assigned to <u>customers</u> to facilitate printing sales analysis reports sorted and/or summarized by salesman such as may be used to determine sales commissions, etc.

Note: BS/1® Professional currently does not include Sales Analysis. However, sales reporting can be achieved via a 3rd party product such as Crystal Reports, Paradox, or MS Access. BS/1 Professional tables are Paradox format.

To add a new salesman: click the New button. Or menu Records | New.
To edit a salesman: double-click the salesman. Or select the salesman and press Enter or click the Edit button. Or menu Records | Edit.
To delete a salesman: select the salesman and click the Delete button. Or menu Records | Delete.

You can select a salesman with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To phone or send e-mail (via your e-mail program): select the salesman, then right-click to display a pop-up menu.

Name
Enter the salesman's first name and/or last name.

Job Title
The salesman's job title.

Phone numbers and extensions
You can phone the salesman at any of the numbers listed by clicking the adjacent phone button or at the main business no. by right-clicking on the salesmen screen.

E-Mail
The salesman's e-mail address. You can send e-mail (via your e-mail program) to the salesman by clicking the e-mail button or by right-clicking on the salesmen screen.

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

Customer Types

File | AR | Other | Customer Types

The Customer Types screen displays customer types in a list.

Customer Types are used to group <u>customers</u> for sales analysis. Example: Food Service, Government, Distributor, etc. This facilitates printing sales analysis reports sorted and/or summarized by customer type.

Note: BS/1® Professional currently does not include Sales Analysis. However, sales reporting can be achieved via a 3rd party product such as Crystal Reports, Paradox, or MS Access. BS/1 Professional tables are Paradox format.

To add a new customer type: click the New button. Or menu Records | New.
To edit a customer type: double-click the customer type. Or select the customer type and press Enter or click the Edit button. Or menu Records | Edit.
To delete a customer type: select the customer type and click the Delete button. Or menu Records | Delete.

You can select a customer type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Name
Enter the name of the customer type.
Example: Government

File | AR | Other | Items

The Items screen displays items in a list showing item no., description, and default selling price.

Items can be goods or services for sale.

To add a new item: click the New button. Or menu Records | New.
To edit an item: double-click the item. Or select the item and press Enter or click the Edit button. Or menu Records | Edit.
To delete an item: select the item and click the Delete button. Or menu Records | Delete.

You can select an item with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the item no. or select the item description from the drop down list. Tip: You can enter the 1st letters of the item description then press the down arrow.

The menu has options to
- filter the list by specifying selection criteria such as "suspended"
- sort the list by item no. or description
- refresh the data displayed to show changes entered by other users, etc.
- print the list

Item no.
Items can be accessed by number or name. Item no. is useful if your customers order by item number or you have a large number of items. When setting up a new item, the program assigns a default item number which you can then change if desired.

Suspended
Check here to prevent further invoices from being entered for this item.

Description
The default description for this item. You can override this when entering invoices.

Item Type
Select the Item Type for this item, if desired, or press Delete to remove a previous selection. If you need to add a new type to the drop down list, click the adjacent button. Item Types may be used to group items for sales analysis. Example: Widgets, Brackets, Sundry, Labor, etc. This facilitates printing sales analysis reports sorted and/or summarized by item type. Item Types are also used to facilitate selecting items when entering AR Invoices.

Unit Price
The default selling price for this item or labour rate if the item is a service. You can override this when entering invoices.

Tax Codes
Items can have up to 3 tax codes for applicable taxes. Tax is applied on an invoice when an item tax code matches a tax code for a tax defined for the customer.
Example: PGH   PST, GST, and HST

Sales GL Account
Select the sales GL account for this item. If you need to add a new GL account to the drop down list, click the "3 dots" button.

Notes

Enter any notes you wish to record here.

Item Types

File | AR | Other | Item Types

The Item Types screen displays item types in a list.

Item Types are used to group <u>items</u> such as for sales analysis. Example: Widgets, Brackets, Sundry, Labor, etc. This facilitates printing sales analysis reports sorted and/or summarized by item type.

Note: BS/1® Professional currently does not include Sales Analysis. However, sales reporting can be achieved via a 3rd party product such as Crystal Reports, Paradox, or MS Access. BS/1 Professional tables are Paradox format.

Item Types are also used to facilitate selecting items when entering AR Invoices.

To add a new item type: click the New button. Or menu Records | New.
To edit an item type: double-click the item type. Or select the item type and press Enter or click the Edit button. Or menu Records | Edit.
To delete an item type: select the item type and click the Delete button. Or menu Records | Delete.

You can select an item type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Name
Enter the name of the item type.
Example: Widgets

Taxes

File | AR | Other | Taxes

The Taxes screen displays sales taxes in a list.

To add a new tax: click the New button. Or menu Records | New.
To edit a tax: double-click the tax. Or select the tax and press Enter or click the Edit button. Or menu Records | Edit.
To delete a tax: select the tax and click the Delete button. Or menu Records | Delete.

You can select a tax with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
* refresh the data displayed to show changes entered by other users, etc.
* print the list

Taxes are added to AR Invoices for taxable items or task types based on the taxes defined for the customers. Tax is applied on an invoice when an item or task type tax code matches a customer tax code.

Customers can have can have up to 2 applicable taxes, so there is a maximum of 2 taxes on any invoice. Each tax has a matching customer tax exemption number, presence of which means the tax is not applicable. This feature is optional and merely provides a way to store tax exemption numbers.

Items and task types can have up to 3 tax codes for applicable taxes. Example: PGH   (PST, GST, and HST).

Within each tax category, such as federal or state/province, you set up a tax record for each sales tax you collect.
Example (Canadian):

GST - Federal   7%   G   GST
PST - Ontario   8%   P   PST
PST - BC   7%   P   PST

Name
Tax Name is used when choosing the applicable taxes for a customer.
Example: PST - Ontario

Rate %
Tax rate percentage.
Example: 7   7%

Code
Tax Code prints on the invoice detail lines for items taxable for this customer.
Example: P   PST taxable

Description
Tax description prints on the invoice footer beside the tax amount.
Example: PST

GL Account
Select the GL account for this tax. If you need to add a new GL account to the drop down list, click the "3 dots" button.

General Ledger

The General Ledger system tracks budget and actual financial data in order to produce financial statements such as an Income Statement and Balance Sheet, the Trial Balance Report, General Ledger Report, GL Totals Screen, GL History Screen, and the Bank Book.

Data is passed to the GL system from the AP and AR automatically via Journal Vouchers with expenses and revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".*

Data is keyed directly to the GL system via Journal Vouchers to record
- initial entry of opening balances
- bank charges and interest
- depreciation
- cost of goods sold
- corrections and adjustments to previous GL transactions
- purchase of foreign currency
- foreign currency AP, AR, and bank balances conversion to domestic currency

See Examples of Journal Vouchers.

Year-end closing entries are generated by the system.

GL Accounts
Journal Vouchers
Budget
GL Totals
GL History
Financial Statements

GL Accounts

File | GL | Accounts

The GL Accounts screen displays accounts in a list showing account no., name, and type.

Your GL accounts are often referred to as your chart of accounts. They are used to record revenue and expenses, and the increases and decreases of your assets, liabilities and owner's equity.

To add a new account: click the New button. Or menu Records | New.
To edit an account: double-click the account. Or select the account and press Enter or click the Edit button. Or menu Records | Edit.
To delete an account: select the account and click the Delete button. Or menu Records | Delete.

You can select an account with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow.

The menu has options to
• filter the list by specifying selection criteria such as type (asset, liability, etc.)
• sort the list by account no. or name
• display totals for a selected account
• display history (transactions) for a selected account
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To display totals or history for an account: select the account, then right-click to display a pop-up menu.

Examples of GL Accounts
Sample Chart of Accounts

Account no.
Accounts can be accessed by number or name. The financial statements print summarized data based on user-defined ranges of account numbers. Therefore it is convenient, though not essential, for account numbers to be assigned in ranges.
Example: 5110 Auto Supplies, 5111 Office Supplies, 5112 Courier, 5113 Telephone, etc.

Suspended
Check here to prevent further transactions from being entered for this account.

Name
The account name.
Example: Charitable Donations

Type
Account type: Asset, Liability, Revenue, Expense, or Retained Earnings.

Notes
Enter any notes you wish to record here.

Examples of GL Accounts   General Ledger Overview

A business uses a number of accounts in recording its transactions. These accounts may vary from one company to another but the following types of accounts are common.

Asset Accounts

Cash - It includes coins, currency, cheques, and postal and bank money orders. The balance shows both the cash on hand and that on deposit in the bank.

Accounts Receivable - Goods and services are often sold to customers on the basis of a promise of future payment. Accounts receivable are increased by sales on credit and are decreased by customer payments. Since it is necessary to know the amount currently owed by each customer, a separate record must be kept of each customer's purchases and payments. As well, the total of all those increases and decreases is kept in one account called Accounts Receivable.

Inventory - Items purchased for resale.

Equipment - Increases and decreases in such things as computers, desks, machinery, etc. are commonly recorded in accounts called Computer equipment, Office equipment, Machinery and Equipment etc.

Liability Accounts

Accounts Payable - An account payable is an amount owed to a creditor. Accounts payable result from the purchase of merchandise, supplies, equipment, inventory, and services on credit. Since it is necessary to know the amount owed each creditor, an individual record must be kept of the purchases from and the payments to each. As well, the total of all those increases and decreases is kept in one account called Accounts Payable.

Taxes Payable - Income tax and sales taxes collected on behalf of your government.

Retained Earnings Account

Capital Account - When a person invests in a company of his or her own, the investment is recorded in an account carrying the owner's name and the word Capital. In addition to the original investment, the capital account is used for any permanent additional increases and decreases in owner's equity.

Revenue Accounts

Sales - Goods or services sold to your customers.

Expense Accounts

Telephone, Courier, Office supplies, etc. - These are examples of expenses that might be incurred while doing business.

Sample Chart of Accounts

Sample Chart of Accounts   General Ledger Overview

1006	Bank	Asset
1112	Accounts Receivable	Asset
1113	Exchange on Foreign Receivables	Asset
1200	Inventory	Asset
1721	Equipment	Asset
1821	Accumulated Depreciation Equipment	Liability
2032	Accounts Payable	Liability
2034	Exchange on Foreign Payables	Liability
2040	Sales Tax Payable	Liability
2050	Income Tax Payable	Liability
3110	Proprietor's Capital or Retained Earnings	Retained Earnings
3111	Proprietor's Withdrawals or Salary	Expense
4000	Sales	Revenue
4999	Cash Discounts	Revenue
5000	Cost of Goods Sold	Expense
5110	Auto Supplies	Expense
5111	Office Supplies	Expense
5112	Courier	Expense
5113	Telephone	Expense
5114	Postage	Expense
5115	Banking Charges	Expense
5116	Meals and Entertainment	Expense
5117	Travelling	Expense
5118	Professional Fees	Expense
5119	Business Taxes and Licenses	Expense
5120	Charitable Donations	Expense
5121	Courses and Training	Expense
5122	Dues and Memberships	Expense
5123	Magazines and Books	Expense
5124	Promo and Gifts	Expense
6000	Rent on Building	Expense
6001	Business Use of Home	Expense
6002	Electricity	Expense
6003	Insurance	Expense
6004	Water	Expense
6005	Property Taxes	Expense
7121	Depreciation Equipment	Expense
7130	Gain/Loss Disposal of Assets	Expense
7820	Misc Income and Expense	Expense
9020	Gain/Loss Foreign Exchange	Expense
9110	Income Tax Current Year	Expense
9025	Bad Debts	Expense
9030	Purchase Discounts	Expense

Journal Vouchers

File | GL | JV's

The Journal Vouchers screen displays JV's in a list showing summary info including period, JV no., source, description, date, and amount.

Data is passed to the GL system from the AP and AR automatically via Journal Vouchers with expenses and revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".*

Data is keyed directly to the GL system via Journal Vouchers to record
• initial entry of opening balances
• bank charges and interest
• depreciation
• cost of goods sold
• corrections and adjustments to previous GL transactions
• purchase of foreign currency
• foreign currency AP, AR, and bank balances conversion to domestic currency
See Examples of Journal Vouchers.

To add a new Journal Voucher: click the New button. Or menu Records | New.
To edit a Journal Voucher: double-click the JV. Or select the JV and press Enter or click the Edit button. Or menu Records | Edit.
To delete a Journal Voucher: select the JV and click the Delete button. Or menu Records | Delete.

You can select a Journal Voucher with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the JV no and/or period. Selecting the JV only will find the 1st JV with that JV number. Selecting the period only will find the 1st JV in that period. Selecting JV no. and period will search on both.

The menu has options to
• filter the list by specifying selection criteria such as source (AP, AR, GL)
• sort the list by period, date, JV no., or amount
• refresh the data displayed to show changes entered by other users, etc.
• print the list
• post JV's (see notes following)

Journal vouchers are entered, then posted. Prior to posting, they may be edited or deleted. Posted JVs (except for prior years JVs) can be unposted from the "Edit" screen if they need to be edited or deleted. Posting updates account totals and GL history.

Journal vouchers are also automatically created by posting AP invoices, AP cheques, AR invoices, and AR payments. These JV's must also be posted in the GL system.   Posting these JV's is separate job because in a multi-user environment it is possible for this to conflict with other GL jobs such as printing financial statements. This minimizes the chance of the AP and AR posting jobs being unavailable. JV's created by other systems cannot be modified or deleted even prior to posting in the GL.

Keyboard and mouse shortcuts

Examples of Journal Vouchers   <u>General Ledger Overview</u>

Conventions
Debits are keyed as positive numbers and credits are keyed as negative numbers.
Expense accounts are normally debits. Example: $100 (expense incurred)
Revenue accounts are normally credits. Example: -$100 (revenue earned)
Asset accounts are normally debits.   Example: $100 (money in bank)
Liability accounts are normally credits.   Example: -$100 (money owed)

Initial Entry of Opening Balances
This example shows a company starting BS/1 Professional midway through the year.
Description: To record initial opening balances
 $2000 Salary   Salary expense this year
-$3000 Sales   Sales revenue this year
-$1000 Retained Earnings   Prior years revenue $5000 and expenses $4000
 $1900 Bank   Money in the bank
 -$100   Accounts Payable   Money owed by your company to vendors
 $200   Accounts Receivable   Money owed to your company by customers

Bank Charges and Interest
Description: To record bank charges and interest
 $15   Bank Charges   Bank Charges expense account increased
 $50   Misc Income and Expense   Interest charged: expense account increased
-$10   Misc Income and Expense   Interest earned: expense account decreased
-$55   Bank   Bank asset account is decreased

Corrections and Adjustments to Previous GL Transactions
This example corrects an error originally keyed on an AP invoice.
Description: To correct allocation of AP invoice no. 12345
-$10   Electricity   Incorrect expense account is decreased
 $10   Office Supplies   Correct expense account is increased

Cost of Goods Sold
This records the cost of inventory sold (regardless of the price paid by the customer).
Description: To record cost of goods sold
 $100   Cost of Goods Sold   Expense account is increased
-$100   Inventory   Inventory asset account is decreased

Depreciation
Description: To record depreciation
 $100   Depreciation   Depreciation expense account is increased
-$100   Accumulated Depreciation   Balancing entry: credit to liability account

Purchase of Foreign Currency
The balance in your foreign currency bank account is low, so you transfer funds from your domestic currency account.
This example shows a Canadian company purchasing $200 US dollars for $280 Canadian.
Description: To record the purchase of US funds
-$280   Canadian Bank   Canadian Bank GL account is decreased
 $200   US Bank   US Bank GL account is increased

$80   Gain/Loss Foreign Exchange   Balancing entry: expense account

Foreign Currency AP, AR, and Bank Balances Conversion to Domestic Currency
Done each month-end before printing statements via automatically reversing JV's.
This example shows a Canadian company converting a $200 US bank balance to $260 Canadian (exchange rate is 1.3).
Description: To convert US bank balance to Canadian for reporting purposes
$60   US Bank   Balance of Bank GL account X (exchange rate - 1)
-$60   Gain/Loss Foreign Exchange   Opposite side of above entry: $60 expense

This will convert the balance in a foreign payables GL account using today's exchange rate of 1.3 (in this example the balance of the AP GL account was -$100). The financial statements show the total liability by combining the balances of the exchange on foreign payables and foreign payables accounts.
Description: To convert US payables to Canadian for reporting purposes
-$30   Exchange on Foreign Payables   Balance of AP GL account X (exchange rate - 1)
$30   Gain/Loss Foreign Exchange   Opposite side of above entry: $30 expense

This will convert the balance in a foreign receivables GL account using today's exchange rate of 1.3 (in this example the balance of the AR GL account was $100). The financial statements show the total asset by combining the balances of the exchange on foreign receivables and foreign receivables accounts.
Description: To convert US receivables to Canadian for reporting purposes
$30   Exchange on Foreign AR   Balance of AR GL account X (exchange rate - 1)
-$30   Gain/Loss Foreign Exchange   Opposite side of above entry: -$30 expense

Accounts Payable Invoice (automatically created by AP system)
This example shows a Canadian company purchasing office supplies for $100 US dollars.
Description: AP Invoice 12489 for Acme Supplies (1001)
$130   Office Supplies   Expense account is increased
-$100   Accounts Payable   Liability account is increased (credit)
-$30   Gain/Loss Foreign Exchange   Balancing entry: expense account decreased (credit)

Accounts Payable Cheque (automatically created by AP system)
This example shows a Canadian company issuing a cheque for $100 US dollars.
Description: AP Cheque 25825 for Fast Courier (1002)
-$100   US Bank   Bank asset account is decreased (credit)
$100   Accounts Payable   AP liability account is decreased (debit)

Accounts Receivable Invoice (automatically created by AR system)
This example shows a Canadian company selling goods for $100 US dollars.
Description: AR Invoice 10005 for ABC Wholesale (1002)
-$130   Sales   Revenue account is increased (credit)
$100   Accounts Receivable   AR asset account is increased (debit)
$30   Gain/Loss Foreign Exchange   Balancing entry: expense account increased (debit)

Accounts Receivable Payment (automatically created by AR system)
This example shows a Canadian company recording a payment for $100 US dollars.
Description: AR Cheque 57894 for ABC Wholesale (1002)
$100   US Bank   Bank asset account is increased (debit)
-$100   Accounts Receivable   AR asset account is decreased (credit)

Budget

File | GL | Budget

The GL Budget screen displays budget records in a list showing GL account, fiscal year, and budgeted amounts for opening balance and net change for each period. Accounts which do not have any budget data are also included in the list.

Budgeting is done at the GL account level. The budget is printed on the Trial Balance Report and is used for the Financial Statements.

To add a new budget record: click the New button. Or menu Records | New. The GL account of the selected record becomes the default on the new budget record, so you may find it convenient to select a record before clicking the New button.
To edit a budget record: double-click the record. Or select the record and press Enter or click the Edit button. Or menu Records | Edit.
To delete a budget record: select the record and click the Delete button. Or menu Records | Delete.

You can select a budget record with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow. This selects the 1st budget record for that GL account, so if there is more than one you will also need to use the mouse or arrow keys.

The menu has options to
• filter the list by specifying selection criteria such as account type or fiscal year
• sort the list by account no. or name
• display totals for a selected account
• display history (transactions) for a selected account
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To display totals or history for an account: select a record for the account, then right-click to display a pop-up menu.

The budget may be entered by either keying the opening balance and net change for each period or by moving the slider controls. Changing a slider position updates the corresponding amount and vice-versa.

The sliders are normally moved with the mouse, but can also be adjusted via the arrow keys for fine tuning. The scale is initially set to $10,000 max, but is adjusted based on the amounts entered if you go back to edit an account.

As expense and asset accounts are normally debits (entered as positive amounts), the slider controls start at zero and increase as you move them to the right. To enter a credit for an expense or asset account you must key the amount, rather than use the slider.

As revenue, liability, and retained earnings accounts are normally credits (entered as negative amounts), the slider controls start at zero and decrease as you move them to the right. To enter a debit for a revenue, liability, or retained earnings account you must key the amount, rather than use the slider.

GL Totals   General Ledger Overview

File | GL | Totals

The GL Totals screen displays summary account history records in a list showing GL account, fiscal year, and amounts for opening balance and each period. You can choose which data to display for each period. The default is Auto (Balance or Net Change), which is Balance for balance sheet accounts (assets, liabilities and retained earnings) and Net Change for income statement accounts (revenues and expenses).

Accounts which do not have any data are also included in the list unless a specific year is selected. Net Change is displayed as blank if there have been no transactions in the period. Balance is displayed as blank if the period balance is zero and there have been no transactions in the period.

This data is also printed on the Trial Balance Report and is used for the Financial Statements.

You can select a record with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow. This selects the 1st record for that GL account, so if there is more than one you will also need to use the mouse or arrow keys.

The menu has options to
• filter the list by specifying selection criteria such as account type or fiscal year
• sort the list by account no. or name
• select which data to display: Auto (Balance or Net Change), Balance, or Net Change
• display the budget for a selected account
• display history (transactions) for a selected account
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To display the budget or history for an account: select a record for the account, then right-click to display a pop-up menu. Or to display history you can double-click on it or select it and press Enter.

GL History

File | GL | History

The GL History screen displays transactions posted to the General Ledger in a list showing GL account, period, source, JV no., date, amount, and description.

This data is also printed on the General Ledger Report.

You can select a record with the mouse or by the keyboard via the Page Up/Down and arrow keys. Or click the Find button, then enter the account no. or select the account name from the drop down list. Tip: You can enter the 1st letters of the account name then press the down arrow. This selects the 1st record for that GL account, so if there is more than one you will also need to use the mouse or arrow keys.

The menu has options to
• filter the list by specifying selection criteria such as account, type, or fiscal year
• sort the list by account no., name, JV number, amount, or date.
• display the source transaction (invoice, JV, etc.) for a selected history record
• display the JV responsible for a selected history record
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To display the source transaction or JV for a history record: select the record, then right-click to display a pop-up menu. Or to display the source transaction you can double-click on it or select it and press Enter.

File | GL | Reports

The Financial Statements are user-definable reports. You define the how the GL accounts should be summarized, the text for each line, and the columns to print.

You can create reports such as an Income Statement (sometimes referred to as a Profit and Loss) showing sales, expenses and profit. Or a Balance Sheet showing assets, liabilities, and equity.

To set up a statement, you should first enter the title, select a format from the list (to select which columns to show), and enter the line heading and type for each line. Line types can be Heading, Detail, or Total. Tip: If you type the 1st letter of line type, the rest will be filled in.
• Heading lines are printed with a bold font style. Use these for headings or blank lines.
• Detail lines are indented by approximately 4 characters.
• Total lines are indented by approximately 2 characters and preceded by underlines.
You can change the sequence of the lines by using the arrow buttons at the right. To insert a line, first add a new line (Ctrl+Insert or right-click), then move the line to the desired position with the "up" button (or Ctrl+U or right-click).

Example 1
Title: Income Statement
Format: Net Change Simple (or Net Change Compare Month, or Compare Year, or Budget)
Lines:
Sales (type = Heading)
Gross Sales (type = Detail)
Less: Cost of Goods Sold (type = Detail)
Total Sales (type = Total)
Blank (type = Heading)
Operating Expenses (type = Heading)
etc.

Example 2.
Title: Balance Sheet
Format: Balance Simple (or Balance Compare Year, or Budget)
Lines:
ASSETS (type = Heading)
Current Assets (type = Heading)
Banks (type = Detail)
Accounts Receivable (type = Detail)
Inventory (type = Detail)
Total Current Assets (type = Total)
Blank (type = Heading)
Fixed Assets (type = Detail)
Less: Accum Depreciation (type = Detail)
Total Fixed Assets (type = Total)
Blank (type = Heading)
Blank (type = Heading)
LIABILITIES & EQUITY (type = Heading)
etc.

Then you set the Detail Properties for the detail lines (such as accounts to include) via the >> button, or by double clicking on a detail line, or via the pop-up menu accessed by right-clicking anywhere on the grid.

The Detail Properties window has 2 tabs: Accounts and Totals.

Accounts Tab: Accounts to include in this line are specified via ranges from/to. For example: if you had 4 sales accounts 4001, 4002, 4003, 4004 to be included in the line "Gross Sales" you would specify 4001 to 4004. To insert or delete a range, use the pop-up menu (right-click).

Totals Tab: Here you specify which total lines are to receive data from this detail line. For example: on an income statement "Gross Sales" might be added to total lines "Total Sales" and "Net Income". To insert or delete a line, use the pop-up menu (right-click).

You do not need to close the Detail Properties window in order to move to another line. (Note: Since this window only applies to lines of type "detail" it is blank if a heading or total line is selected). It is often useful to maximize the main window with the Detail Properties window on top. You can maximize or reset a window by double-clicking the titlebar.

Time Billing
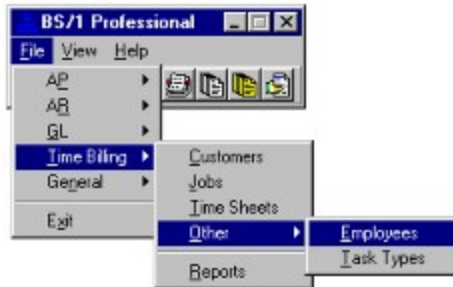
The Time Billing system tracks jobs and time billed. Invoicing data is passed to the AR system for printing and further processing.

When setting up jobs you specify the customer, details of the job including estimated price, maximum price, or fixed price, and whether the customer has given authorization to proceed.

When setting up each task within a job you specify the task type (links to rate table), description, due date, and any notes pertaining to the task. You may assign a task to an employee, enter the estimated hours, and override the task type rate if applicable.

Each employee's time is entered by selecting the customer, job, and task. Completed tasks and jobs are marked as "Done" on the job screen.

Create invoices by selecting a specific customer or all customers, a specific job or all jobs, and a selected cut-off date.

Customers
Jobs
Time Sheets
Employees
Task Types

File | Time Billing | Jobs

The Jobs screen displays jobs in a list showing basic job info including priority, due date, customer, job name, whether the customer has given the OK to proceed, and if the job has been completed.

To add a new job: click the New button. Or menu Records | New.
To edit a job: double-click the job. Or select the job and press Enter or click the Edit button. Or menu Records | Edit.
To delete a job: select the job and click the Delete button. Or menu Records | Delete.

You can select a job with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• display outstanding (not completed) jobs only. This is the default.
• filter the list by specifying selection criteria such as customer and priority
• sort the list by priority or due date
• display the customer for a selected job
• display time sheets for a selected job
• refresh the data displayed to show changes entered by other users, etc.
• print the list
• print a selected job

Tip: To phone the customer, or send e-mail (via your e-mail program), or display time sheets for a job, or display the customer: select the job, then right-click to display a pop-up menu. You can also print a selected job from the pop-up menu.

Initially only "outstanding" (not completed) jobs are shown. To see all jobs toggle the outstanding option on the View menu or use the shortcut Ctrl+O.

Jobs may be comprised of several tasks. Time Sheet info is entered against tasks via the Time Sheets screen. You must enter at least one task to be able to bill time against a job.

Insert new tasks via Ctrl+Insert or from the pop-up menu (right-click to display). Delete tasks via Ctrl+Delete or from the pop-up menu. You can change the order of tasks via the arrow buttons at the right or from the pop-up menu.

Customer
Enter the customer no. or select the customer from the list.

Requested by
The name of the person who requested the job. This defaults to the main contact for the customer.

Requested on
The date the job was requested on. This defaults to today's date. You can type over the date or use the + or - keys to increase or decrease the date. To select the date from a calendar, click the adjacent button, double-click, or press Ctrl+Enter. To delete the date, select the whole date and press the delete key.

OK to Proceed
Check here when the customer says it's OK to proceed.

Job Name
Enter the job name.

Priority
1 = Highest priority. Default is 10. You can use the + or - keys to increase or decrease. Or use the up and down arrows.

Due Date
The date the customer would like the job done by. You can type over the date or use the + or - keys to increase or decrease the date. To select the date from a calendar, click the adjacent button, double-click, or press Ctrl+Enter. To delete the date, select the whole date and press the delete key.

Completed
Check here when the job is completed after entering any time sheets. Completed jobs do not show on the time sheet entry screen (if entering a new time sheet).

Notes
Enter any notes you wish to record here. To enlarge the input area, double-click or press Ctrl+Enter to display the text in a pop-up window. To close the window press Ctrl+Enter again or Esc to discard the changes.

Project Leader
Jobs can be assigned to project leaders. If desired, choose a project leader from the list of employees or press Delete to remove a previous selection. To display the Employees screen, click the adjacent button.

Estimated Price, Maximum Price, Fixed Price
Enter any applicable pricing for the job.

Task Type
This links to the task types to provide the default hourly rate, applicable tax codes, and GL account. Choose a task type from the list or press Delete to remove a previous selection. Double-click to display the Task Types screen.

Task Name
Enter the task name.

Task Notes
Enter any notes for the task. Double-click or press Ctrl+Enter to display the text in a pop-up window. To close the window press Ctrl+Enter again or Esc to discard the changes.

Task Due Date
Enter the due date for this task if applicable. You can type over the date or use the + or - keys to increase or decrease the date. To select the date from a calendar, click the 3 dots button, double-click, or press Ctrl+Enter. To delete the date, select the whole date and press the delete key.

Task Done
When the task has been done enter y, d, spacebar, or double-click. To reset to "not done" enter n, spacebar, or double-click.

Employee
Tasks can be assigned to general employees. If desired, choose an employee from the list or press Delete to remove a previous selection. To display the Employees screen, double-click. You do not need to select an employee to be able to enter time sheets.

Estimated Hours
Estimated hours for the task.

Rate Override
Normally the hourly rate is got from the Task Type, but you can enter a different rate here if applicable.

Time Sheets

File | Time Billing | Time Sheets

The Time Sheets screen displays time sheets in a list showing basic info including work date, hours, employee, customer, and job name.

To add a new time sheet: click the New button. Or menu Records | New.
To edit a time sheet: double-click the time sheet. Or select the time sheet and press Enter or click the Edit button. Or menu Records | Edit.
To delete a time sheet: select the time sheet and click the Delete button. Or menu Records | Delete.

You can select a time sheet with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• display outstanding (unbilled) time sheets only. This is the default.
• filter the list by specifying selection criteria: employee, customer, job, invoice no.
• sort the list by work date (descending) or invoice no.
• display the job for a selected time sheet
• display the customer for a selected time sheet
• display the employee for a selected time sheet
• display the job project leader for a selected time sheet
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To phone the job customer, or send e-mail (via your e-mail program), or display the job, customer, employee, or job project leader for a time sheet: select the time sheet, then right-click to display a pop-up menu.

Initially only "outstanding" (unbilled) time sheets are shown. To see all time sheets toggle the outstanding option on the View menu or use the shortcut Ctrl+O.

Time Sheet info is entered against job tasks. Jobs may be comprised of several tasks. You must enter at least one task to be able to bill time against a job. Time is billed to customers via the AR Invoices option "AutoCreate Invoices from Time Sheets".

Employee
Select the employee from the list.

Note: When entering multiple time sheets, employee, date, customer, job, and task default to the previously entered data.

Date
The work date. Initially this defaults to today's date. You can type over the date or use the + or - keys to increase or decrease the date. To select the date from a calendar, click the adjacent button, double-click, or press Ctrl+Enter.

Hours
The number of hours worked. Note: This is in decimal notation, not hours and minutes.
Example: 1.50 is 1 hour and 30 minutes.

To calculate hours worked via the Time Calculator, click the adjacent button, double-click, or press Ctrl+Enter. Tip: You can close the Time Calculator by pressing Ctrl+Enter. Use the Time Calculator to enter time "after the fact". You can enter multiple start times and stop times and it will calculate the elapsed time in hours and minutes and in decimal notation.

Alternatively you can enter time via the Stopwatch Timer. Click the Stopwatch button to start the timer, then click it again to stop it. Use the Stopwatch Timer to enter time "as it happens". You can start the timer when you start working and stop it when you take a break. Tip: You can minimize (shrink to an icon) BS/1 Professional and all its open windows by minimizing the main "launchpad" window.

Customer
Select the customer from the list.

Job
Select the job from the list. Only jobs for the selected customer are displayed. If entering a new time sheet, only uncompleted jobs are displayed.

Task
Select the task from the list. Only tasks for the selected job are displayed.

Notes
Enter any notes you wish to record here.

Employees

File | Time Billing | Other | Employees

The Employees screen displays employees in a list showing basic contact info.

Jobs may be assigned to project leaders (employees) and job tasks may be assigned to general employees. Time worked by employees is entered against tasks via the Time Sheets screen.

To add a new employee: click the New button. Or menu Records | New.
To edit an employee: double-click the employee. Or select the employee and press Enter or click the Edit button. Or menu Records | Edit.
To delete an employee: select the employee and click the Delete button. Or menu Records | Delete.

You can select an employee with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Tip: To phone or send e-mail (via your e-mail program): select the employee, then right-click to display a pop-up menu.

Name
Enter the employee's name.

Job Title
The employee's job title.

Phone numbers and extensions
You can phone the employee at any of the numbers listed by clicking the adjacent phone button or at the main business no. by right-clicking on the employees screen.

E-Mail
The employee's e-mail address. You can send e-mail (via your e-mail program) to the employee by clicking the e-mail button or by right-clicking on the employees screen.

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

Task Types

File | Time Billing | Other | Task Types

The Task Types screen displays task types in a list showing task type name, default rate, and tax codes.

Task Types are used to provide the default hourly rate and applicable tax codes for job tasks. Example: Analysis, Design, Coding, Testing, etc. Jobs may be comprised of several tasks. Time Sheet info is entered against tasks via the Time Sheets screen.

To add a new task type: click the New button. Or menu Records | New.
To edit a task type: double-click the task type. Or select the task type and press Enter or click the Edit button. Or menu Records | Edit.
To delete a task type: select the task type and click the Delete button. Or menu Records | Delete.

You can select a task type with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• refresh the data displayed to show changes entered by other users, etc.
• print the list

Name
The task type name.
Example: Analysis or Design

Rate
The default hourly rate for this task type. You can override this when entering job tasks.

Tax Codes
Task types can have up to 3 tax codes for applicable taxes. Tax is applied on an invoice when a task type tax code matches a tax code for a tax defined for the customer.
Example: PGH   PST, GST, and HST

Sales GL Account
Select the sales GL account for this task type. If you need to add a new GL account to the drop down list, click the ''3 dots'' button.

General Info

The General Info section is for information and options related to multiple systems: Accounts Payable, Accounts Receivable, etc.

Your Company
Banks
Bank Book
Currencies
Security

Your Company General Info Overview

File | General | Your Company

This screen is for entering info related to your company, such as the name of your company, current fiscal year and preferences.

Company Name
Your company name. This prints on AR invoices, some reports, and displays on the BS/1 Launch Pad (top left) if menu View | Company Name is selected.

Address
The address of your company. This prints on AR invoices.

Fiscal Year
Your current fiscal year. This is the calendar year of your last fiscal period.
Example: If your current fiscal year ends December 1997 then your current fiscal year is 1997.
Example: If your current fiscal year ends in March 1998 then your current fiscal year is 1998.
After entering transactions (invoices, etc.) you can only change the fiscal year by clicking the Year-End button.

Default Period
Here you can set the default period for new transactions. If you use this optional feature the system will display this on new invoices, etc. as the default. Otherwise the period defaults to the current calendar month. If your fiscal year doesn't end in December or your fiscal periods are not calendar months, you should set the default period regularly to help prevent data entry errors.
Example: 11 1997

Warn if before… or after
BS/1® Professional will allow transactions to any period in the current fiscal year or beyond. To prevent accidentally entering data to the wrong period, you can specify a range of periods so that the system can warn you if you enter a period outside this range. If you use this optional feature, you will typically change the range at the start of each period.
Example: 02 1998   03 1998

Error if before… or after
BS/1® Professional will allow transactions to any period in the current fiscal year or beyond. To prevent accidentally entering data to the wrong period, you can restrict the range of periods allowed by the system. If you use this optional feature, you will typically change the range at the start of each period.
Example: 01 1998   03 1998

Default Currency
Select the currency of your main bank account. If you need to add a new currency to the drop down list, click the "3 dots" button. When setting up vendors and customers you specify the currency, thereby setting the currency for their invoices. If you specify the default currency here, this information will be entered automatically.

AP: Optional Entry Fields "Purchase Order" and "Invoice Description"
Select whether these fields are to display on the AP invoice screen. If you do not want to record these fields when entering new invoices, you can uncheck them here to simplify the AP invoice screen.

AR: Sales GL Account (Default)
Select your main sales GL account. If you need to add a new GL account to the drop down list, click the "3 dots" button. When setting up items (or services) for sale you specify the sales GL account. If you specify the default account here, this information will be entered automatically.

Notes
Enter any notes you wish to record here. Right-click to toggle Word Wrap.

Banks

File | General | Banks

The Banks screen displays bank accounts in a list.

A "bank" here refers to a bank account, so if you have multiple accounts at a bank you should set up a separate bank record for each account.

To add a new bank: click the New button. Or menu Records | New.
To edit a bank: double-click the bank. Or select the bank and press Enter or click the Edit button. Or menu Records | Edit.
To delete a bank: select the bank and click the Delete button. Or menu Records | Delete.

You can select a bank with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
• refresh the data displayed to show changes entered by other users, etc.
• display the Bank Book for the selected bank account
• print the list

To view bank balances and transactions use the Bank Book.

Name
Enter the name of the bank account.
Example: The Royal Bank

GL Account
Select the GL account for this bank account. If you need to add a new GL account to the drop down list, click the "3 dots" button.

Currency
Select the currency of the bank account. If you need to add a new currency to the drop down list, click the "3 dots" button.

Bank Book

File | General | Bank Book

This screen shows transactions with a running balance for a selected bank account. This is based on posted GL transactions to the bank GL account, originating from AP cheques, AR payments, and GL journal vouchers for opening balance and bank charges, etc.

Only recent transactions are shown. To view previous transactions use the GL History.

File | General | Currencies

The Currencies screen displays currencies in a list.

To add a new currency: click the New button. Or menu Records | New.
To edit a currency: double-click the currency. Or select the currency and press Enter or click the Edit button. Or menu Records | Edit.
To delete a currency: select the currency and click the Delete button. Or menu Records | Delete.

You can select a currency with the mouse or by the keyboard via the Page Up/Down and arrow keys.

The menu has options to
- refresh the data displayed to show changes entered by other users, etc.
- print the list

When setting up <u>vendors</u> and <u>customers</u> you specify the currency, thereby setting the currency for their invoices. You can set up a default currency for <u>Your Company</u> so that this information is entered automatically.

The Open Payables Report and AP Invoices Screen allow currency selection, so you can see how much you owe in each currency. The Aged Trial Balance Report and AR Invoices Screen also allow currency selection, so you can see how much is owed to you in each currency.

Data from AP and AR invoices is passed to the GL system automatically with expenses and revenues converted from foreign currency to domestic currency. *"You can trade globally in multiple currencies while your books remain in domestic currency".*

You set up at least one <u>bank account</u> for each currency. The <u>Bank Book</u> shows transactions and balances for each bank account.

When entering <u>AP cheques</u> or <u>AR payments</u>, you specify the bank. The currency of the bank must match the currency of the vendor or customer. The bank defaults to the 1st bank whose currency matches the vendor or customer.

To record the purchase of foreign currency or conversion of foreign currency AP, AR, and bank balances to domestic currency for financial reports, see <u>Examples of Journal Vouchers</u>.

Name
Enter the name of the currency.
Example: Canadian

Exchange Rate
Leave exchange rate blank if this is your domestic currency.
This is the factor by which to multiply a foreign currency to convert it to your domestic currency. Revenue, expense, discounts, and write-offs are converted to domestic currency when posting to the GL. The difference goes to the gain/loss on foreign exchange GL Account. The exchange rate should be updated periodically to the current exchange rate so as to keep the conversion as accurate as possible.
Example: 1.4   Converts US dollars to Canadian (if you are a Canadian company).
Example: 0.72   Converts Canadian dollars to US (if you are a US company).

GL Accounts
Accounts Payable, AP Discounts, Accounts Receivable, AR Discounts, AR Write-offs (default), and Gain/Loss on Foreign Exchange. Select the <u>GL accounts</u> for this currency. If you need to add a new GL

account to the drop down list, click the "3 dots" button. If this is your domestic currency, leave the Gain/Loss on Foreign Exchange account blank.

Security <u>General Info Overview</u>

File | General | Security

The Security screen displays a list of users allowed access to the database.

You can assign a password to each user and specify which parts of the program they are allowed access to, such as Customers, AR Invoices, etc.

To activate security, check the "Security Active" checkbox. Users will then be required to enter a valid user name and password in order to access the database. Important: If you set security active, at least one user must be allowed access to this job (Security) or you will not be able to access this screen again. (see below)

To add a new user: click the New button. Or menu Records | New.
To edit a user: double-click the user. Or select the user and press Enter or click the Edit button. Or menu Records | Edit.
To delete a user: select the user and click the Delete button. Or menu Records | Delete.

You can select a user with the mouse or by the keyboard via the Page Up/Down and arrow keys.

User Name
Enter the name of the user.
Example: John Doe

Password
Enter the password (optional) for this user. Each user can have a different password.
Tip: It is recommended that you change the passwords regularly.

Allow access to…
Check the options this user is allowed access to.
Important: If you set security active, at least one user must be allowed access to "Security" or you will not be able to access this screen again.

Period-End and Year-End

No period-end processing is required. The system will allow transactions to any period in the current fiscal year or beyond. However, to prevent accidentally entering data to the wrong period, you can specify your company preferences
- Default period. This is automatically entered for new transactions.
- "Warn if before/after" range. The system warns if period is outside this range.
- "Error if before/after" range. The system doesn't allow a period outside this range.

Year-end processing is done via the Your Company Year-End button. This carries forward GL balances for asset and liability accounts, and creates an opening balance for the retained earnings account based on the retained earnings closing balance plus the net of the revenue and expense accounts. This allows financial statements to be run for the new year. After this, you have an option to close the current year. Leaving the current year open allows more transactions to be entered for the old year. You can then re-run the year-end when you are sure there will be no more transactions. Closing the year ensures that no transactions are accidentally entered to the old year.

Keyboard and Mouse Shortcuts

To	Press
Increase a date	+
Decrease a date	-
Display a pop-up calendar	Ctrl+Enter or Double-click
Calendar: next day/previous day	right arrow/left arrow
Calendar: next week/previous week	down arrow/up arrow
Calendar: next month/previous month	Ctrl+right arrow/Ctrl+left arrow
Display GL Account or Item Search	Ctrl+Enter or Double-click
Display Find dialog	Ctrl+F
Advance to a grid (items on an invoice, etc.)	Page Down
Advance to a new row on a grid	Page Down (on grid)
Insert or delete a line on grid	Right-click to display a pop-up menu
AR Payments: enter payment amount, etc.	Right-click to display a pop-up menu
Display a drop down list	Alt + Down arrow
Remove an entry from a drop down list	Delete
Undo text	Esc

How to Register (Purchase)

This program is sometimes distributed as a free single-user demo/evaluation version with a limit of 100 transactions until the program is registered.

Details are available at www.dbsonline.com
Or e-mail: info@dbsonline.com
Or fax: (604) 462-0199

Current prices (subject to change):
- Single user - $49.95 USD
- Multi-user network - $119.95 USD

Payment by credit card or check (equivalent in your currency).

Register online at http://www.dbsonline.com/products/professional/register/index.htm

Technical Support
Source Code

Technical Support

Support is available to registered users by email at <u>support@dbsonline.com.</u> The first incident is free, after which a support plan must be purchased in advance.

Details are available at <u>www.dbsonline.com</u>
Or e-mail: <u>info@dbsonline.com</u>
Or fax: (604) 462-0199

Current prices (subject to change):
1 year or 6 incidents - $60 USD
Payment by check (equivalent in your currency).

The DBS web site <u>www.dbsonline.com</u> contains...
- Additional product information
- Answers to frequently asked questions (FAQs)
- A list of known bugs
- A form on which to report a bug
- Latest versions available for downloading

<u>Source Code</u>

Source Code

BS/1® Professional is written in Borland Delphi …*The ease of VB with the speed of C.*

Developers may license BS/1® Professional source code for use in their custom solutions.

BS/1® Professional contains no ActiveX or 3rd party components. It uses a Paradox database with QuickReports and works with Delphi straight out of the box.

Versions for Delphi 5, 4, 3, and 2 included.

Order online at http://www.dbsonline.com/products/professional/source/bs1code.htm

Accounting source is also available separately as BS/1® Small Business at http://www.dbsonline.com/products/small-business/source/bs1code.htm