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1 Introduction

Welcome to the Client Bookkeeping Solution® (CBS) Tutorial. This tutorial is designed to teach you how to use your CBS software by stepping you through the common tasks that you will most likely perform while using CBS for your company. The goal of this tutorial is to help you feel comfortable with the program and to show you how to use it most effectively in your business.

Please remember that there is often more than one way to perform many of these tasks. In this tutorial, you will learn different methods for completing the various tasks. As you become more familiar with the program, you will find your own preferred methods.

Before you begin

Before you start this tutorial, you will find it helpful to review the information presented in the getting started guide for each Client Bookkeeping Solution module for which you are licensed. For more information on the CBS getting started guides, please refer to the “Additional resources” section starting on page 4 of this tutorial.

You will also find it helpful to be familiar with Microsoft® Windows® keystrokes and conventions.
Using this tutorial

This tutorial is divided into two separate sections.

- **CBS CheckWriter™ only.** This section is intended for users who are licensed for CBS CheckWriter only. It includes information that is relevant to CBS CheckWriter users, including information on noncalculating payroll and 1099 vendors.

- **CBS CheckWriter and Add-on Modules.** This section is intended for users who are licensed for CBS CheckWriter and one or more of the add-on modules (CBS PayCheck,™ CBS Accounts Payable, and CBS Accounts Receivable). It includes a chapter for each of the four main CBS modules. You must go through all of the steps in the CBS CheckWriter chapter in this section (not in the CBS CheckWriter only section) before you can continue with the add-on module chapters.

To complete this tutorial, we recommend that you start at the beginning and work your way through each applicable section in sequence.

**Tip**

As you work through the procedures in this tutorial, you can view pop-up help for the selected field by pressing F1 or by clicking the right mouse button on the field name, or you can press CTRL+F1 to see overview help for the active window or dialog.

**Tutorial conventions**

This tutorial uses the following terminology throughout. Note that this tutorial assumes you are using a right-handed mouse.

- **Click** means to press the left mouse button once.

- **Double-click** means to press the left mouse button twice in quick succession.

- **Right-click** means to press the right mouse button once.

- **Mark a checkbox** means to click the checkbox or checkbox label once with the left mouse button so that a √ appears in the checkbox.


- **Choose an option** means to click the option circle or option label once with the left mouse button so that a dot appears within the option circle.

- A **window** is a view that can be minimized or resized. When you are working in a window, you can access the menu bar, shortcut bar, toolbar, and other windows or dialogs.

- A **dialog** is an area of the program that you cannot minimize or resize. When you are working in a dialog, you can access only the fields and context menu in that dialog. You must close the dialog before you can access the menu bar, shortcut bar, toolbar, or other windows or dialogs.

- A **context menu** is a menu that appears when you press F3 or when you right-click in an unused gray area of a window or dialog. The context menu lists several 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. If you right-click in an area and a help topic appears instead of the context menu, simply reposition your cursor in a different part of the gray area and right-click again.

This tutorial uses the following conventions throughout.

- Text that appears in all capital letters (for example, TAB, ENTER, or CTRL+F1) in a procedural step represents function keys and shortcut keys that you should press on the keyboard.

- Text that appears in **bold text** in a procedural step generally represents commands or options that you should choose or text that you should enter.

- Text that includes forward slashes (/) in procedural steps represents commands that you should choose from a menu or submenu.

  For example, if a procedure tells you to “choose File / Import / From Accountant,” you would click File on the CBS menu bar, choose Import from the pull-down menu, and then choose From Accountant from the cascading submenu.

- CBS 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 selecting the **Enter as Tab** option on the General tab of the Utilities / Options dialog.
Additional resources

It is not possible to cover all setup possibilities or to address all questions in this tutorial. As you work through the procedures in this guide, you may find the resources listed in this section helpful if you encounter any issues or have any questions.

CBS getting started guides

Before you start performing the steps in this tutorial, you should read through the getting started guide for each Client Bookkeeping Solution module for which you are licensed. CBS includes a copy of the CBS CheckWriter Getting Started guide. This guide includes information on program features, installing and starting the program, using the program’s help system, opening a company database, using the menu commands and toolbar buttons, navigating through windows and dialogs, using keyboard shortcuts, using the robust Layout Editor, and more. It also includes information on the various features of the CBS CheckWriter module.

You can view a Portable Document Format (PDF) version of the CBS CheckWriter Getting Started guide while you are working in the program. And if you are licensed for any of the optional CBS modules, you also can view a PDF version of the getting started guide for each licensed module. To view these getting started guides, choose Help / PDF Guides, choose the appropriate CBS module, and then select the getting started guide from the list.

- The CBS PayCheck Getting Started guide includes information on the additional calculating payroll features that are included with this optional module.

- The CBS Accounts Payable Getting Started guide includes information on the additional payables processing features that are included with this optional module.

- The CBS Accounts Receivable Getting Started guide includes information on the additional receivables management features that are included with this optional module.
CBS help topics

The primary documentation for your CBS software is provided in the comprehensive Client Bookkeeping Solution help system. You can use the CBS help system to quickly find information you need, when you need it.

To access the CBS help system, choose Help / Client Bookkeeping Solution Help Topics. You can use the Index tab to search for specific topics or you can use the Find tab to search for specific text within a help topic. In addition, you can view popup help for a particular field or button by pressing F1 or right-clicking the field name. You can also view overview help for a specific window or dialog by pressing CTRL+F1.

For detailed information on using the CBS help, refer to the Client Bookkeeping Solution CheckWriter Getting Started guide.

PDF documents

The CBS help includes a number of PDF documents that provide detailed information about various features in the program. You can view or print any of these documents, including getting started guides for each CBS module, directly from CBS. To view these PDFs, choose Help / PDF Guides, choose the appropriate CBS module, and then select the desired PDF from the list.

You must have Adobe® Reader® version 7.0 or higher installed on your computer to view any of the PDF documents. If you do not already have this program, you can install it from the Client Bookkeeping Solution CD or download it from the Adobe website (by choosing Help / Adobe on the Web from within CBS. For details, search on Adobe Reader from the Index tab of the Help Topics dialog.

Frequently asked questions

The CBS help includes answers to a number of common questions about each of the CBS modules and features. The Frequently Asked Questions help topic provides links to help topics and procedures that answer these questions. You can access these Frequently Asked Questions by choosing Help / Frequently Asked Questions.
Your accountant

Your accountant is a valuable resource when you have questions about your CBS software. Your accountant can explain basic procedures and answer questions about CBS, including specific questions about how to customize CBS for your company.
2
Setting Up a New Company Database

Before you begin using Client Bookkeeping Solution, your accountant will provide you with the initial setup files that include basic information to help you get started quickly. If you would like to familiarize yourself with CBS before using your own data, you can use one of the sample company databases — CheckWriter Sample Company.cbs or CBS Sample Company.cbs — that are included with the program to explore the program without worrying about making any errors in your own data.

Scenario

The CheckWriter Tutorial sample data is intended to represent data that is typical of many small businesses.

Start the program

Open Client Bookkeeping Solution using any of the following methods.

- If you chose to add the CBS shortcut to your desktop during installation, double click the shortcut on the desktop.
- If you chose to add CBS to the Windows Start menu during installation, click the Start button on the Windows taskbar and choose Client Bookkeeping Solution 200x.x, where 200x.x represents the current CBS version number.
- In Windows Explorer, double-click any CBS company database file. All CBS company databases use the CBS filename extension.
Client Bookkeeping Solution main window

The CBS main window includes several distinct elements such as the title bar, menu bar, toolbar, shortcut bar, and status bar. When a CBS company database is open (as shown in the following illustration), the title bar displays the company database name, and additional menus and shortcut icons are available in the CBS main window.
Select global program options

You can customize your CBS software by selecting or deselecting specific data-entry options. All program data-entry options are global — that is, the options you choose stay in effect until you or any other user changes them, regardless of which company database is open.

To view and/or modify the data-entry options for your CBS program, choose **Utilities / Options**.

There are three tabbed pages in the Options dialog. The General and CBS Data Folders tabs are always available. The Status Bar Configuration tab is available only when you have a company database open.

- Use **the General tab** to select the options that will affect general data entry in CBS, such as memorizing new transactions, using the ENTER key as TAB, compacting the database each time you close the program, and more. When you click an option, CBS displays a brief description of that option in the Option Description group box. Refer to the CBS help topics for a detailed description of each data-entry option.

- Use **the CBS Data Folders tab** to specify the default file locations for your CBS data and layouts.

- Use **the Status Bar Configuration tab** to select the information you want to display in the status bar of the main CBS window. You can choose to display the multi-user status, the next export date for CBS transactions, and the checkbook balances.
Utilities / Options / General tab
Utilities / Options / CBS Data Folders tab
Before you begin processing transactions for your company in CBS, your accountant will provide you with an accountant’s transfer file, which contains the initial setup data for your CBS company database. You need to import these setup files. During the import procedure, the program creates the company database and saves it in your Client Bookkeeping Solution Data folder.
For this tutorial, the initial setup files have already been imported for you. For information on importing initial setup data, search on **Importing: data from your accountant** from the Index tab of the Help Topics dialog.

**Locate and restore or open the tutorial sample client data**

The sample database you will use for this tutorial is available in two locations — on the Client Bookkeeping Solution CD and on the Internet.

**Restore the sample client data from your Client Bookkeeping Solution CD**

You can restore the data from the Tutorial folder on the Client Bookkeeping Solution CD using the steps below.

1. In CBS, choose **Utilities / Options** and click the CBS Data Folders tab.
2. In the Backup / Restore field, enter or browse to `D:\Tutorial`, where D represents the letter of your CD drive.
3. Click OK to save the Backup / Restore path.
4. Choose **File / Restore / Database**.
5. In the Restore Company Database dialog, double-click the **CheckWriterTutorial.zip** file.
6. When the database has been restored, CBS displays a message prompt. Click OK.

**Note**: If you recently updated your CBS software, the program may display a message prompt informing you that you must update your company data before the program can open it in the current version. Click Yes to continue.

7. In the Enter Password for <company database> dialog, enter **admin** in the Password field. Note that the password is not case-sensitive.

**Download the sample data from the Internet**

Data for the **Client Bookkeeping Solution Tutorial** is also available on the Internet. You can download the data using the steps below.

1. Point your web browser to **CBSDownload.com**.
2. On the Client Bookkeeping Solution page, click the **Download Now** link in the “Client Bookkeeping Solution Tutorial” section.

3. If your browser displays a File Download - Security Warning prompt, click the **Save** button.

4. In the Save As dialog, enter the path to the folder to which you want to download the data, and then click the **Save** button.

5. In the Download Complete prompt, click the **Open Folder** button to open the folder in which the tutorial data was saved.


7. In the Open File – Security Warning prompt, click the **Run** button.

8. In the Choose Destination Location dialog, click the **Next** button to save the data to the default location, which is your CBS company data path. Or you can click the **Browse** button to specify a different location, and then click the Next button.

9. In the Start Installation dialog, click the **Next** button.

10. In the Installation Complete dialog, click the **Finish** button.

11. Open CBS, and then choose **File / Open Company**. In the Open Company Database dialog, select either of the tutorial sample companies that you just downloaded — CheckWriter Tutorial.cbs or CBS Tutors, Inc.cbs.

12. In the Enter Password for <company database> dialog, enter **admin** in the Password field. Note that the password is not case-sensitive.

---

**Notes**

- When you download the sample data from the Internet, there is no need to restore the data. When you place the data in the Company data location specified on the CBS Data Folders tab of the File / Company Properties dialog, it is ready for you to use in CBS.

- There are two sets of tutorial data on the CBSDownload website — one is for users of the CBS Application Service Provider (ASP) version, and one is for users of the local or network version.
Select security options

Depending on how your accountant has set up your CBS software, you may be able to use the multi-level security feature of CBS to control which users have access to specific windows or commands. A user's password determines which CBS commands and features he or she will be able to access. (Note that other users may be unable to access the Security window, depending on their own password settings.)

1. To access the CBS security options, choose File / Security. There is a tabbed page for each licensed CBS module.

2. Select Administrator from the drop-down list in the Description field.

   The Administrator description is a default classification, which means that you cannot delete it. For the purpose of this tutorial, you will step through all of the procedures as the CBS administrator.

   Before you can set up additional classifications, you must establish an Administrator password. This has already been done for this tutorial client. However, when you set up a new company database, the Administrator password is blank by default. If you choose to add users, you would follow the steps below.

3. Highlight (New classification) in the listview pane.

4. Enter the user name (for example, “Mary”) or classification name (for example, “Sales staff”) in the Description field. Enter a password (for example, “Password”) in the Password field.

5. Mark the checkbox associated with each security option you want to allow this user or classification to access. You can click the Select All button to mark all checkboxes on the active tabbed page at once.
6. After you have selected the applicable security features for the user or classification, click **Save** and close the Security window.

**Tips**
- To view a description of any security option, click the desired option. The program displays a short description of that option in the Description group box.
- If your CBS login allows you to set up checkbooks in CBS, you can secure each checkbook so that only specific users can access the checkbook data. To limit access to a checkbook, choose Checkbook / Setup, select the desired checkbook, and then click the Security tab.
Company Properties

When setting up your CBS company database for you, your accountant specifies several general properties for the company database.

1. To view the company properties for your database, choose File / Company Properties. Review the information that has been set up for this sample company. Notice that this company is licensed for the CBS CheckWriter module only.
The date in the Next scheduled export field is based on the processing frequency selected by your accountant. If you have not yet completed an export in CBS, you may override this date with a prior period date.

2. Click the **Payroll** tab. You can specify how you want CBS to handle FICA amounts during data entry for noncalculating payroll checks.

   - If you choose the **Accept FICA as entered** option, you would enter individual amounts for FICA-Med and FICA-SS during payroll check entry.

   - If you choose the **Adjust FICA-Med to <percent>% of Gross Pay** option, you would enter the total FICA amount in FICA-SS field, and CBS will automatically calculate FICA-Med amount from the FICA-SS amount.

3. For the purpose of this tutorial, you do not need to change anything in this dialog, so click **Cancel** to close the Company Properties dialog.

---

**Chart of Accounts setup**

If your accountant has set up your CBS software to allow you to modify the Chart of Accounts, you can add, modify, or delete accounts in the Chart of Accounts window.

1. Choose **Setup / Chart of Accounts** (or click the Chart of Accounts icon on the CheckWriter shortcut bar).
2. In the Chart of Accounts window, enter 661 in the Number field.

3. Select E from the drop-down list in the Type field.

4. Enter Utilities in the Description field.

5. Click Save.

6. Your accountant may have set up restrictions for accounts with special purposes. Enter 302 in the Account Number field, select L from the drop-down list in the Type field, and enter Preferred stock in the Description field. Click Save.

   CBS displays a prompt stating that you cannot enter account number 302 because it falls within the restricted range established by your accountant. Click OK to continue.

7. Click the Close window button in the Chart of Accounts window.

8. Click the No button when the program prompts you to save the account number.
Checkbook setup

You can set up as many as 100 accounts or checkbooks for each CBS company database. In CBS, a checkbook can be something other than a traditional checking account. For example, you can set up checkbooks specifically to pay credit card charges incurred by your employees who use a company credit card. This allows you and your accountant to easily track credit card expenses. CBS includes the Checkbook description on all reports and uses the bank name when printing checks.

1. Choose Checkbook / Setup.

2. In the Checkbook Setup window, select City Bank from the drop-down list in the Checkbook description field.

3. Verify that the Regular Checks checkbox is marked and select Vendor CSI Forms 800L from the Layout column.

4. You will not be using this checkbook for payroll in this tutorial, so clear the Payroll Checks transaction type checkbox.

5. Mark the Deposit Slips checkbox and select Deposit Slip CSI Forms 437L MICR from the drop-down list in the Layout column.

6. Click Save.
Setting Up a New Company Database

7. CBS automatically opens the Savings checkbook record.
   
   *Note:* If you cleared the Move To Next Record After Save checkbox on the General tab of the Utilities / Options dialog, CBS does not move to the next record.

8. In the Setup group box, select Savings from the drop-down list in the Type field.

9. CBS requires you to select a check layout for the Regular Checks type, even if you will not be printing checks from this checkbook. Select Vendor Top Check in the Layout column associated with the Regular Checks transaction type, and clear the checkbox associated with the Payroll Checks and Deposit Slips types.

10. Click Save. The program automatically highlights (New Checkbook Setup) in the Checkbooks listview pane.

**Add a new checkbook**

1. In the Checkbook Setup window, enter Payroll Bank in the Checkbook description field and press TAB.

2. Enter or select the following information on the General tab of the Checkbook Setup window.

<table>
<thead>
<tr>
<th>GL account number</th>
<th>103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Checking</td>
</tr>
<tr>
<td>Next check number</td>
<td>1000</td>
</tr>
<tr>
<td>(MICR) Bank Name</td>
<td>Third Fifth Bank</td>
</tr>
<tr>
<td>Bank account number</td>
<td>333-333333</td>
</tr>
<tr>
<td>Routing number</td>
<td>22334444</td>
</tr>
</tbody>
</table>

3. Mark the checkbox associated with the Payroll Checks type and select the NonCalc Top Check layout.
4. Click the **Security** tab. If your accountant set up your CBS software to allow you to set up checkbooks and security settings, you can specify which users can access the checkbook data on a checkbook-by-checkbook basis.
5. Depending on how your accountant set up your CBS software, the Checkbook Setup window may include the **Financial Institution Information** tab. If your financial institution allows you to access your account information via the Internet, you can use the fields on this tabbed page to set up CBS to use the online banking feature.

6. Depending on how your accountant set up your CBS software, the Checkbook Setup window may include the **MICR Information** tab. You can print MICR-encoded checks on blank (rather than preprinted) check stock. Please consult with your accountant if you have questions about setting up your checkbooks for MICR check printing.

7. Click **Options** button. In the Checkbook Setup Options dialog, you can select the date format to use when printing checks and specify whether or not you want CBS to void unused check stock when printing multiple checks on each page. Click **OK** to close the Checkbook Setup Options dialog without making any changes.

8. Click **Save**.
Rename a checkbook

You may sometimes find it necessary to change the name of one or more of your CBS checkbooks.

1. Select City Bank from the drop-down list in the Checkbook description field.
2. Click the Rename button.
3. In the Rename Checkbook dialog, enter Operating in the field.
4. Click OK to save the new checkbook name.
5. In the Checkbook Setup window, click Save. All transactions that were entered for the City Bank checkbook are now saved in the Operating checkbook.

Select default checkbooks

For each licensed CBS module, you need to select the default checkbook. This is the checkbook you use most often during data entry. CBS uses these as your default checkbooks when printing checks and reports.

2. Note that the default checkbook for CBS CheckWriter is the Operating checkbook. You could select a different default checkbook, but you do not need to do so for this tutorial.

3. Click **Cancel** to close the Default Checkbook Setup dialog.

---

**Note:** When you click the Checkbook icon on the CheckWriter shortcut bar, CBS opens the default checkbook.

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### Financial institution setup (for online banking)

If your financial institution allows you to access your bank transactions electronically through online banking, you can retrieve your transactions directly into CBS or you can download your transactions to a file that CBS can read later. You can use these transactions to reconcile your account in CBS or to add transactions to your CBS checkbook. You can also use CBS to send payment and funds-transfer transactions to your financial institution.

If you do not have access to your account transactions electronically, you can manually enter the transactions in CBS from your hardcopy statement.

### Set up a CBS checkbook for online banking (optional)

Before you can retrieve data from or send data to your financial institution, you must first set up a CBS checkbook for online banking.

1. In the Checkbook Setup window, enter the name of the checkbook in the Checkbook description field, or select an existing checkbook from the drop-down list.

2. On the General tab, enter the general checkbook information, as described in the “Checkbook setup” section of this tutorial, starting on page 20. See the CBS help topics for additional information on the fields on this tabbed page.

3. Click the **Financial Institution Information** tab.

4. In the Financial institution field, select the name of the financial institution with which you established this account. The drop-down list includes all financial institutions assigned to other CBS.
checkbooks. The list will be empty the first time you enter data on this tab for this checkbook.

If the drop-down list is empty or if you want to select a different financial institution, click the **Update List** button. In the Financial Institution List dialog, select the name of the appropriate financial institution from the list, and then click the **Select** button to return to the Checkbook Setup window.

5. In the User ID field, enter the user ID assigned to you by the financial institution. If you do not have a user ID, contact your financial institution to request an ID that will allow you to access your account(s) online.

6. In the CBS checkbook account ID field, CBS automatically enters the bank account number you entered on the General tab of the Checkbook Setup window. You can override that ID if necessary. Your bank may append additional digits to the beginning or end of this account number to identify the type of account.

**Important!** If you change the number in this field, do not change the account number on the General tab. CBS uses the bank account number when printing MICR checks.

7. If you want CBS to prompt you when it encounters any transactions with the same check number and amount as a previously retrieved transaction, mark the **Prompt when duplicate transactions are retrieved** checkbox.

If you mark this checkbox, when CBS encounters a duplicate transaction, it will display a message prompt giving you the option to skip the transaction, skip all duplicate transactions, add the transaction to the statement data, add all duplicate transactions to the statement data, or quit (stop the data transfer).
8. You can validate the checkbook during checkbook setup, or you can wait until you are ready to view the transaction information from your financial institution. When you validate a checkbook, CBS sends your user ID and personal identification number (PIN) to the financial institution to access your account information. For information on validating a checkbook, search on Validating:CBS checkbook for online banking from the Index tab of the CBS Help Topics dialog.

9. Close the Checkbook Setup window.
Other time-saving items

User-defined lists

Client Bookkeeping Solution allows you to maintain lists of different items that can be recalled from several windows and dialogs throughout the program. You determine the entries that appear in the drop-down list for these fields. You can add items to the user-defined list on the fly during data entry, or you can add them by choosing Setup / Maintain Lists and then choosing the specific list to update. Depending on the CBS modules licensed for your company, you may be able to set up user-defined lists for the following fields.

- **All CBS modules**: City, Detail Descriptions, Zip
- **CBS PayCheck**: Sales Department, Sort Codes
- **CBS Accounts Payable**: Sort Codes
- **CBS Accounts Receivable**: Area Codes, Credit Card Vendors, Customer Type, Shipping ID, Shipping Method, Sort Codes, Titles, Unit of Measure

For example, you can add a city to the City user-defined list as follows:

1. Choose **Setup / Maintain Lists / City**.

2. Enter **Livonia** in the data-entry grid. If you want to add more cities at this time, you can enter additional cities in the grid. When you have finished, click OK to close the List of Cities dialog.

3. Choose **Checkbook / Open / Operating** and click the **Address** tab.
4. Click the arrow in the City drop-down list. Notice that Livonia is now included in the list of cities available for selection.

5. Close the Checkbook data-entry window.

**Notes**

- You can add items to user-defined lists on the fly. If you enter a unique name in any of the user-defined list fields, CBS displays a message prompt asking if you want to add the new name to the system. If you click the Yes button, CBS automatically opens the applicable user-defined list dialog. You can then save the new entry or add more items to the user-defined list.

  To disable the add-on-the-fly capability for CBS, mark the **Disable add-on-the-fly for user defined lists** checkbox on the General tab of the Utilities / Options dialog.

- User-defined list fields are not case-sensitive. So if you want to change an existing entry from **Mi** to **Mi**, for example, you can either delete the **Mi** entry from the list and then add **Mi** as a new entry; or you can modify the name by adding or deleting characters (for example, **MICH**), save the change, and then change the case as needed.
Keyboard shortcuts

A keyboard shortcut is a combination of keys that you press simultaneously. These shortcuts give you the same result as using the left mouse button to click a menu option. You can see which CBS menu commands have keyboard shortcuts by looking at the options on the pull-down menus.

Listed in this section are a few shortcuts that you may find helpful as you work in CBS. For a complete list of keyboard shortcuts, search on Keyboard:shortcut keys from the Index tab of the Help Topics dialog.

- **F2 (Save).** You can press F2 to save the current record.
- **F3 (Display context menu).** You can press F3 to display a context menu that includes a list of commands that you can execute in the current window or dialog.
- **F4 (Calendar).** With the cursor in any date field in CBS, you can press F4 to display a popup calendar. Use the arrows to scroll to the desired month, and then double-click the desired date. CBS automatically enters that date in the date field.

  ![Calendar](calendar.png)

  *Note:* For any date field in which a date has already been entered, you can press the + (plus) key to increase the date by one day or press the – (minus) key to decrease the date by one day.

- **F4 (Display drop-down list).** With the cursor in any field with a drop-down list, you can press F4 to view the list of items available for selection.
- **F5 (Refresh screen).** In several of the CBS data-entry windows, you can press F5 to have CBS update the information in the current window or dialog. You may find this feature helpful in the following situations.
  - If you add an item on the fly and CBS does not update the window immediately.
If you run CBS in multi-user mode and more than one person is working in the same company database at the same time. If any of the other users add transactions to the window or dialog you are working in, CBS will not automatically update your window or dialog to show those transactions; you must refresh your window to view those transactions. At times, CBS may prompt you to refresh your screen.

**Note:** If you have trouble refreshing your window using the F5 key, close the window and then reopen it.

- **F7 (Calculator).** With the cursor in any amount field in CBS, you can press F7 to display a popup calculator. Use the calculator as you would any other calculator. When you have calculated the appropriate amount, press the ENTER key on your keyboard or click the **Enter** button on the calculator to transfer the calculated amount to the amount field.

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### Add power to your reporting

You may find it helpful to group certain types of information for reporting purposes. In CBS, you can set up report groups for the following information.

- **All CBS modules:** Checkbook, GL Account, Vendor
- **CBS PayCheck:** PayCheck Items
- **CBS Accounts Payable:** Vendor
- **CBS Accounts Receivable:** Customer, Invoice Item, Sales Tax Entity

For example, you can use the GL Account Groups window to group GL accounts together for reporting purposes. When printing a Transactions List, you can select the GL account group to print, so that only information for those GL accounts within the group will appear on the reports.
1. Choose **Setup / Groups / GL Account**.

2. Enter **Sales** in the GL account group field.

3. Select accounts **401** and **405** from the Available GL accounts list.

4. Click **Save**, then close the GL Account Groups dialog.
5. Choose **File / Queue Reports** and click the Options button associated with the **Transactions List**.

6. In the GL accounts to include group box, click the **Group** option, and then click the arrow in the drop-down list. Notice that the Sales report group is now available in the list.

7. Click Cancel to close the Transaction List dialog, and then close the Queue Reports dialog.
Setting Up a New Company Database
SECTION 1
Client Bookkeeping Solution CheckWriter Only

This section is intended for clients who are licensed for CBS CheckWriter only (no add-on modules)

Use sample company CheckWriter Tutorial.cbs
Checkbook Data Entry

If you are licensed for CBS CheckWriter but not for any of the optional CBS add-on modules, continue with this section. If you are licensed for one or more add-on modules — CBS PayCheck, CBS Accounts Payable, and/or CBS Accounts Receivable — skip this section and proceed to Section 2 of this tutorial, entitled “Client Bookkeeping Solution Add-On Modules.”

In Section 1, you will learn how to enter, manage, and print checks in CBS CheckWriter. You will also learn how to set up CheckWriter vendors and noncalculating payroll employees and how to export your company data to your accountant.

If you closed the company database after completing the steps in the company database setup chapter, open it at this time.

Configure the CBS status bar

With a company database open, you can customize your CBS status bar to display the running balances of one or more of your checkbooks. This allows you to track your balances at all times without having to open the Checkbook data-entry window.

1. Choose Utilities / Options and click the Status Bar Configuration tab.

2. In the Display on status bar group box, mark the Checkbook balances checkbox.

3. In the Configure balances group box, verify that the Operating checkbox is marked, and clear the Payroll Bank and Savings checkboxes.
4. Enter **Operating** in the Checkbook group description field.

5. Click OK. Notice that the Bal and TBal amounts now appear on the CBS status bar.
Enter checks

Use the Checkbook data-entry window to enter transactions that affect your CBS checkbooks. The listview pane in the Checkbook data-entry window is similar to the register in your manual checkbook system.

Handwritten checks

In order to keep your checkbook in balance in CBS, you may need to enter checks that were printed in another system or that were written by hand.

1. Choose Checkbook / Open / Operating to open the Checkbook data-entry window.
Checkbook Data Entry

**Note:** Because you selected the Operating checkbook as the default checkbook for CBS CheckWriter, you can press CTRL+K to open the Operating checkbook, or click the Checkbook icon on the CheckWriter shortcut bar.

2. Select **GREEN** from the drop-down list in the ID field.

![Operating Checkbook](image)

Notice that CBS automatically marks the Vendor check checkbox, indicating that CBS used the information already set up in the vendor record for Green Tree to populate several of the data-entry fields, including the Payee, Memo, Account, Description, and 1099 fields.

The Payee field contains the name that CBS will print on the check. You can use the same payee name for more than one vendor, but you must use a unique Vendor ID and Name for each vendor record. For example, you may do business with the vendor ACME Corp., but you write checks to authorized dealers who offer and service ACME products. In this case, ACME is the vendor and the dealer is the payee.
3. Select **Handwritten** from the drop-down list in the Pay preference field. CBS automatically enters the current date in the Date field and the next available check number in the Check # field. If the current date is not in the same period as the next export date, CBS displays a warning message notifying you that the check you are about to enter is for a different period (either a prior period or a future period, depending on the current date). Click OK.

**Note:** As you record checks for this checkbook, CBS automatically increments the check number to the next available check number.

4. Enter **4/01/07** in the Date field.

5. Enter **1400.** (be sure to include the decimal point) in the Amount field and press the **TAB** key.

6. Click **Save.** The check now appears in the listview pane at the bottom of the window. Notice that the beginning balance Adjustment for this checkbook has already been set up for this sample company. Highlight the Adjustment transaction in the listview pane and look at
the transaction record. Notice that CBS does not export adjustments to your accountant.

Tip
If you prefer to enter whole dollar amounts without the decimal point, you can mark the **Implied Decimal On Amounts** checkbox on the General tab of the Utilities / Options dialog. When this checkbox is marked, the program assumes that the decimal point follows the last digit if you do not enter a decimal point.

**Example**: If you enter 1000 in an amount field, CBS will enter the amount as $1,000.00. If the checkbox is not marked, CBS will enter the amount as $10.00.
Unprinted checks

CBS allows you to record checks that you can print at a later date. The program saves these transactions as unprinted checks. Each printed or handwritten check, by definition, has already been assigned both a check number and a transaction date. An unprinted check record does not yet have a check number but may or may not include a transaction date.

You can choose to print unprinted check records at any time, individually or in batches.

1. Highlight (New checkbook item) at the bottom of the listview pane and select Check from the drop-down list in the Type field.
2. Select Paper from the drop-down list in the Pay preference field.
3. Clear the Date field.
4. Select ACE from the drop-down list in the ID field.
5. Enter 55.45 in the Amount field and press the TAB key.
6. You do not need to record any memo text for this check, so press the TAB key again to move to the distributions grid.

Note: You can set up the program to skip the Memo field during data entry by using the Skip command. Simply place your cursor in the Memo field and choose Edit / Skip. When you press TAB to move from the Amount field to the next field, the cursor will skip the Memo field. You can still access the Memo field by clicking that field.

7. On the Distributions tab, select 605 from the drop-down list in the Account column and enter 24.20 in the Amount column.
8. On the next distribution row, select 620 in the Account column. Because the Preserve Totals checkbox is marked, CBS automatically enters the remaining distribution amount of $31.25.
9. Click **Save**. Notice that the **TBal** amount on the status bar reflects the tentative checkbook balance as if all checks were printed. The **Bal** amount reflects the balance with printed checks only.

10. Click the **Options** button.

11. On the CheckWriter Checks tab of the Checkbook Data Entry Options dialog, clear the **Select by vendor ID** checkbox and mark the **Select by vendor's payee name** checkbox. Click OK to close the Options dialog.
12. Select **Ace Hardware** from the drop-down list in the ID field.

13. Enter **68.30** in the Amount field.

14. Click the **Address** tab. The address displayed on this tab is the address that CBS will print on the check.

15. Click the **Details** tab. Use this tabbed page to record additional details about the transaction for your own records, and to aid in reconciling your bank statement. For example, if you purchased several items with a single check, you could record the exact description and amount for each item. CBS does not export these details to your accountant.

    You can include the detail information in reports when you select the User-Defined Detail format option. If you do not enter any detail information, CBS will use the payee name for the description.

16. Enter **Shelving** in the Description column for the first row in the details grid, and then press the **TAB** key. The program displays a

**Note:** If you typically use a single GL account distribution for your vendors, or if you set up default distributions in the vendor record, you may want to clear the Default to Distributions tab checkbox to have the program display the Address tab on top each time you open the Checkbook data-entry window.
message prompt asking if you would like to add this new description to the system. Click **Yes**.

17. In the **List of Detail Descriptions** dialog, press the **TAB** key to move to the next blank field and enter **Tools**. Click **OK**.

18. In the Checkbook data-entry window, enter **35.20** in the **Amount** column associated with the Shelving item.

19. Select **Tools** in the second distribution line. Note that CBS automatically calculated the remaining distribution amount.

20. Click the **Note to Accountant** button. CBS allows you to attach a note to any transaction. The program exports these notes with the transactions so that your accountant can follow up on any questions or information you have about the transaction.

21. Enter **Bought $33.10 spark plug wrench at Ace. Should this be for Auto expense?** Click OK to close the Note To Accountant dialog.

22. Click **Save**. Notice the small yellow note next to the unprinted check for Ace.
Print a check from the Checkbook data-entry window

You can print a single check directly from the Checkbook data-entry window instead of using the File / Print Checks dialog.

1. In the Checkbook data-entry window, select **Green Tree LAWN** from the drop-down list in the ID field.
2. Enter **100** in the Amount field.
3. Click the **Details** tab.
4. Select **Snow Removal** from the drop-down list in the Description column for the first row.
5. Change the amount in the Amount field from 100 to **70**.
6. Select **Lawn Care** from the drop-down list in the Description column for the second row.

7. Click the **Print** button.

8. In the Check Printing dialog, enter **4/15/07** in the Check date field. Note that CBS automatically enters the next check number, but you can overwrite it if necessary. Leave the default check layout selected.

9. Click the **Continue** button.

10. After printing the checks, CBS displays a message prompt asking if all checks printed correctly. Click **No**.
11. In the Select Checks That Did Not Print dialog, mark the checkbox for Green Tree and click the **Done** button.

Notice that CBS saved the check as an unprinted check, and the running balance is not affected.
CheckWriter Vendors

CBS makes it easy for you to keep track of information about each of your company’s regular vendors. The vendor record serves as a template for creating new transactions. When you record a check for a vendor in CBS, the program recalls the applicable information stored in the vendor record so that you do not need to re-enter that information.

You can set up an unlimited number of vendor records in the Setup / Vendors window or you can add vendors on the fly from the Checkbook data-entry window. CBS exports vendor data to your accountant at the end of your current CBS processing period.

Add a vendor on the fly

1. In the Checkbook data-entry window, highlight (New checkbook item) in the listview pane and then select Check from the drop-down list in the Type field.

2. Mark the Vendor check checkbox.

3. Enter DTE in the ID field.

4. Enter Detroit Edison in the Payee field.

5. Enter 80. in the Amount field.

6. On the Distributions tab, select account 661 from the drop-down list in the Account column in the first distribution row.
CheckWriter Vendors

7. Click **Save**. CBS displays a message prompt informing you that this vendor does not exist and asks if you would like to add this vendor. Click **Yes**. CBS opens the Confirm New Vendor Data dialog, where you can verify the vendor ID, payee name, and vendor name. Click **OK** to return to the Checkbook data-entry window.
Add a vendor record

When you verified the vendor information in the previous section, CBS created a vendor record with that information. Now you can set up the rest of the vendor record in the Vendors window.

1. Choose **Setup / Vendors**.

2. Select **DTE** from the drop-down list in the ID field. Enter or select the following information on the General tab.

| Street 1 | 234 Main Ave. |
| City     | Ann Arbor    |
| State    | MI           |
| Zip      | 48105        |
| Ven desc. | Utilities    |
3. Click the **Distributions** tab. Notice that CBS automatically selected account 661 and entered the amount of 80.00. The program recalled this information from the vendor record that you set up in the previous section.

![Vendor window](image)

4. Click the **CW Details** tab. Enter **Electric** in the first Description field. Press the **TAB** key. A prompt appears, asking if you would like to add this new description to the system. Click **Yes**.

5. In the List of Detail Descriptions dialog, press the **TAB** key to move to the next row in the grid and enter **Gas** in the next description line. Click OK to close this dialog and return to the Vendors window.

6. Change the amount associated with the Electric detail to **30**. (Again, you must enter the decimal point.) Select **Gas** on the second line. Press the **TAB** key on your keyboard. CBS automatically distributes the remaining balance to the Gas item.

7. Click **Save**.
Add another vendor

1. On a new vendor record, enter MAX in the ID field.
2. Enter Office Max in the Name field.
3. Enter or select the following information on the General tab.

<table>
<thead>
<tr>
<th>Street 1</th>
<th>123 Main Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street 2</td>
<td>Suite 102</td>
</tr>
<tr>
<td>City</td>
<td>Plymouth</td>
</tr>
<tr>
<td>State</td>
<td>MI</td>
</tr>
<tr>
<td>Zip</td>
<td>48170</td>
</tr>
</tbody>
</table>

4. Click the Distributions tab. In the first distribution row, select 622 from the drop-down list in the Account column.
5. Click Save.

Enter a vendor check

1. In the Checkbook data-entry window, select Office Max from the drop-down list in the ID field. Notice that CBS automatically recalls information from the new vendor’s record.
2. Enter 90. in the Amount field.
3. Click Save, then close the Checkbook data-entry window.
5 Memorized Transactions

In CBS, memorized transactions can speed data entry for all types of transactions. For example, if you pay the same amount of rent every month, you can set up a recurring memorized transaction for CBS to use to automatically create a check for you to print each month. Your accountant can set up memorized transactions to help you complete a checkbook reconciliation. Two memorized transactions have been set up for this sample company.

Set up a new memorized transaction

1. Choose Setup / Memorized Transactions.

2. Highlight Bank Service Charges in the listview pane. Notice that the transaction amount is zero. If the transaction amount will vary for each transaction created from the memorized transaction, you may want to leave the amount blank on the memorized transaction record. You can enter the correct amount when you create a transaction.

3. Click the New Item button on the toolbar or highlight New Memorized Transaction in the listview pane.

4. Enter the following information in the appropriate fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Check</td>
</tr>
<tr>
<td>ID</td>
<td>Monthly Rent</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>GREEN</td>
</tr>
<tr>
<td>Amount</td>
<td>$1400</td>
</tr>
</tbody>
</table>
5. Click the **Recurring transaction** tab and select **Monthly** from the drop-down list in the Frequency field.

6. Select **Operating** in the Prompt to create when opening field. CBS will prompt you to create recurring transactions that may be due when you open this checkbook.

7. In the Recurrence date field, enter **4/01/07**.

8. In the Days in advance to enter field, enter **0**.

9. Click **Save** and close the Memorized Transaction window.

10. Choose **Checkbook / Open / Operating**. CBS displays a message prompt informing you that there are recurring transactions scheduled to be created.
11. Choose the **Selected** option and click OK.

12. In the Select Memorized Transactions to Use dialog, verify that the check to **GREEN** is in the Selected transactions pane.
13. Click OK to create a transaction for GREEN based on the memorized transaction you set up.

14. If there are multiple transactions due to be created at this time (based on your current system date), the Update & Confirm Transactions to Create dialog opens where you can select the transactions to create at this time.

   For this tutorial, clear all checkboxes except for the 4/01/07 check and click OK.

15. CBS displays a message prompt informing you that it has finished creating the transactions. In the Checkbook data-entry window, note that CBS created an unprinted check for Green Tree.
Memorize a transaction

1. In the Checkbook data-entry window, navigate to a new record and then select Office Max from the drop-down list in the ID field.

2. Enter 80. in the Amount field. When you move the cursor to the next field, CBS updates the distribution to match the total amount. If you know that you will write a check for $80 to Office Max again, you may want to memorize this transaction.

3. Choose Edit / Memorize Transactions, then click Save.

4. To view this new memorized transaction, select Office Max from the drop-down list in the ID field. Notice that the program populated the Amount field with the $80 amount.
5. Click **Save**.
Printing Reports and Checks

Your CBS software includes a number of helpful reports that you can use to verify and analyze your company data. You can customize each report to your specific needs by selecting print options for each report.

You can also use your CBS software to print checks on blank or preprinted check stock.

Consolidate checks

CBS allows you to combine multiple unprinted checks written to the same vendor into one check for check printing.

Important! Once you consolidate checks, you cannot reverse the consolidation. Therefore, you should be very careful when selecting checks to consolidate.

1. Choose Checkbook / Consolidate Checks / Operating.
2. In the Consolidate Checks dialog, notice that both Ace Hardware and Office Max have checks available for consolidation. Highlight Office Max in the Payees available for consolidation pane at the top.
3. CBS displays the three checks to Office Max that you can consolidate into one check. Click the Select All button.
4. Click the **Consolidate** button. When the program displays a prompt informing you that all checks were successfully consolidated, click OK.

5. Click the **Close** button to return to the Checkbook data-entry window.

Notice that a single check to Office Max in the amount of $250.00 appears in the listview pane. CBS combined the distribution amounts by account. On the Details tab, CBS combined the amounts by description.
6. Close the Checkbook data-entry window.

Print reports

Before printing checks, you may want to print the Unprinted Regular Checks report to verify the information on the checks and avoid printing checks with errors and wasting check stock.

1. Open the Queue Reports dialog using any of the following methods.

   - Click the Print Reports button on the toolbar.
   - Click the Reports icon on the shortcut bar.
   - Choose File / Queue Reports.

Notice that CBS selects the Operating checkbook because it is the default checkbook.
2. Mark the **Unprinted Regular Checks** checkbox and click the associated **Options** button.

3. In the Unprinted Regular Checks List dialog, choose the **Selected** option in the Unprinted Checks to Include group box. Click the **Select Checks** button.

4. In the Select Regular Checks dialog, double-click the check for **Office Max** to move it to the Selected checks pane. Click OK.

5. In the Unprinted Regular Checks List dialog, click OK.

6. In the Queue Reports dialog, click the **Print Preview** button. CBS displays the report as it would appear when printed.
7. Close the Preview window by clicking the Close window button in the upper right corner, or by pressing ALT+F4.

8. Click the **Options** button associated with the Unprinted Regular Checks checkbox.

9. Choose the **All** option in the Unprinted Checks to Include group box.

10. Choose the **User-defined detail** option in the Format group box. Click OK.

11. In the Queue Reports dialog, mark the **Unprinted Regular Checks** checkbox and click the **Print Preview** button. Check the preview to ensure that all items are displayed correctly.
12. Close the Preview window and then close the Queue Reports dialog.
Print checks

After you have previewed the Unprinted Checks report to verify that all information is correct, you can print your checks.

1. Choose File / Print Checks, or click the Print Checks button on the toolbar.

2. Verify that Vendor ID is selected in the Sort by field on the Regular tab.

3. Choose Selected from the drop-down list in the Checks to print field and then click the Select Checks button.

4. In the Select Regular Checks dialog, click the Select All button to move all checks to the Selected checks pane, and then click the Consolidate button.

5. In the Consolidate Checks dialog, click the Select All button to mark the two Ace Hardware checks and then click the Consolidate button.
6. When the program displays a message informing you that all checks were successfully consolidated, click OK. Close the Consolidate Checks dialog.

7. In the Select Regular Checks dialog, select the new combined check for Ace Hardware and click OK.

8. In the Print Checks dialog, click the Print/Pay button.

9. In the Check Printing dialog, enter 41507 in the Date field. Note that CBS automatically adds the slashes (/) to the date.

10. Click Continue. When CBS displays a message prompt asking if all checks printed successfully, click Yes.

11. Open the Checkbook data-entry window. CBS displays a message prompt asking you to select the transactions to create. Click Cancel. In the Checkbook data-entry window, notice that the program retained the 4/01/07 date for the Green Tree check and entered 4/15/07 for the undated checks.
Tips

- If you want CBS to display the check numbers in sequence, you can select **Order Entered** in the Sort by field in the Print Checks dialog when printing checks.

To sort the checks by number while working in the Checkbook data-entry window, click the Number column heading in the listview pane. When you close the Checkbook data-entry window, CBS will return the transactions to the Date sort order.

- If there are transactions scheduled to be created, CBS will continue to display the message prompt asking you to select the transactions to create each time you open the applicable data-entry window until all transactions have been created.

If you do **not** want the program to display this prompt each time you open the data-entry window, select **NONE** in the Prompt to create when opening field in the Recurring Transaction tab of the Setup / Memorized Transactions window for each memorized transaction.
Enter future-period checks

CBS allows you to enter checks that are dated in a future period. You will now record a check for lawn care service to be generated and printed on May 15, 2007.

1. In the Checkbook data-entry window, select **Handwritten** from the drop-down list in the Pay preference field. If your current system date is before the next export date, CBS displays a message prompt informing you that you have entered a date in a future period. Click OK.

2. Enter **51507** in the Date field.

3. Select **Green Tree LAWN** from the ID field.

4. Enter **45** in the Amount field.

5. Click the **Details** tab and select **Lawn Care** in the Description column of the first distribution row.

6. Click **Save**.

**Note:** CBS will not export future-period checks to your accountant until you have moved CBS into the period for that check. For example, CBS will not export a check written for May 15, 2007 until you export your May data.

Enter non-vendor checks

Until now, you have been entering checks that are used to pay vendors. CBS allows you to enter other types of checks as well. In this example, you will enter a check for a charitable donation.

1. In a new checkbook record, select **Paper** from the drop-down list in the Pay preference field.

2. Enter **4/30/07** in the Date field.

3. Enter **Girl Scouts** in the Payee field.

4. Enter **9** in the Amount field. Press TAB to move the Account column on the Distributions tab and select **700**.
5. Click the **Print** button. CBS will print a check for nine dollars to the Girl Scouts on your default printer.

6. Click **Continue** in the Check Printing dialog. Click **Yes** when the program asks if all checks printed successfully.

**Note:** CBS does not track total amounts for non-vendors.
7

Deposits and Other Bank Items

In addition to writing and recording checks, you can use CBS to enter deposits, fund transfers, and other financial transactions that affect your accounts. You can also easily export these transactions to your accountant.

Enter a deposit

1. Enter the following in the Checkbook data-entry window.

<table>
<thead>
<tr>
<th>Type</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>4/30/07</td>
</tr>
<tr>
<td>Description</td>
<td>Monthly Sales</td>
</tr>
<tr>
<td>Amount</td>
<td>1847.15</td>
</tr>
</tbody>
</table>

2. On the Distributions tab, select 401 from the drop-down list in the Account column for the first row.

3. Click the Details tab, and select Checks from the drop-down list in the Description column of the first row. Enter 1047.15 in the Amount column.

4. Select Cash in the Description column for the second distribution row. CBS automatically enters the remaining amount for you.

5. Save this transaction as a memorized transaction by choosing Edit / Memorize Transaction. In the Confirm New Memorized Transaction Data dialog, enter Sales in the ID field and click OK.
6. In the Checkbook data-entry window, click the Print button.

7. In the Print Deposit Slips dialog, click the Print button. CBS prints the deposit slip and saves the deposit transaction.
**Tips**

- If the deposit amounts will vary for each deposit transaction, you may want to memorize the transaction before you enter any amounts for the distributions. Or you can choose **Setup / Memorized Transactions** and set up a memorized deposit transaction with blank amounts.

- CBS allows you to print deposit slips using the layout selected in the Checkbook Setup window. The deposit slip may include MICR encoding, the check number and amount for each individual check being deposited, the total cash amount, a signature line, and other option variables.

- CBS includes a number of predefined deposit slip layouts that include a detailed deposit report on the deposit slip.

---

**Enter a payment**

CBS makes it easy for you to record other bank items, such as ATM transactions or bank service charges. In this example, you will enter a $20.00 bank service charge.

1. In the Checkbook data-entry window, select **Other Payment** from the Type drop-down list.

2. Enter **43007** in the Date field.

3. Select **Bank Service Charges: 621** from the Description drop-down list.

4. Enter **20.** in the Amount field.

5. Click **Save.**
Transfer funds

You can use the Checkbook data-entry window to transfer funds between accounts in CBS. In this example, you will transfer money from your Operating checkbook to your Payroll Bank checkbook.

1. In the Checkbook data-entry window, verify that Other Payment is selected in the Type field.
2. Enter 43007 in the Date field.
3. Enter Transfer to Payroll in the Description field.
4. Enter 2000. in the Amount field.
5. Press the TAB key to move to the first row on the Distributions tab. Press F4 in the Account column and select 103.
6. Click **Save**. The program transfers the $2,000 from the Operating checkbook to the Payroll checkbook.

7. Choose **Checkbook / Open / Payroll Bank**.

8. In the listview pane, highlight the payroll transfer transaction you just created. The fields on the Distributions tab are grayed out because the transaction was created in a different checkbook. Notice that the transaction type is **Other Deposit**.
9. Click the **Delete** button. Because you created this transaction in the Operating checkbook, CBS does not allow you to delete it from this checkbook. The program displays a message explaining that this item was created in the Operating checkbook and must be deleted from that checkbook. Any changes you make to the transaction in the Checking Account checkbook will be reflected in the Payroll checkbook.

10. Click OK and close the Payroll Bank Checkbook data-entry window.

**Void or delete a check**

It appears that you paid rent twice this month. CBS allows you to void or delete a check record. In addition, if you need to reprint the check, you can choose to duplicate the check for reprinting.

1. Select Check # **100** for Green Tree from the listview pane.
2. Click the **Delete** button.
3. In the Void or Delete Printed Check dialog, the **Void the check** option is selected by default.

4. Mark the **Duplicate the check on void or delete** checkbox, then click OK.

![Void or Delete Printed Check dialog](image)

CBS now displays the text **VOID** in the Payment column for the deleted check. Notice that CBS also created a duplicate unprinted check.

5. Highlight the unprinted check and click the **Delete** button.

6. CBS displays a message prompt asking if you are sure you want to delete this check. Click **Yes**.

**Note:** CBS does not allow you to void or delete an exported transaction or an EFT (Submit) transaction that has been processed by your financial institution. Instead, you must reverse the transaction. When you attempt to void or delete one of these transactions, CBS displays a message prompt asking if you would like to create a reversal transaction. If you click Yes, CBS creates a negative-amount transaction to reverse the original transaction. This transaction will be exported to your accountant at the end of the processing period.
Print the Checkbook Register report

The Checkbook Register report is very much like a check register in a manual checkbook system. It shows all activity for the selected checkbook, including handwritten or printed checks, deposits, other bank items, and checkbook adjustments. If you need a hardcopy statement listing all of your transactions for a particular CBS checkbook, you can print the Checkbook Register Report.

1. Click the Print Reports button on the toolbar.
2. Mark the Checkbook Register checkbox and click the associated Options button.
3. In the Checkbook Register dialog, choose the Current export period option, and then click OK.

4. In the Queue Reports dialog, click the Print Preview button.
CBS displays the Checkbook Register report, showing all transactions that will export to your accountant, including any voided checks. The future-period check will not be exported at this time. To see the future-period check, select **All** in the Print Options dialog.

5. Close the preview window and the Queue Reports dialog.
Deposits and Other Bank Items
Noncalculating Payroll

Employee setup

CBS makes it easy to keep track of information about each of your company’s employees. The employee record serves as a template. When you record a payroll check for an employee in CBS CheckWriter, the program recalls the applicable information stored in the employee record so that you do not need to re-enter that information.

CBS exports information for each employee to your accountant at the end of each CBS processing period.

1. Choose Setup / Employees.
2. Enter the following information for the new employee.

<table>
<thead>
<tr>
<th>ID</th>
<th>103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Julie L. Adams</td>
</tr>
</tbody>
</table>
| Address | 123 Main  
  Canton, MI 48188 |

*Note:* The employee ID must be a number between 1 and 30,000.

3. Enter a minus sign (-) in the SSN field. When you move the cursor to the next field, the program automatically enters “Applied for” in the SSN field. You can overwrite this at a later time when you have the employee’s social security number.

4. Enter **www.webaddress.com** in the Web page field.
5. Select 1 from the drop-down list in the Dept. # field. The program displays a message prompt asking if you want to update the employee distributions based on the department. Click Yes.

![NCP Employees screen](image)

**Note:** CBS CheckWriter does not allow you to add departments. Your accountant sets up the departments for you.

6. Click the Check Distributions tab. Notice that the account numbers have been assigned to the payroll items.

7. Enter 626 in the Account column associated with the Gross Pay 1 item to overwrite the default account number.

8. Press the TAB key. The program displays a message prompt asking if you want to add this new account to the system. Click Yes.

9. In the Chart of Accounts window, select E in the Type field and enter Wages in the Description field.
10. Click **Save** to save the new account number and press **CTRL+F4** to close the Chart of Accounts window.

11. In the NCP Employees window, click **Save**.

**Modify employee information**

Once you have added employee information, CBS allows you to modify those records quickly and easily.

1. In the NCP Employees window, select **101** from the drop-down list in the ID field.

2. Click the **Check Distributions** tab.

3. Click inside the Units field and press **F1**. The program displays the popup help for the distribution grid. The help includes an explanation of the grid and the type of data that the program expects. Press **ESC** on your keyboard to dismiss the help topic.
4. Enter 1 in the Units field.

5. Click Save. CBS automatically moves to the record for employee 102.

6. On the Check Distributions tab, note that CBS recalled the distribution amounts from Sue's employee record. If an employee receives the same amount on each check, you may want to save the amounts in the employee record. The program will then save you time by automatically entering the correct amounts in the check record during data entry.

7. Click inside the Account field for the Other W/H A item and press F4. Scroll down until you see account 210 – Payroll taxes payable.
Select this item to create a withholding item for this employee’s payroll taxes.

![NCP Employees window]

8. Click **Save** to record your changes.

**Tip**
If your accountant has set up your CBS software to allow you to view, transfer, and/or delete payroll department information, you can use the Setup / View NCP Payroll Departments window to view the earning, withholding, and deduction items selected for the payroll departments set up by your accountant. From this dialog, you may also be able to transfer information to employee records, unexported check transactions, and/or exported checks, and you may be able to delete payroll departments that are not used in any employee record.
If your CBS software is not set up to view, transfer, or delete payroll department information, you may want to use the same generic item for the same pay or withholding item for each employee. For example, if you deduct a fixed amount for union dues, you would reserve one of the Other W/H items for union dues for all employees. You would then enter the union dues amount in the employee record for those employees who pay union dues, and leave the amount blank for those who do not pay union dues.

Payroll check entry

CBS allows you to enter noncalculating payroll checks using the information you set up in the employee records.

Enter noncalculating payroll checks

1. Choose Checkbook / Open / Payroll Bank.
2. Select 101 from the ID drop-down list. Press the TAB key. Notice the Amount field is grayed out.
3. Enter the following amounts on the Distributions tab.

<table>
<thead>
<tr>
<th>Gross Pay #1</th>
<th>1000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA-SS W/H</td>
<td>62.00</td>
</tr>
<tr>
<td>FICA-Med W/H</td>
<td>14.50</td>
</tr>
<tr>
<td>Federal W/H</td>
<td>89.90</td>
</tr>
<tr>
<td>State W/H</td>
<td>40.00</td>
</tr>
</tbody>
</table>
4. Click **Save**.

Because you are not using all the payroll items, you may choose to set up the data-entry options to hide these rows.

1. Click the **Options** button, then click the **Payroll Checks** tab.

2. Mark the **Gross Pay #4**, **Gross Pay #5**, and **Gross Pay #6** checkboxes in the Hide Line Item group box. Click OK.

3. In the Checkbook data-entry window, select **102** from the ID dropdown list. Note the amounts in the Distributions grid.
4. Click **Save** to save this check.

5. Select **103** from the ID field and enter the following values.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Pay #1</td>
<td>500.00</td>
</tr>
<tr>
<td>FICA-SS W/H</td>
<td>31.00</td>
</tr>
<tr>
<td>FICA-Med W/H</td>
<td>7.25</td>
</tr>
<tr>
<td>Federal W/H</td>
<td>44.00</td>
</tr>
<tr>
<td>State W/H</td>
<td>20.00</td>
</tr>
</tbody>
</table>

6. Click **Save**.

Note the **TBal** (tentative balance) on the status bar represents the checkbook balance after these checks are printed. In other words, it is the current checkbook balance minus any unprinted check amounts.

7. Close the Checkbook data-entry window.
View the Unprinted Payroll Checks report

The Unprinted Payroll Checks List shows complete detail for unprinted checks entered for the selected checkbook. Detailed information for each unprinted check includes the employee number and name, work units, all distribution information, and the net pay amount. The report also includes company totals for all distributions and for FICA and federal payroll tax liabilities.

To print or view this report:

1. Click the Reports icon on the shortcut bar, or select File / Queue Reports.
2. Select Payroll Bank from the drop-down list in the Checkbook field.
3. Mark the Unprinted Payroll Checks checkbox.
4. Click the Print Preview button.
5. Review the report and then close the Preview window.

Print payroll checks

1. In the Queue Reports dialog, mark the Print Payroll Checks checkbox and click the associated Options button.
2. In the Print Payroll Checks dialog, select Employee ID from the drop-down list in the Sort by field.
3. Select All in the Checks to print field.
4. Click the **Print** button.

**Note:** You cannot preview checks in CBS.

5. In the Check Printing dialog, enter **4/30/07** in the Date field and click **Continue**. The program displays a message prompt asking if all checks printed successfully. Click **No**.

6. In the Select Checks that Did Not Print dialog, click the **Check Printing Diagnostics** button. Note that there are alternative print strategies you can try if you are having trouble printing.

7. Click **Cancel**.
8. Mark the checkbox associated with check # 1000 for Tom Johnston.

9. Click the Done button, then click OK to close the Print Payroll Checks dialog.

10. In the Queue Reports dialog, clear the Print Payroll Checks checkbox.

11. Click OK to close the Queue Reports dialog.

---

**Void, delete, or duplicate a payroll check**

You may sometimes find it necessary to void or delete a payroll check from your CBS company database.

1. Open the Payroll Bank checkbook if it is not already open.

2. Highlight check 1001 (for Sue Quincy) in the listview pane.

3. Click the Delete button.

4. In the Void or Delete Printed Check dialog, choose Void the check and mark the Duplicate the check on void or delete checkbox. Click OK.

5. In the Checkbook listview pane, the program now displays the word **VOID** in the Payment column for Check 1001. Notice that CBS also created a duplicate unprinted check for Sue Quincy.
6. Highlight the unprinted check to Sue Quincy and mark the Handwritten checkbox.

7. Enter 43007 in the Date field.

8. Click Save to record this action.

---

**Preview the Printed Payroll Checks report**

You can use the Printed Payroll Checks report to view information about printed payroll checks for the selected checkbook. The report includes both checks printed in CBS and those that have been entered as handwritten checks.

1. Click the Print Reports button on the toolbar.

2. In the Queue Reports dialog, select Payroll Bank from the Checkbook drop-down list.
3. Mark the **Printed Payroll Checks** checkbox and then click the associated **Options** button.

4. In the Checks to include group box, choose the **Current export period** option.

5. In the Format group box, choose the **Detail (Sorted by type)** option.

6. Select **Check Number** from the Print Order drop-down list.

7. Click **OK**.

8. In the Queue Reports dialog, click the **Print Preview** button.

9. Click the Next Page button on the toolbar.
10. When you have finished reviewing the report, close the preview window, and then click OK to close the Queue Reports dialog.
Journal Entries and Other Features

CBS allows you to enter journal entry transactions, which do not affect the balance of any of your CBS checkbooks.

Journal entries

1. Choose **Setup / Memorized Transactions**.
2. Select **Journal Entry** from the drop-down list in the Type field.
3. Enter **Depreciation Adjustment** in the ID and Description fields.
4. On the Distributions tab, select 161 in the first row of the Account column. Leave the Debit and Credit columns blank.
5. Select 163 in the Account column of the second distribution row.
6. Select 608 in the Account column of the third distribution row.
7. Click **Save** and close the Memorized Transactions window.
8. Click the Journal Entries icon on the CheckWriter shortcut bar.
9. Enter 4/30/07 in the Date field.
10. Press F4 in the Summary Description field and select **Depreciation Adjustment**.
11. Enter 30.00 in the Credit column of the first distribution row.
12. Press the down-arrow key on your keyboard and enter **50.00** in the Credit column of the second distribution row.

13. Press the down-arrow key again and then click the **Balance Entry** button. The program enters **80.00** in the Debit column.

![Image of Journal Entries window]

14. Click **Save** and close the Journal Entries window.

**Filter transactions**

In CBS, you can use filters to limit the number of transactions that are displayed in the Checkbook listview pane.

1. Click the Checkbook icon on the shortcut bar. If CBS displays a message prompt informing you that there are recurring transactions scheduled to be created, choose the **None** option and click OK.

2. Choose **Edit / Filter Transactions** or click the **Filters** button.
3. In the Checkbook Filters dialog, enter **New** in the Filter Name field.

4. Enter **100 to 103** in the Number From and To fields in the Ranges to Include group box. Click OK.

5. CBS displays a message prompt asking if you want to save the filter. Click **No**.

6. Notice the program now displays only checks 100 through 103 in the listview pane.
Journal Entries and Other Features

7. Click the Filters button.

8. In the Checkbook Filters dialog, select All from the Filter Name drop-down list and then click OK. CBS now displays all transactions in the listview pane.

Sort transactions

You can sort the transactions displayed in the listview pane to make it easier to find a particular transaction or group of transactions. Click a column heading in the listview pane to sort the list according to the data in that column.

For example, click the Number column heading in the listview pane. The program sorts the transactions by check number.
Notice that CBS no longer displays the balances in the Balance column. You must sort the transactions by date in order to display the running balance.

### Find transactions

You can use the Find feature to search for a specific transaction in the Checkbook data-entry window. Follow the steps below to search for a particular check number.

1. Choose **Edit / Find Checkbook item** or click the Find button on the toolbar.
2. In the Find dialog, enter **103** in the Text to Find field.
3. In the Field(s) to Search field, select **Number** from the drop-down list.

4. Click **Find**. CBS opens the transaction record for check #103. Click the Close button in the Find dialog to view the information for the check.

5. Close the Checkbook data-entry window.
Checkbook Reconciliation

If your accountant has enabled the checkbook reconciliation feature in your CBS software, you can make the job of reconciling your checkbook much faster and easier. If your financial institution offers any online banking services, you can use CBS to retrieve bank statements and reconcile your CBS checkbooks against these statements.

Enter opening and ending balances

1. Choose **Checkbook / Reconcile / Operating** (or click the Checkbook Reconciliation icon on the CheckWriter shortcut bar).

2. Click the **Summary** tab. The Summary tab displays the following information from your account statement.
   - Statement beginning and ending dates
   - Statement beginning and ending balances
   - Total amount in checks cashed during this statement period
   - Total amount deposited during this statement period

3. In the Statement Opening Balance group box, enter **4/01/07** in the Date field and **4150.25** in the Amount field. This was the beginning balance adjustment amount. Adjustments do not appear with the Checkbook Reconciliation transactions.

4. In the Statement Ending Balance group box, enter **4/30/07** in the Date field and **993.00** in the Amount field.

5. Click the **Checkbook Transactions** tab. Notice the Statement date and amounts in the bottom portion of the window.
**View transaction details**

CBS allows you to display transactions details (entered on the Details tab of the Checkbook data-entry window for deposits, other payments, and other deposits), with each component of the transaction displayed on a separate line.

1. In the View group box, choose the **Details** option. CBS now displays the Cash and Checks separately for the deposit you entered.
2. Because the cash deposit was posted immediately, you can mark this as cleared using any of the methods listed below. The program places an X in the Cleared column for all cleared items.

- Double-click the item you want to clear.
- Right-click the item you want to clear and choose Mark as Cleared from the context menu.
- Highlight the item you want to clear and press the ENTER key or the SPACEBAR on your keyboard.

**Note:** You can clear a range of checks using either of the following methods.

- Click the first item you want to clear, hold down the SHIFT key on your keyboard and click the last item in the range, and then press ENTER.
- Choose Edit / Clear Check Range. In the Clear Check Ranges dialog, specify up to five ranges of items to clear, and click OK. See the “Clear Check Range” section on page 111 for details.

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**Add interest income transactions**

1. This checking account earns interest so you will need to add the interest to the CBS checkbook. You can do this right from the Checkbook reconciliation window. Click the Add button.

2. In the Add Transactions to Checkbook dialog, select Other Item, Deposit from the drop-down list in the Type field.

3. Select Interest Income from the drop-down list in the Description field. This was a memorized transaction that your accountant set up, so the program automatically enters the account number. You may overwrite this number if needed.

4. Enter 4/30/07 in the Date column.

5. Enter 16.5 in the Amount column. Notice that the program adds the trailing zero to the amount.

6. Since this is a Recurring transaction, select Recurring from the drop-down list in the Recurring column.
7. Leave **EOM** (End of Month) in the Recurring Frequency field.

8. Click the **Create All** button.

9. Click OK when prompted that the item was created, and then click the **Done** button. Note that the Interest Income item is already marked as cleared and the Unreconciled Difference is now $3,973.75.
10. Click **Save**.

11. Open the Checkbook data-entry window. Notice that the program added the Interest Income item to the checkbook.
12. The **C** next to the transaction description indicates that the item is selected to clear. The **P** next to the Deposit item indicates that this item is partially cleared.

13. Close the Checkbook window and return to the Checkbook Reconciliation window.
Edit menu options

When the Checkbook Transactions tab of the Reconcile Transactions window is active, the Edit menu includes some commands that you may find helpful as you reconcile your checkbook in CBS. These commands include Detail Options, Filter Reconciliation, and Clear Check Range.

Let’s look at the Clear Check Range command.

Clear Check Range

1. Choose Edit / Clear Check Range.

2. In the Clear Check Ranges dialog, you can enter up to five ranges of check numbers to clear at once. Enter 100 in the first From field and 105 in the corresponding To field.

3. Click OK. CBS clears all of the checks in the range, as indicated by the X notation in the Cleared column for checks 100 through 105.
Finalize the reconciliation

1. On the Checkbook Transactions tab of the Reconcile Transactions window, clear the two Other Items (Bank service charge and Transfer to Payroll). Notice that the unreconciled difference is now zero.

2. Click the Finalize button. CBS displays a message prompt confirming that you want to finalize the reconciliation. Click Yes.

3. CBS displays a message prompt asking if you want to Preview the Checkbook Reconciliation report. Click Yes. The program displays the report in the Preview window. You can print the report by clicking the Print button on the toolbar.

   **Note:** If you modify or delete any transaction detail after you have finalized the reconciliation, the reconciliation report will include a line item labeled “Report adjustment for transactions modified or removed.”


5. Choose **Checkbook / Reconcile / Operating** and note that the program removed the cleared transactions and advanced the statement ending date.

7. Choose **Checkbook / Open / Operating**. Note that an X appears in the Status column for the cleared transactions.
8. Close the Checkbook data-entry window.

Note: If you set up CBS to retrieve your transaction data directly from your financial institution or from an electronic file, the program fills in the dates and amounts for you. As you clear transactions during checkbook reconciliation, the program calculates cleared amounts, ending balances, and unreconciled differences.
11

Export to Accountant

Now that you have entered your checks, vendor information, employee records, and journal entries, you are ready to export this information to your accountant.

Print the Transactions List report

Before you export any data, you may want to print the Transactions List report for your records and set up a location for your export and backup files. The Transactions List shows all transactions in CBS, sorted by general ledger account number and date.

When printing this report just prior to creating an export disk for your accountant, choose the Current export period option so that the report represents an accurate list of all transactions to be exported.

1. Choose File / Queue Reports.
2. Mark the Transactions List checkbox and click the associated Options button.
3. Choose the Current export period option in the Activity to Include group box.
4. Choose the All option in the GL accounts to include group box.
5. Click OK to close the Options dialog, and then click the Print Preview button.
Note that the Transactions List report shows transactions for all checkbooks. Because adjustments do not transfer to your accountant, they are not shown on the report.

6. Close the Preview window and the Queue Reports dialog.
Specify locations for export and backup data

Before exporting data, you will need to set up a file location for your export and backup files.

Export and back up to a local folder

1. Choose Utilities / Options, and then click the CBS Data Folders tab.

2. Click the Browse button associated with the Export to Accountant field. In the Modify Location dialog, scroll to the top of the folders list and click Desktop.

3. Click OK to return to the Options dialog. CBS populates the Export to accountant field with this location.

4. With the path still highlighted, right-click in the Export to accountant field and choose Copy from the context menu. Highlight the path in the Backup/Restore field. Right-click and choose Paste. CBS stores your export and backup files on your desktop.

5. Click OK to close the Options dialog.

Export to a secure server location

Your accountant may have set up your CBS software to automatically export data to a secure server location. Your accountant has set up the program to automatically send the export data to the secure server. However, if the export process fails for any reason, CBS will display a message prompt giving you the option to export the data to a local folder location or to try to export to the secure server again.

Note that you must have an active Internet connection in order for CBS to export the data to the secure server.
Export to Accountant

Export data to your accountant

1. Choose File / Export To Accountant or click the Export to Accountant icon on the CBS shortcut bar.

2. The program displays a message prompt recommending that you back up your data before exporting to the accountant. Click Yes to create a backup of your data. Both the backup file and export file are stored on your desktop.

3. Click Save in the Backup Company Database dialog.

4. CBS displays a message prompt informing you when the backup is complete. Click OK.

5. When the backup is complete, CBS opens the Export Details dialog. Note the dates in the Current Export Date and Next Export Date columns. You can override the next export date if needed.

6. If the current export date is beyond the system date (today’s date), the program will display a warning prompt. Do not ignore this warning. Contact your accountant before continuing with the export.

7. Click Continue. When the export is complete, CBS may display a message prompt asking if you want to email the file to your accountant. For this exercise, click No.

Note: You must have a MAPI-compliant email program installed on your computer for CBS to prompt you to send an email message to your accountant.
8. The program prompts you when the export is complete. Click OK. Notice the CW Date in the lower, right corner of the status bar is now 5/31/07.

Reverse an exported transaction

Let’s assume that something was wrong with one of the checks you exported to your accountant, and you need to reverse the check.

1. Choose Checkbook / Open / Operating. Notice that the exported transactions are now gray and unavailable. Only the unexported transactions, such as the check for LAWN, are not gray.

2. Highlight Check # 102 for Detroit Edison in the listview pane, and click the Delete button. The program displays the following prompt. Click Yes.

3. CBS creates a negative-amount transaction to offset the exported transaction and automatically clears the transaction for the next time you reconcile this checkbook, as indicated by the C notation.
Automatic back up of files and export data

CBS creates a number of automatic data backups. During the export process, CBS automatically backs up the pre-export company data and export data, and stores this information in the CBS Archive folder, whether or not you choose to back up your data manually. Also, when CBS software updates require the data to be converted, CBS automatically backs up the data before converting it.

When you perform a manual data backup, CBS automatically saves another copy of the data on the hard drive to guard against the risk of file corruption and data loss. If your accountant has given you security rights
to view the list of these backup files, you can choose **Utilities / Administrator Utilities** and click the **Archive Folder Maintenance**.

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**Conclusion**

Now that you have learned how to use CBS CheckWriter, you may want to start using CBS to process your own company data. Or you may want to continue to learn how to use the program by using the **CheckWriter Sample Company.cbs** sample data that is included with your Client Bookkeeping Solution software.
SECTION 2: Client Bookkeeping Solution Add-on Modules

This section is intended for clients who are licensed for CBS CheckWriter and one or more of the following add-on modules.

- CBS PayCheck
- CBS Accounts Payable
- CBS Accounts Receivable

Use sample company CBS Tutors, Inc..cbs
Setting Up the Company Database

If you did not complete Section 1 of this tutorial, you may want to review the “Start the program” and “Select global program options” sections beginning on page 7 of this Tutorial.

Scenario

Sample company CBS Tutors, Inc. represents a firm that provides on-site employee training to various companies. In addition, the firm sells textbooks and training materials.

Restore the company database

You will use the CBS Tutors, Inc..zip sample database for this part of the CBS tutorial. Locate the sample data as described in the “Locate and restore or open the tutorial sample client data” section starting on page 13 of this tutorial. If you will restore the data from the Client Bookkeeping Solution CD, follow the steps below. If you downloaded the data from the Internet, the data has already been copied for you.

Note: If you completed the exercises in Section 1 of this tutorial, the restore path is set to your Windows Desktop. To change the path, click the CBS Data Folders tab, and enter the correct path in the Backup/Restore field.

1. Choose File / Restore / Database.
2. In the Restore Company Database dialog, double-click the CBS Tutors, Inc..zip file.
3. When the database has been restored, CBS displays a message prompt. Click OK.
Setting Up the Company Database

**Note:** If you recently updated your CBS software, the program may display a message prompt informing you that you must update your company data before the program can open it in the current version. Click **Yes** to continue.

4. In the Enter Password dialog, enter **ADMIN** in the Password field and click **OK**. Note that the password is not case-sensitive.

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**Select security options**

Depending on how your accountant has set up your CBS software, you may be able to use the multi-level security feature of CBS to control which users have access to specific windows or commands. A user's password determines which CBS commands and features he or she will be able to access. (Note that other users may be unable to access the Security window, depending on their own password settings.)

1. To access the CBS security options, choose **File / Security**.

2. Select **Administrator** from the drop-down list in the Description field. The Administrator description is a default classification, which means that you cannot delete it. For the purpose of this tutorial, you will step through all of the procedures as the CBS administrator.

   Before you can set up additional classifications, you must establish an Administrator password. This has already been done for this tutorial client. However, when you set up a new company database, the Administrator password is blank by default. If you choose to add users, you would follow the steps below.


4. Enter the user name (for example, “Mary”) or classification name (for example, “Sales staff”) in the Description field. Enter a password in the Password field.

5. Mark the checkbox associated with each security option you want to allow this user or classification to access. You can click the **Select All** button on each tabbed page to mark all checkboxes at once.
6. After you have selected the applicable security features for the user or classification, click **Save** and close the Security window.

**Tips**
- To view a description of any security option, click the desired option. The program displays a short description of that option in the Description group box.
- If your CBS login allows you to set up checkbooks and to configure security in CBS, you can secure each checkbook so that only specific users can access the checkbook data. To limit access to a checkbook, choose Checkbook / Setup, select the desired checkbook, and then click the Security tab.
Company Properties

1. Choose **File / Company Properties**. Review the information that has already been set up for this sample company. Notice that there are several tabbed pages in this dialog. This sample company is licensed for the CBS CheckWriter, CBS PayCheck, CBS Accounts Payable, and CBS Accounts Receivable modules, and the direct deposit feature has been enabled for this company database.

On the General tab, the date in the Next Scheduled Export field is based on the processing frequency selected by your accountant. If you have not yet completed an export in CBS, you may override this date to a prior period date.

The **GL account mask** is set up by your accountant to help with your reporting needs. The size of the mask determines the maximum number of digits you can use for any new GL accounts. Your Chart of Accounts mask may include the following characters.

<table>
<thead>
<tr>
<th>L</th>
<th>Alpha or numeric location character (for location segment of mask only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Alpha or numeric department character (for department segment of mask only)</td>
</tr>
<tr>
<td>C</td>
<td>Alpha or numeric core account character (for core segment of mask only)</td>
</tr>
<tr>
<td>A</td>
<td>Alpha-only core account character (for core segment of mask only)</td>
</tr>
<tr>
<td>#</td>
<td>Numeric-only core account character (for core segment of mask only)</td>
</tr>
<tr>
<td>. / -</td>
<td>Optional separators (decimal, forward slash, hyphen)</td>
</tr>
</tbody>
</table>

Depending on how your CBS software is set up, when you add a new GL account, the account number must use at least all of the C digits and one D and/or L digit. For example, if your account mask is LLDDCCC.C, you may add an account number of 101400.1 but not 400.1 or 11400.1.
The **Allow 1099 item selection** notation indicates that your accountant has set up your CBS software to allow you to select 1099 items for vendors when entering regular checks in CBS.
2. Click the **PayCheck** tab. You can change the default Payroll frequency (frequency at which you pay your employees) on this tabbed page. Note that the changes you make in this dialog will affect all employees in the company database. You cannot edit the Payroll Next Export Date; CBS payroll data must be exported monthly.

Your accountant has set up the SUTA Rate and Limit. You may set up these rates for additional states as needed for your business.
3. Click the **Accounts Payable** tab. This sample database uses the **Net Purchase** discount method. Ask your accountant which method would be best for you.

- **Net purchase method.** The program adjusts the discount amount to the actual purchase accounts, so you do not have to track the discount amounts in a special GL account.
- **Discounts taken method.** The program tracks the total amount of discounts used when you issue an AP check within the allowable discount period.
- **Discounts lost method.** The program tracks the total amount of discounts that were once available but expired or were forfeited by the time the payment was made.

**Important!** If you change the discount method, CBS will not update existing open payables to take into account the different discount method. Please consult with your accountant before choosing a different discount method.

4. Mark the **Automatically consolidate selected checks to the same vendor** checkbox. Later in this tutorial you will learn how to use this feature to make the check printing process easier.
5. Click the **Accounts Receivable** tab. You can specify default accounts for the program to use in cases where no account is specified during data entry. While most default accounts are optional, you must specify account numbers for the Unearned Revenue, Undeposited Payment, and Accounts Receivable accounts.
By default, CBS uses the company name and address specified on your CBS license for the remittance information. You can modify this information as necessary for printing forms.
6. Click the **Accounts Receivable – Data Entry** tab to set up or modify options that apply to the accounts receivable data-entry windows and dialogs.

7. Click OK to close the Company Properties dialog.
Chart of Accounts setup

Your accountant may have set up your CBS software to allow you to add to or modify the Chart of Accounts.

1. Choose **Setup / Chart of Accounts** (or click the Chart of Accounts icon on the CheckWriter shortcut bar).

2. In the Chart of Accounts window, enter **702** in the Number field.

3. Select **E** from the drop-down list in the Type field.

4. Enter **Miscellaneous** in the Description field.

5. Click **Save**.

6. Your accountant may have restricted certain accounts with special purposes. Enter **302** in the Account Number field, select **L** from the drop-down list in the Type field, and enter **Preferred stock** in the Description field. Click **Save**.
Setting Up the Company Database

CBS displays a prompt stating that you cannot enter this account number because it falls within the restricted range established by your accountant. Click OK to continue.

7. Click the Close window button to close the Chart of Accounts window.

8. You are not going to save this account, so click the No button when the program asks if you want to save the account number.

Checkbook setup

In CBS, you can set up as many as 100 accounts or checkbooks for your company database. CBS includes the Checkbook descriptions on all reports and uses the financial institution name when printing checks on blank (not preprinted) stock.

Modify a checkbook setup

1. Choose Checkbook / Setup.

2. Select Checking Account from the drop-down list in the Checkbook description field.

3. Select Vendor CSI Forms 800L from the drop-down list in the Layout column associated with the Regular Checks transaction type.

4. Clear the checkbox associated with the Payroll Checks and PayCheck Checks types. You will not be using this checkbook for payroll.

5. Select AP CSI Forms 800L Payment Detail for the Accounts Payable Checks transaction type.

   Note: In order to account for all the check stock used in a print run, if you are using pre-numbered/preprinted check stock, you must make sure the Blank Stock field is not marked.

6. Mark the Deposit Slips checkbox and select Deposit Slip CSI Forms 437L MICR from the Layout column.
7. Click the Security tab. If your accountant set up your CBS software to allow you to set up checkbooks and the security for each checkbook, you can specify which users or user classifications can access the checkbook data. You can set up this security on a checkbook-by-checkbook basis.

For example, because you will not use this checkbook to process payroll or PayCheck checks, clear the checkboxes for those modules for both classifications.
8. Depending on how your accountant set up your CBS software, the Checkbook Setup window may include the **Financial Institution Information** tab. If your financial institution allows you to access your account information via the Internet, you can use the fields on this tabbed page to set up CBS for online banking.

9. If you have an active Internet connection, click the **Update List** button. The Financial Institution list dialog lists the financial institutions that support at least some form of online banking. Contact your financial institution for information on accessing your account information online.
10. Click Cancel.

11. Depending on how your accountant set up your CBS software, the Checkbook Setup window may include the **MICR Information** tab. You can print MICR-encoded checks on blank (rather than preprinted) check stock. Please consult with your accountant if you have questions about setting up your checkbooks for MICR check printing.

**Note:** CBS installs MICR fonts with the program. If you do not see the font characters on this tabbed page, restart your computer to initialize the fonts.
12. Click **Save**. The program automatically moves to the next checkbook record in the listview pane; in this example, that is the **Savings** account.

**Note:** If you cleared the **Move To Next Record After Save** checkbox on the General tab of the Utilities / Options dialog, CBS does not move to the next record.

13. Click the **General** tab and select **Savings** from the Type drop-down list.

14. CBS requires you to select a layout for at least the Regular Checks transaction type even if you will not be printing checks from this checkbook. If you mark the checkbox for any other transaction type, you must select a layout for that type. Select **Vendor Top Check** from the drop-down list in the Layout column for the Regular Checks transaction type.

15. Clear the checkboxes for all the other transaction types.
16. Click **Save**.

17. Because this checkbook was originally selected as the default checkbook for PayCheck checks, CBS displays a prompt informing you that your default checkbook will no longer be set for PayCheck check types. Click OK. Choose **Checkbook / Default Checkbook**, and notice that there is no checkbook selected for CBS PayCheck.

18. Click Cancel to close the Default Checkbook dialog.

**Add a new checkbook**

After you save the Savings checkbook, the program automatically moves to a new checkbook record. You are going to set up a new checkbook to use for payroll.

1. Enter **Payroll Bank** in the Checkbook description field and then press the **TAB** key.

2. Enter or select the following information on the **General** tab of the Checkbook Setup window.

<table>
<thead>
<tr>
<th>GL account number</th>
<th>108</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Checking</td>
</tr>
<tr>
<td>Next check number</td>
<td>1000</td>
</tr>
<tr>
<td>(MICR) Bank Name</td>
<td>Third Fifth Bank</td>
</tr>
<tr>
<td>Bank account number</td>
<td>333-333333</td>
</tr>
<tr>
<td>Routing number</td>
<td>223334444</td>
</tr>
</tbody>
</table>

3. Mark the checkbox associated with the **PayCheck Checks** type and select **PayCheck CSI Forms 800L 3 Col** from the drop-down list in the Layout column.
4. Click **Save**.

**Tip**
If you have a bitmap file of a company logo or a signature, you can have CBS print them on your checks or deposit slips. Simply click the Logo & Signature Paths button and specify the location for these files. For more information, search on **Logo: specifying logo and signature bitmap file locations for CBS checks** from the Index tab of the CBS Help Topics dialog.

**Select default checkbooks**
For each licensed CBS module, you need to select a default checkbook. This is usually the checkbook you use most often during data entry. CBS uses these as the default checkbook when printing checks and reports.

1. With the Checkbook Setup window active, press **F3** and choose **Default Checkbook Setup** from the context menu.
Checking Account is the default checkbook for all CBS modules except for CBS PayCheck. This was the first checkbook you set up for this company database. You can select a different default checkbook for any licensed CBS module enabled for that transaction type.

**Notes**

- You can access the Default Checkbook Setup dialog at any time by choosing **Checkbook / Default Checkbook**.

- The drop-down list in the Default Checkbook column includes only those checkbooks for which you selected the corresponding CBS module as a transaction type in the Checkbook / Setup window.

  In other words, because you selected the Regular Checks and Accounts Payable Checks transaction types for the Checking Account checkbook, Checking Account will be listed in the drop-down lists for CheckWriter and Accounts Payable in the Default Checkbook Setup dialog. All CBS checkbooks are listed in the drop-down list for Accounts Receivable.

2. You do not need to change any of your selections for this tutorial, so click Cancel to close the Default Checkbook Setup dialog.

3. Close the Checkbook Setup window.
CBS CheckWriter

CBS CheckWriter is the core module of the Client Bookkeeping Solution program. With CBS CheckWriter, you can record and print vendor and noncalculating payroll checks, and you can generate and print many helpful reports. All of your CBS data integrates seamlessly with your accountant's software.

When you add any of the optional modules to your CBS system, you expand the number of capabilities and specialized features available to you in a single, easy-to-use program.

Enter beginning checkbook balance

When you set up a new checkbook in CBS, you need to enter a beginning balance. For this tutorial, your accountant has set up a checking account for you.

1. Choose Checkbook / Open / Checking Account. (Or you can press CTRL+K to open the default checkbook.)

2. Select Adjustment from the drop-down list in the Type field.

3. Enter 4/30/07 in the Date field. If the current date is not in the same period as the next export date as seen in the status bar, CBS displays a warning message that the check you are about to enter is for a different period (either a prior period or a future period, depending on the current date). Click OK.

4. Enter Beginning Balance in the Description field.

5. Enter 4150.25 in the Amount field.

6. Click Save.
Note: CBS records the adjustment as a deposit amount because you entered a positive number for the amount. CBS does not export adjustments to your accountant. Adjustments appear gray in the listview pane and are automatically marked as cleared by the program. Your accountant will instruct you when to make an adjustment, if needed.

Enter a handwritten check

If you manually write a check from any of your CBS accounts, you can record that check in CBS as a handwritten check. This allows you to keep accurate records of all checks written from that account.

1. Select **Check** from the Type drop-down list.
2. Select **Handwritten** from the drop-down list in the Pay preference field.
3. The program automatically enters the next available check number, but you can overwrite that number. Change the Check # to 101.
4. Enter **5/15/07** in the Date field. If the program prompts you that the date is in a different period, click OK.

5. Select **LAWN** from the drop-down list in the ID field. Notice that the program automatically marks the Vendor check checkbox and enters data for the Account and Memo fields on the Distributions tab.

6. Enter **1400.** in the Amount field. Be sure to include the decimal point when you enter the amount.

7. Click the **Address** tab. Notice that CBS automatically fills in the address for this vendor.

8. Click **Save**.

**Tips**

- If you prefer to enter whole dollar amounts without the decimal point, you can mark the **Implied Decimal On Amounts** checkbox on the General tab of the Utilities / Options dialog. When this checkbox is marked, the program assumes that the decimal point follows the last digit if you do not enter a decimal point.
Example: If you enter 1000 in an amount field, CBS will enter the amount as $1,000.00. If the checkbox is not marked, CBS will enter the amount as $10.00.

- If you prefer to have CBS display the Address tab by default when you open the Checkbook data-entry window, click the Options button and clear the Default to Distribution tab checkbox.

Enter a non-vendor check

1. In the Checkbook data-entry window, select Paper from the drop-down list in the Pay preference field.

2. Enter Office Max in the Payee field.

3. On the first distribution line of the Distributions tab, enter 640 in the Account column and 68.3 in the Amount column.

4. On the second distribution line, select 641 from the drop-down list in the Account column and 22. in the Amount column.

5. When you move to the next field, the program automatically calculates the check total and enters the amount of $90.30 in the Amount field in the Checkbook data-entry window.
6. Click the Address tab.

7. Enter 234 Main Ave. in the Street field.

8. Enter Newtown in the City field. The program displays a message prompt asking if you want to add the city to the list of cities. Click Yes.

9. In the List of Cities dialog, press ENTER to add the new city to the user-defined list of cities and to close the dialog.
10. Select MI from the drop-down list in the State field, and then select 48130 from the drop-down list in the Zip field.

11. Click the Details tab.

Note: You can press CTRL+TAB and CTRL+SHIFT+TAB to move between the tabbed pages in any CBS window or dialog.

12. On the first distribution line, select Printer paper and toner from the drop-down list in the Description column and enter 30.25 in the Amount column.

13. On the second distribution line, select Computer accessories in the Description column and enter 42. in the Amount column. As you enter detail amounts, the program automatically calculates the balance and enters it in the Amount column.

14. On the third distribution line, select Other office supplies in the Description column.
15. Now assume that you want to ask your accountant a question about this transaction. Choose Edit / Note to Accountant or (click the Note button).

16. In the Note to Accountant dialog, enter the following text.
   **Should a new computer keyboard be classified as office supplies?**

   ![Note to Accountant dialog]

17. Click OK to return to the Checkbook data-entry window.

18. In the Checkbook window, click Save. Notice that the Office Max transaction includes the yellow note symbol, which indicates that there is a note attached to the transaction.

Notice also that the TBal amount on the status bar reflects the checkbook balance as if all checks were printed. The Bal amount reflects the amount of the printed checks only.

![Checkbook window]

**Display checkbook balances in the status bar**

You can display the running balance of one or all of your CBS checkbooks on the status bar, even when the Checkbook data-entry window is not open.

1. Choose Utilities / Options and then click the Status Bar Configuration tab.

2. Mark the Checkbook balances checkbox and then clear the Payroll Bank and Savings checkboxes.
3. In the Checkbook group description field, enter **Checking Account** and click OK.

Notice that the Checking Account TBal and Bal amounts are now displayed on the CBS status bar, next to the CheckWriter and PayCheck export dates.

**Print a non-vendor check**

CBS allows you to print checks right from the Checkbook data-entry window for times when you need to print a check right on the spot.

1. Clear the date in the Date field.
2. Enter **Girl Scouts** in the Payee field.
3. Enter **12.** in the Amount field.

4. Enter **Girl Scout cookies** in the Memo field.

5. On the Distributions tab, select **620** from the drop-down list in the Account column of the first distribution row.

6. Click the **Print** button.

7. In the Check Printing dialog, enter **5/16/07** in the Check date field and click the **Continue** button.

8. The program displays a message prompt asking if all checks printed successfully. Click **No**.
9. In the Select Checks That Did Not Print dialog, mark the checkbox associated with the **Girl Scouts** check and click the **Done** button.

Now, enter another check for Office Max.

1. Enter **Office Max** in the Payee field.

2. Enter **55.45** in the Amount field.

3. On the Distributions tab, select **641** from the drop-down list in the Account column on the first distribution row.

4. Click the **Details** tab and select **Computer accessories** from the drop-down list in the Description column on the first row.

5. Click **Save**. Notice that the program adjusted the tentative balance amount for the unprinted check amounts, while the balance remains the same.

### Consolidate checks

CBS allows you to consolidate multiple unprinted checks written to the same payee into a single check.

**Important!** Once you consolidate checks in CBS, you cannot reverse the consolidation. Therefore, you should be very careful when selecting checks to consolidate.

1. Choose **Checkbook / Consolidate Checks / Checking Account**.
2. In the Consolidate Checks dialog, click the Select All button to mark all checks in the Checks to consolidate pane.

3. Click the Consolidate button.

4. CBS displays a message prompt when it finishes consolidating the checks. Click OK and then close the Consolidate Checks dialog.

5. In the Checkbook window, notice that there is now a single $145.75 check for Office Max. Highlight this check in the listview pane.

6. On the Distributions tab, notice that CBS combined the distribution amounts by account.

7. Click the Details tab. Notice that CBS combined the detail amounts by description.

8. Close the Checkbook data-entry window.
Preview the Unprinted Regular Checks report

Before printing checks, you may want to print the Unprinted Regular Checks report to verify the information on the checks. This way you can avoid printing checks with errors and wasting check stock.

1. Choose File / Queue Reports. Note that the Checking Account checkbook is selected because it is the default checkbook.

2. Mark the Unprinted Regular Checks checkbox and click the associated Options button.

3. In the Unprinted Regular Checks List dialog, choose the Selected option in the Unprinted Checks to Include group box and click the Select Checks button.

4. Double-click the check for Office Max to move it to the Selected checks pane and then click OK.

5. In the Unprinted Regular Checks List dialog, click OK to return to the Queue Reports dialog.

6. Click the Print Preview button to view the report on your computer monitor.
7. Close the Preview window by clicking the Close window button in the upper right corner or by pressing ALT+F4.

8. In the Queue Reports dialog, mark the Unprinted Regular Checks checkbox and click the Options button.

9. In the Unprinted Regular Checks List dialog, choose the All option in the Unprinted Checks to Include group box.

10. Choose the User-defined detail option in the Format group box.

11. Click OK.

12. In the Queue Reports dialog, click the Print Preview button.
13. Note that there are no Vendor IDs listed for Office Max or Girl Scouts. That is because they are not vendor checks, and these payees will not appear in the Vendor List report. In addition, the program will not calculate year-to-date vendor totals for these payees.


15. Click OK to close the Queue Reports dialog.

**Tips**

- You can customize each CBS report by selecting the print options that fit your specific needs. Click the Options button associated with each report to select these options.

- You can choose the number of copies of each report to print (between 1 and 99 copies) by changing the number next to the Options button.
You can preview the reports on your computer monitor before printing them to paper, as you did in the previous exercise. This allows you to make any adjustments to the print settings before you print them. From the Preview window, you can click the Export button on the toolbar to save the reports in a variety of formats (PDF, HTML, XLS, DOC, and many more). You can then choose the destination for these saved reports (disk, folder, MAPI-compliant email message, and more).

Print checks

1. Click the Check Printing icon on the CheckWriter shortcut bar, or choose File / Print Checks.
2. On the Regular tab of the Print Checks dialog, select Vendor ID from the drop-down list in the Sort by field.
3. Click the Select Checks button.
4. In the Select Regular Checks dialog, click the Select All button.
5. Click OK.
6. In the Print Checks dialog, click the Print/Pay button.
7. In the Date field of the Check Printing dialog, enter 5/20/07.
8. Click Continue.
9. The program displays a message prompt asking if all items printed successfully. Click Yes.
10. Choose Checkbook / Open / Checking Account, or press CTRL+K to open the default checkbook. Notice that the date on the previously undated checks is now 5/20/07.
   Also notice that the TBal amount on the status bar is the same as the Bal amount after these checks are printed.
Enter a deposit

1. In the Checkbook data-entry window, select **Deposit** from the Type field.

2. Enter **5/30/07** in the Date field.

3. Enter **Monthly Sales** in the Description field.

4. Enter **1847.15** in the Amount field.

5. On the first line on the Distributions tab, select **401** from the drop-down list in the Account column.

6. Change the amount in the Amount column to **1230.04**.

7. Select **402** from the drop-down list in the Account column in the second distribution row.

8. Click the Details tab.

9. Enter **Cash** in the Description column for the first row.
10. The program displays a message prompt asking if you want to add the description to the list of descriptions. Click Yes.

11. In the List of Detail Descriptions dialog, press the TAB key to move to the next row in the grid, and then enter Checks in the next row of the list.

12. Click OK to return to the Checkbook data-entry window.

13. Enter 870.15 in the Amount column for the Cash item.

14. Select Checks from the drop-down list in the Description column of the second row.

15. Right-click in any gray area and choose Memorize Transaction from the context menu that appears.

16. The Confirm New Memorized Transaction Data dialog opens. Enter SALES in the ID field and click OK.
17. In the Checkbook data-entry window, click **Save**.

**Tips**

- If the deposit amounts will vary for each deposit transaction, you may want to memorize the transaction before you enter any amounts for the distributions. Or you can choose **Setup / Memorized Transactions** and set up a memorized deposit transaction with blank amounts.

- CBS allows you to print deposit slips using the layout selected in the Checkbook Setup window. The deposit slip may include MICR encoding, the check number and amount for each individual check being deposited, the total cash amount, a signature line, and other optional variables. To print the deposit slip from the Checkbook data-entry window, select the desired deposit transaction and click the **Print** button.

- CBS includes a number of predefined deposit slip layouts that include a detailed deposit report on the deposit slip.

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### Memorized transactions

In CBS, you can use memorized transactions to speed up data entry for all types of transactions. For example, if you pay the same amount of rent each month, you can set up a recurring template that CBS will use to automatically create an unprinted check record each month for you to print. Your accountant can set up memorized transactions for completing a checkbook reconciliation. These have been set up for this tutorial.

1. Choose **Setup / Memorized Transactions**.
2. Notice that CBS saved the Monthly Sales deposit as a memorized transaction.

3. Select Other Payment from the Type drop-down list.

4. TAB to the ID field and enter ATM Withdrawal.

5. Enter Cash in the Desc field.

6. On the Distributions tab, select 109 from the Account drop-down list on the first distribution row. Leave the Amount field blank.

7. Click Save and close the Memorized Transactions window.
Transfer funds between accounts

You can use the Checkbook data-entry window to transfer funds between checkbook accounts in CBS.

1. In the Checkbook data-entry window, select Other Payment from the Type drop-down list.
2. Mark the EFT checkbox. When you mark this checkbox, the program designates the transaction as an Electronic Fund Transfer on reports.
3. Enter 5/30/07 in the Date field.
4. Enter Transfer to Payroll in the Description field.
5. Enter $2000.00 in the Amount field.
6. Select 108 from the drop-down list in the Accounts column of first row on the Distributions tab.
7. Click **Save**.

8. Close the Checkbook data-entry window.

9. Choose **Checkbook / Open / Payroll Bank**.

10. Highlight the transfer transaction you just created. The fields on the Distributions tab are grayed out and unavailable because you created the transaction in a different checkbook. Notice that the transaction type is **Other Deposit**.

11. Click the **Delete** button. CBS displays a message explaining that this item was created in the Operating checkbook and must be deleted from that checkbook. Any changes you make to the transaction in the Checking Account checkbook will be reflected in the Payroll checkbook.

12. Click OK and close the Checkbook data-entry window.

### Void or delete and duplicate a check

1. Choose **Checkbook / Open / Checking Account**.

2. Highlight check **101** in the listview pane.

3. Click the **Delete** button.

4. In the Void or Delete Printed Check dialog, choose the Void the check option and mark the Duplicate the check on void or delete checkbox.

![Void or Delete Printed Check dialog](image)
5. Click OK. Notice that the program now displays the text **VOID** in the Payment column for check 101. The program also created a duplicate check for LAWN as an unprinted check.

6. Select the unprinted check for LAWN and then select Handwritten from the drop-down list in the Pay preference field.

7. Enter 5/15/07 in the Date field.

8. Click Save.

**Note:** CBS does not allow you to void or delete an exported transaction or an EFT (Submit) transaction that has been processed by your financial institution. Instead, you must reverse the transaction. When you attempt to void or delete one of these transactions, CBS displays a message prompt asking if you would like to create a reversal transaction. If you click Yes, CBS creates a negative-amount transaction to reverse the original transaction. This transaction will be exported to your accountant at the end of the processing period.
Data-entry filters

CBS allows you to limit the number of transactions displayed in the listview pane of the Checkbook data-entry window.

1. Choose Setup / Filters / Checkbook(s). Notice that there are three filters set up for you — All, Current transactions, and Data entry session. You cannot modify or delete any of these pre-defined filters.

2. Highlight (New Checkbook Filter) in the listview pane.

3. Enter Current checks & deposits in the Filter Name field.

4. Clear the following checkboxes.
   - CW Other Payments
   - AP Other Payments
   - Adjustments
   - Exported
   - Void
5. Click **Save** and then close the Checkbook Filters dialog. Return to the Checkbook data-entry window and click the **Filters** button. Select **Current checks & deposits** from the drop down list in the Filter Name field and click OK.

6. Notice that the listview pane in the Checkbook data-entry window includes only current checks and deposits. Click the **Filter** button and select the **All** filter.
Preview the Checkbook Register report

The Checkbook Register report is very much like a check register in a manual checkbook system. It shows all activity for the selected checkbook, including handwritten or printed checks, deposits, other bank items, and checkbook adjustments.

1. Choose File / Queue Reports.
2. Mark the Checkbook Register checkbox and click the associated Options button.
3. In the Checkbook Register dialog, choose the Current export period option. When you choose this option, the report will show the information that will transfer to your accountant when you next export.
4. Mark the Include payee memo and Show totals checkboxes.
5. Click OK.
6. In the Queue Reports dialog, click the Print Preview button.

**Checkbook Register**

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Payee/Description</th>
<th>Check(s) Deposits</th>
<th>Deposit(s) Addition(s)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>01/01/07</td>
<td>Opening Balance</td>
<td>Void</td>
<td></td>
<td>4,102.25</td>
</tr>
<tr>
<td>102</td>
<td>01/01/07</td>
<td>Overascone Laws Sev</td>
<td>1,400.00</td>
<td></td>
<td>2,702.25</td>
</tr>
<tr>
<td>103</td>
<td>01/01/07</td>
<td>Gift Certificate</td>
<td>12.00</td>
<td></td>
<td>2,714.25</td>
</tr>
<tr>
<td>104</td>
<td>01/01/07</td>
<td>Office Max</td>
<td>143.75</td>
<td></td>
<td>2,569.50</td>
</tr>
<tr>
<td>105</td>
<td>01/01/07</td>
<td>Monthly Sales</td>
<td>1,447.15</td>
<td></td>
<td>4,050.65</td>
</tr>
<tr>
<td>Other</td>
<td>01/01/07</td>
<td>Transfer to Payroll</td>
<td>2,000.00</td>
<td></td>
<td>2,450.65</td>
</tr>
</tbody>
</table>

**Total** | 3,657.15 | 1,447.15 |

7. Close the preview window and the Queue Reports dialog.
Journal entries

Journal entries do not affect your checkbook, but CBS does export them to your accountant. You can set up a memorized journal entry for recurring entries.

1. Choose **Setup / Memorized Transactions**.
2. Select **Journal Entry** from the Type drop-down list.
3. Enter **Depreciation Adjustment** in the ID and Description fields.
4. Select **161** from the drop-down list in the Account column in the first distribution row. Leave the Debit and Credit columns blank.
5. Select **163** from the drop-down list in the Account column in the second row.
6. Select **710** from the drop-down list in the Account column in the third row.
7. Click **Save** and close the Memorized Transactions window.
8. Choose **Tasks / Journal Entries** or click the Journal Entries icon on the CheckWriter shortcut bar.

9. Enter **5/31/07** in the Date field.

10. Press **F4** in the Description field and select **Depreciation Adjustment**.

11. Enter **$30.00** in the Credit column in the first distribution row.

12. Enter **$50.00** in the Credit column in the second distribution row.

13. Place the cursor on the third distribution row and click the **Balance Entry** button. The program enters **$80.00** in the Debit column.

14. Click **Save**.

15. Close the Journal Entries window.
CBS PayCheck

CBS PayCheck adds full-featured calculating payroll to your CBS CheckWriter software. It can handle federal, state, and local tax withholdings, as well as special deduction calculations for both salaried and hourly employees, and it offers a number of specialized payroll reports.

View tax tables

Depending on how your accountant set up your CBS software, you may or may not be able to view and edit tax tables. The tax tables feature has been enabled for this tutorial sample client.

1. Choose Setup / Tax Tables / Federal Tax Tables.
2. Click the **Federal Tax Tables** tab. Select the tax table you want to view from the drop-down list in the Table field.


---

**Update tax tables**

You can update tax tables in CBS using any of the following methods.

- Manually update the tax tables by editing the values in the Federal Tax Tables, State Tax Tables, or Local Tax Tables windows. Note that the amounts in these tax tables are annualized.

- Import data from an accountant’s transfer file. Your accountant can update the tax tables in the accountant software and then generate a transfer file for you. You can then import the updated tax tables by choosing File / Import / Payroll tax data from your accountant.

- Import data from the generic accountant’s transfer files. When you download CBS via CBS Connect, the program copies generic accountant’s transfer files to a subfolder in the CBS runtime folder. These files contain the updated tax tables. If your accountant gives
you security rights to import these files, you can update the tax tables by choosing File / Import / CBS Payroll tax data updates.

Set up benefit accruals

CBS uses benefit accrual items to track the amount of an employee’s accrued time. Once you set up the accruable benefit items, you can select them in the employee’s record.


2. Add a new benefit accrual using the following information.

<table>
<thead>
<tr>
<th>Description</th>
<th>Personal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
<td>Per PayCheck</td>
</tr>
<tr>
<td>Allowance</td>
<td>0.25</td>
</tr>
<tr>
<td>Benefit accrual type</td>
<td>Other</td>
</tr>
</tbody>
</table>

3. Click Save and close the Benefit Accruals window.
**Employee setup**

CBS PayCheck allows you to maintain personnel information about each of your company’s employees, track payroll and benefit accrual information, and record and print paychecks. When you print paychecks from CBS PayCheck, the program automatically updates the earnings information for each employee.

1. Choose **Setup / Paycheck Employees**.
2. Select **1** from the drop-down list in the ID field.
3. Click the **Personal** tab.
4. Select **Married** from the drop-down list in the Marital status field.
5. Click the **Departments** tab.
6. Enter **1** in the Units field.
7. Since this employee is a salesperson, enter **Sales** in the Sales Dpt. field.

*Note:* The optional CBS Accounts Receivable module uses this information.

8. The program displays a message prompt asking if you want to add this department to the system. Click **Yes**.
9. Click OK to save and close the List of Sales Departments dialog.
10. Click the **Benefits** tab.

11. Select **Vacation** from the drop-down list in the Description field.

12. Select **Monthly** from the drop-down list in the Method field.

13. Enter **10** in the Allowance field. This tells the program that the employee accrues 10 hours of vacation time each month, regardless of the number of hours worked. When you close the current month (by exporting to your accountant), the accrued amount will appear in the Accrued field and the program adds this amount to the Available field.

14. Click the **Earnings** tab.

15. Charles is a salaried employee. Enter **26000** in the Rate field. This represents his annual salary. The program automatically calculates the correct bi-weekly amount.

16. Click the **Tax W/H and Deds** tab.

17. Click the Details button associated with the Federal W/H item.
18. In the Employee-level Federal Tax W/H Item Information dialog, select **Married** from the Table drop-down list. You can use this dialog to set up allowances claimed on the employee's W-4 form.

19. Click OK.

20. Click the Details button associated with the State W/H item.

21. In the Employee-level State Tax W/H Item Information dialog, select **Married** from the Marital Status field and click OK.

22. Click the Details button associated with the 401(k) % of Gross item.

23. In the Additional Employee-level Deduction Item Information dialog, enter **5.0000** in the Percent field and **12,000.00** in the Calendar year maximum amount field.

**Note:** Contact your accountant for specific information on setting up a 401(k) plan or other benefit plan in CBS for your company.
24. Click the **Tax Calculation Details** button to view the tax treatment for the 401(k). The 401(k) wages in this example are not subject to federal, state, or local withholding.

25. Click OK to close the Edit Deduction – Tax Calculation Details dialog.

26. Click OK to close the Additional Employee-Level Deduction Item Information dialog.

27. Click the **Employer Expenses** tab. Your accountant set up these account numbers but you can change them if necessary. For Michigan SUTA, change the liability account from 233 to **235**.

28. Click the **Direct Deposit** tab. If your accountant has enabled the optional direct deposit feature in your CBS program, you can use the fields on this tab to set up your employees for direct deposit of their paychecks. You can choose **Help / PDF Guides / Direct Deposit / CBS guide to direct deposit** to view a PDF guide with detailed information on using the direct deposit feature.

29. In the PayCheck Employees window, click **Save**.

---

**Employee templates**

Marshall Mortenson (Employee 2) is a salesperson and a tutor. You need to add another department so that you can track his activities for each department separately. In CBS, departments use information from the employee templates.

Your accountant will most likely set up initial employee templates for your company. Depending on how your accountant set up your CBS software, you may be able to edit or add templates as needed. Employee templates can save you considerable amounts of time when setting up employee records because CBS recalls information from the templates and enters that information in the appropriate fields in the employee record. You can overwrite any default information as needed in the individual employee records.

1. Click the Employee Templates icon on the PayCheck shortcut bar.

2. Select **Salaried** from the drop-down list in the Description field.
3. Select **Sales** from the Sales dept field.

4. Click the **Benefit Accruals** tab.

5. Select **Vacation** from the Description column in the first row.

6. Click the **Tax W/H and Deductions** tab.

7. Enter **Insurance** in the Description column in the first blank row of the table.

8. When you move to the next field, CBS displays a message prompt asking if you would like to add a new item to the system. Click **Yes**.

9. The program displays a message prompt asking if this is a new deduction item. Click **Yes**.

10. The program opens the PayCheck Items window. Enter **IN** in the ID field.

11. Choose the **Fixed dollar amount** option in the Deduction type group box, and clear all checkboxes in the Special timing group box except for Week 5. This is a monthly deduction and is only taken with the last paycheck of the month.
12. Click **Save** and close the PayCheck Items window.

13. In the Employee Templates window, click the Details button associated with the newly created insurance item.

14. In the Additional Template-level Employee Deduction Item Information dialog, select 230 from the drop-down list in the GL Account # field.

15. Enter **$5.00** in the Amount field in the Calculation Specifics group box.

16. Click **OK**.

17. Click **Save** and close the Employee Templates window.
PayCheck departments

CBS uses PayCheck departments for reporting purposes and for distributing certain payroll setup information to individual employee records. You can set up departments to reflect actual departments in your company, or you can set up departments to help categorize groups of employees (different physical locations within the company, different job families, and so forth) for reporting purposes.

1. Choose **Setup / PayCheck Departments**.
2. Enter **2** in the Number field.
3. Enter **Tutoring Department** in the Description field.
4. Select the **Hourly** template.
5. Click **Save** and close the PayCheck Departments window.
Edit PayCheck employee records

1. Choose Setup / PayCheck Employees.

2. Select 2 from the ID drop-down list.

3. Click the Personal tab and select Single from the Marital status drop-down list.

4. Click the Departments tab. Select Sales from the Sales Dpt drop-down list.

5. Select Tutoring Department from the drop-down list in the Desc field for the next department.

6. Mark the Home Dpt checkbox associated with this department. Notice that the program clears the Home Dpt checkbox associated with the Sales department. You can specify only one home department for each employee in CBS. CBS uses the Home department for reporting purposes both in CBS and in your accountant’s software.

7. Enter Tutoring in the Sales Dpt field.

8. When you move to the next field, CBS displays a message prompt asking if you want to add the sales department to the system. Click Yes.

9. In the List of Sales Departments dialog, click OK.
10. Click the **Benefits** tab. Notice that the Tutoring department is now listed first. CBS lists the Home department first.

11. Click the **Earnings** tab and enter 10. in the Rate column for the Wages item for both departments.

12. Click the **Tax W/H and Deds** tab.

13. Select **Single** from the Table field for the Federal W/H item in the Tutoring department. Notice that the program automatically selects the same table for the Sales department.

14. Click the Details button associated with the State W/H item. Select **Single** from the drop-down list in the Marital Status field and then click OK.

15. Select **401(k) % of Gross** from the drop-down list in the Description field in the first blank row for the Sales department.

16. Click the Details button associated with the 401(k) % of Gross item.
17. In the Additional Employee-Level Deduction Item Information dialog, select **230** from the GL Account drop-down list.

18. Enter **5.** in the Percent field.

19. Click OK to return to the PayCheck Employees window.

20. Click **Save.**

---

**Add a new employee record**

1. In a new employee record, enter the following information to set up a new PayCheck employee.

<table>
<thead>
<tr>
<th>ID</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Julie L. Adams</td>
</tr>
<tr>
<td>Address</td>
<td>123 Main St. Plymouth, MI 48170</td>
</tr>
<tr>
<td>Social Security</td>
<td>- (minus key) See note below.</td>
</tr>
<tr>
<td>Web page</td>
<td><a href="http://www.webaddress.com">www.webaddress.com</a></td>
</tr>
</tbody>
</table>

**Note:** When you enter a minus sign in the SSN field and move to the next field, the program enters “Applied for” in the field. You can overwrite this at a later time when you have the employee’s Social Security number.
2. Click the **Personal** tab and select **Single** from the Marital status drop-down list. By default, CBS will use the single federal tax table for this withholding item.

3. Select **Female** from the Gender drop-down list.

4. Click the **Departments** tab.

5. Select **Sales Dept** from the Desc field.

6. Select **Salaried** from the Template field. CBS displays the following message prompt. Click **Yes**. (If you click No, only the template description changes.)
7. Delete the data in the Sales Dpt field. You will select the sales department for Julie in the “CBS Accounts Receivable” chapter of this tutorial.

8. Click the **Benefits** tab.

9. The **Vacation** item is selected in the first blank row in the distribution grid. Select **Per Paycheck** in the Method column and enter 5. in the Allowance column.

10. Click the **Earnings** tab.

11. Enter 26000. in the Rate field for the Salary item.

12. Select **VC Vacation** from the Description column in the next blank row.

13. Click the Details button associated with the Vacation item.

14. In the Additional Employee-Level Pay Item Information dialog, select **Use of Accrual** from the Wage Type field and **Vacation** from the Benefit field.

15. Enter $12.50 in the Rate field. Julie is a salaried employee, but the salary is based on a 40-hour work week (as set up on the Departments tab).
16. Click OK to return to the PayCheck Employees window.

17. Select **510** for the GL Account associated with the Vacation item.

18. Click the **Tax W/H and Deds** tab. Notice that the Insurance item from the template is included. Also notice that CBS selected the correct tax table based on the Marital status selected in the Personal tab.

19. Enter **Direct Deposit** in the Description column of the first blank row. Click **Yes** at the message prompt asking if you want to add a new item to the system and at the message prompt asking if this is a new deduction item.

20. In the PayCheck Items window, enter **DD** in the ID field.

21. Choose the **Percent of net pay** option in the Deduction type group box.

22. Select **CBS Direct Deposit** from the drop-down list in the Direct Deposit Preference field.
23. Click **Save** and then close the PayCheck Items window.

24. In the PayCheck Employees window, enter **100.** in the Amount column. This tells the program that 100% of Julie’s net paycheck amount will be deposited.

25. Click the **Direct Deposit** tab.

26. Enter **101** in the Bank ID field. The program displays a message prompt asking if you want to add a new Direct Deposit bank. Click **Yes.**

27. In the Direct Deposit Bank Information dialog, enter **Fifth Third Bank** in the Name column and **072405455** in the Routing Number column. Note that the program automatically adds the dash in the appropriate location for you.
28. Click OK to return to the PayCheck Employees window.

29. Enter or select the following information in the Direct Deposit distribution grid.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>7911291359</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Checking</td>
</tr>
<tr>
<td>Method</td>
<td>Percent</td>
</tr>
<tr>
<td>Amt / Percent</td>
<td>100</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
</tr>
</tbody>
</table>
30. Click **Save** and close the PayCheck Employees window.

**Tips**
- You can have CBS automatically delete inactive employee records at year-end. Simply enter a date in the Inactive date field on the Personal tab of an employee record to activate this feature.
- CBS allows you to renumber employees IDs. Choose **Tasks / Renumber Employee IDs** and then select the employee IDs to renumber. You should consult with your accountant before renumbering employee IDs, as your accountant’s W-2 processing software uses these IDs.
Transfer changes to multiple employee records

You can quickly add, update, or delete data for multiple employees at the same time using the Transfer Changes to Employees dialog.

1. Choose **Tasks / Transfer Changes To Employees**.

2. Select the following items from the Value column in the grid.

<table>
<thead>
<tr>
<th>Transfer Action</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type</td>
<td>Deduction Item</td>
</tr>
<tr>
<td>Deduction to Update</td>
<td>401(k) % of Gross</td>
</tr>
</tbody>
</table>

3. Mark the **Percent** checkbox and enter **2.0** in the Value column.

4. Choose the **Update single department on selected employee records** option in the Departments to Update group box and then select **Sales Dept** from the drop-down list in the Department to Update field.
5. Click **Continue**. In the Select Employees to Transfer Changes To dialog, verify that all employees appear in the Selected Employees pane.

6. Click the **Finish** button. Click OK when the program prompts you that the employee records have been updated.

7. Return to the PayCheck Employees window and verify that the change was made to each employee record. The program should have updated only those employees in the Sales department who have the 401(k) deduction.
Enter PayCheck checks

1. Choose Checkbook / PayChecks / Payroll Bank.

2. In the PayChecks data-entry window, enter 5/31/07 in the Date and Period End Date fields.

3. Select 1 from the ID drop-down list. Notice that CBS automatically fills in the check information and the check is ready to print.


5. By default, the program displays the FICA calculations. Select Federal W/H from the drop-down list in the Payroll Item field.

Notice that the current taxable wages take into account that the 401(k) is not taxable for Federal withholding. Also, the program uses the annual taxable wages and divides by the number of periods. For a bi-weekly payroll there are 26 periods.

![Image of Tax Calculation Diagnostics window]

Note: Calculations are based on current information and may not reflect amounts appearing on the check.
6. Click the **Close** button.

7. Click **Save** to save the unprinted check.

8. Select 2 from the ID field. Since Marshall is an hourly employee you will need to enter the number of hours he worked before the program can calculate amounts for his check.

9. Enter **40.** in the Reg Hrs column for Wages in the Tutoring department.

10. Scroll down to the Sales department and enter **40.** in the Reg Hrs column for Wages.

11. Enter **8.** in the OT Hrs column.

12. Enter **4.** in the DT Hrs column.

13. Click the **Totals** tab. CBS combines the amounts for both departments. Notice that the program deducted the 401(k) from the total Gross Pay amount ($20), but it should apply to the Sales department only.
14. Choose **Setup / PayCheck Items**. (Keep the Checkbook data-entry window open, but do not save the check.)

15. Press **F4** in the Description field and select **401(k) % of Gross**.

16. Mark the **Department specific calculation** checkbox.

17. Click **Save** and close the PayCheck Items window.

18. The program displays a message prompt asking if you want to use the updated deduction item for this check. Click **Yes**. Now the 401(k) amount ($12) is based on the Sales department only.

19. Click **Save** and then close the PayChecks data-entry window.

---

**Preview unprinted paychecks**

1. Choose **File / Queue Reports** and click the **PayCheck** tab.

2. Mark the **Unprinted Checks** report checkbox and click the **Print Preview** button.
3. Notice that the program displays the check for Marshall Mortenson with the combined total amounts. Close the Preview window.

4. In the Queue Reports dialog, mark the Unprinted Checks report checkbox and click the associated Options button.
5. In the Unprinted Checks dialog, mark the Check list checkbox in the Format group box and select Department #/Employee ID from the drop-down list in the Print Order field.

6. Click OK to close the Options dialog.

7. In the Queue Reports dialog, click the Print Preview button.

8. Now the report displays two checks for Marshall Mortenson with detailed information by department. The program always prints the actual checks with the combined total amounts.

   Close the Preview window and click OK to close the Queue Reports dialog.

9. Choose File / Print Checks and click the PayCheck tab.

10. Select Employee ID from the Sort by field drop-down list.

11. Click the Select Checks button.
12. In the Select PayCheck Checks dialog, click the **Select All** button.

13. Click **OK**.

14. In the Print Checks dialog, click the **Print** button.

15. In the Check Printing dialog, notice that the Check Date and Period end date fields are grayed out. This is because you entered dates on the paychecks. If you had left the date fields blank in the paycheck records, you could enter the date for CBS to use on these checks.

16. Note that the **Combine withholdings by tax type** checkbox is marked by default. When this checkbox is marked, the program will combine state and local withholding amounts if you have amounts for multiple states and/or localities on a single check.
17. Click **Continue**.

18. The program displays a message prompt asking if all checks printed successfully. Click **Yes**.

19. CBS displays a message prompt informing you that one new payable was created. You will learn about PayCheck payables in the "CBS Accounts Payable" section of this tutorial. Click **OK**.

---

**Create paychecks for salaried employees**

1. Click the PayChecks icon on the PayCheck shortcut bar or choose **Checkbook / PayChecks / Payroll Bank**.

2. Choose **Tasks / Create Salaried Checks**. In this dialog, you can specify calculations to exclude or overwrite for this data-entry session.

3. Click the **Create** button. When the program prompts you that the salaried checks have been created, click OK.
4. In the PayChecks data-entry window, highlight the unprinted check for Charles Ingram.

5. Click the Options button and click the PayCheck Calculation tab.

6. Clear the Federal withholding checkbox in the Calculations and accruals group box and then click OK.

7. Notice that the federal withholding amount on the check is now zero. Click the Options button and click the PayCheck Calculation tab.

8. Mark the Federal withholding checkbox in the Calculations and accruals group box.

9. Clear the Calculate all deductions checkbox in the Deductions to turn off group box and then mark the 401(k) % of Gross checkbox.

10. Click OK. Notice that the 401(k) amount is now zero.

11. Click the Options button and click the PayCheck Data Entry tab.

12. Clear the GL Account # checkbox in the Pay Items group box within the Hide Data Entry Column/Row group box.

13. Mark the Sort codes checkbox in the Skip Cells group box.
14. Click OK. Notice that the program now displays the account numbers for the pay items in the grid.

15. Place your cursor in the Date field and then press the **TAB** key until the cursor is in the Reg Hrs field. Note that the cursor did not stop in the Sort Code field. (To see the normal tab order, clear the Sort codes checkbox in the Options dialog.)

16. Highlight **New checkbook item** in the listview pane. When the program displays a message prompt asking if you want to save the modified check, click **No**.

17. Select **3** from the drop-down list in the ID field.

18. Notice that the program did not calculate the Insurance amount because you specified that this item is to be calculated in Week 5 only (in the Deduction Item tab of the PayCheck Items window). Enter **5/31/07** in the Period end date field. When you move the cursor to the next field, the program calculates the deduction.

19. Enter **76.** in the Reg Hrs column for Salary.

20. Enter **4.** in the Reg Hrs column for Vacation. Note that the program adjusts the salary amount for the reduced hours.

21. Click the **Benefits** tab. Note that CBS calculates the number of vacation hours used and the number available when you print the check.

22. Click **Save** and then close the PayCheck data-entry window.

---

**PayCheck reports**

1. Choose **File / Queue Reports** and click the **PayCheck** tab.

2. Mark the **Payroll Journal** checkbox and click the associated **Options** button.

3. In the Payroll Journal dialog, mark the **Check list only** checkbox and click OK. The program will print the report without subtotals or company totals. To have the program print the report check detail and company totals only, clear the Check list only checkbox and mark the **Omit subtotals for selected print order** checkbox.

4. In the Queue Reports dialog, click the **Print Preview** button.
5. Close the Preview window and click the Payroll Journal Options button again.

6. In the Payroll Journal dialog, clear all checkboxes and then select Department from the Print Order drop-down list.

7. Click OK.

8. In the Queue Reports dialog, mark the Payroll Journal checkbox and click the Print Preview button. Notice that the program displays subtotals by Employee and by Department. Scroll through the pages by clicking the Go to next page arrow on the toolbar at the top of the preview window.

9. Close the Preview window.

10. Mark the Earnings Report checkbox and then click the associated Options button.

11. In the Earnings Report Options dialog, clear all checkboxes in the Earnings to include group box.

12. Select Department from the Print Order drop-down list, and then click OK to close the Options dialog.

13. In the Queue Reports dialog, click the Print Preview button. Notice that the program now displays only total amounts for each employee.
14. Close the Preview window and the Queue Reports dialog.

View employee paycheck details

1. Choose Setup / PayCheck Employees.

2. Select 2 from the ID drop-down list.

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3. Click the **Details** button. The program displays the earnings detail for the employee. The information on the Earnings report is the same as the information in this dialog.

4. Mark all three checkboxes in the Periods to show group box.

5. Choose the **Totals** option to have the program combine department information.

6. Mark all checkboxes in the Hours to show and Amounts to show group boxes. Notice that the data becomes difficult to read.

7. Clear the **Current period** and **Quarter-to-Date** checkboxes in the Periods to show group box. Now you can view the details for year-to-date hours and amounts.

8. Click OK to close the Detail dialog.

9. Close the PayCheck Employees window.
CBS Accounts Payable is an optional module that enables you to enter information about each of your payables, to schedule payments, and to track discount deadlines and total discount amounts taken or lost. With CBS Accounts Payable, you have a clear picture at all times of the amount you owe to your vendors, the payment schedule, and the amount you’ve paid each vendor over time.

Set up Payment Terms

Payment terms are normally defined by your vendors. You can set up payment terms in CBS to calculate a payable’s due date and discount date (last date on which a discount is available) and the discount amount.

You are going to set up a new payment term. The vendor will give you a 2% discount if you pay the invoice within 10 days; otherwise, the invoice is due within 30 days.

1. Choose Setup / Payment Terms, and enter the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>2%N30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>2%10;Net30</td>
</tr>
<tr>
<td>Method</td>
<td>Percentage</td>
</tr>
<tr>
<td>Amount</td>
<td>2.00</td>
</tr>
<tr>
<td>Discount date</td>
<td>Click the Days Based option and then enter 10 in the # of days from invoice date field.</td>
</tr>
<tr>
<td>Due date</td>
<td>Click the Days Based option and then enter 30 in the field</td>
</tr>
</tbody>
</table>
2. Click **Save**.

3. Close the Payment Terms window.

**Tip**
If you choose the **End-of-month (EOM)** option for the discount date or due date, you can have the program calculate the discount date or due date based on a specific number of days before or after the end of the month in which the invoice is dated by entering that number in the **Number of days (+/-) from EOM** field.

**Note:** To specify a number of days before the EOM date, enter the number followed by the “-” (minus sign) character. For example, to specify a due date that is ten days before the EOM, you would enter **10 -** in this field.
If you want the date to be a specific end-of-month date, leave this field blank and specify the appropriate month in the Month to be based on field.

For more information on setting up payment terms, search on Payment terms: Setting up payment terms for AP transactions from the Index tab of the Help Topics dialog.

Update an accounts payable vendor record

1. Choose Setup / Vendors.
2. Select OFFICE from the ID drop-down list.
3. Click the Payable Setup tab.
4. Select 2%N30 from the drop-down list in the Payment terms field.
5. Click Save.

Tips
- If you deal with a particular vendor only once or on rare occasions and do not need to maintain year-to-date balances or 1099 information for that vendor, you can designate that vendor as a temporary vendor by marking the Temporary vendor checkbox. If there are no open balances for the vendor after you export data to the accountant, CBS will automatically delete the vendor record from the company database.

- If your accountant needs 1099 information for a vendor, you must mark the 1099 checkbox on the General tab. CBS will then export the information to your accountant.

- If you are licensed for the optional CBS PayCheck module, you can mark the PayCheck vendor checkbox on the Payable Setup tab of the Vendors window to have the program automatically create accounts payable invoices for your tax liabilities as they accrue. Note that this checkbox is gray and unavailable when the 1099 checkbox is marked on the General tab.
Set up a recurring payable

A recurring payable is a fixed expense, such as rent or a loan payment, that you incur on a regular basis. You can set up CBS to automatically create invoices for these payables, saving you time and preventing potential errors.

1. Choose Setup / Memorized Transactions.
2. Select AP Payable from the drop-down list in the Type field.
3. Enter GMAC Auto in the ID field.
4. Enter GMAC in the Vendor ID field.
5. When you move to the next field, CBS displays a message prompt asking if you want to add a new vendor to the system. Click Yes. In the AP Vendors window, enter GMAC Financing Co. in the Name field.
6. Enter the following address information.

<table>
<thead>
<tr>
<th>Street</th>
<th>4487 W. 120th Ave.</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Sacramento (Click Yes when prompted to add the city.)</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip</td>
<td>94281 (Click Yes when prompted to add the zip code.)</td>
</tr>
</tbody>
</table>

7. Enter 800-888-8888 in the Phone # field.
8. Clear the 1099 checkbox.
9. Select Check from the drop-down list in the Pay type preference field.
10. Enter Truck Payment in the Ven desc field.
11. Click the Mailing Address tab. You can use the fields on this tabbed page to enter a separate or alternate address for the vendor.
12. Enter P.O. Box 100 in the Street #1 field.
13. Enter 94280 in the Zip field and click Yes when the program prompts you to add the new ZIP code to the list.
14. In the AP Vendors window, click **Save** and then return to the Memorized Transactions window.

15. Enter **$600.00** in the Amount field.

16. Select **260** from the Account column in the first distribution row of the Distributions tab.

17. Enter **$500.00** in the Gross column in the first distribution row.

18. Select **701** from the Account column in the second distribution row and leave the default amount of **$100.00** in the Gross column.

19. Click the **Recurring transaction** tab.

20. Select **On Demand** from the drop-down list in the Frequency field.

21. Select **Occurrences** from the drop-down list in the Base recurrence on field.

22. Enter **36** in the Number remaining field.
23. Click **Save**.

**Set up a PayCheck vendor**

As demonstrated earlier, CBS Accounts Payable tracks payables for your payroll tax liability for your PayCheck vendors when you print a paycheck, save a paycheck as handwritten, or void/delete a PayCheck check.

1. Choose **Setup / Vendors**.

2. In the AP Vendors window, enter **STATE** in the ID field.

3. Enter **State of Michigan** in the Name field.

4. On the **General** tab of the AP Vendors window, enter **Treasury Building, Lansing, MI 48922** in the appropriate address fields.

5. Clear the **1099** checkbox.

6. Select **Direct Deposit** from the Pay type preference drop-down list.
7. Enter Payroll in the Ven desc field.

8. Click the Payable Setup tab.

9. Mark the PayCheck vendor checkbox.

10. Click the Distributions tab.

11. Select 233 from the drop-down list in the Account column for the first distribution row.

   **Note:** You should select the account number specified in the employee record for the withholding or deduction item you want to create for the AP payable.

12. Click the Direct Deposit tab.

13. Select State/Local from the drop-down list in the Direct Deposit type field.

14. Select 101 Fifth Third Bank from the drop-down list in the Deposit bank field. Note that this is the bank you set up in the Bank Information dialog during PayCheck Employee setup.

15. Enter 7911291359 in the Deposit account number field.

16. Verify that Checking is selected in the Account type field.

17. Select Approved from the drop-down list in the Account status field.

18. Enter 6/30/07 in the Period ending date field.

19. Click Save.

**Tips**

- To have the program clear the 1099 checkbox by default, clear the Default new vendors as 1099 checkbox on the General tab of the File / Company Properties dialog.

- If you print payroll checks on a weekly basis but send a check to the payroll vendor on a monthly basis, you can consolidate the individual weekly invoices before printing the check.
Notes

- You can use each GL liability account for only one PayCheck vendor.

- If you delete or void a check in CBS PayCheck and there is an invoice for the tax liability, CBS will create a negative payable to offset that liability for AP aging and reporting purposes.

- CBS does not allow you to manually create payables for PayCheck vendors because it cannot combine payroll liabilities with other payables when consolidating payables. You can set up multiple vendor records using the same payee name (but different vendor IDs and vendor names). For example, you may want to set up two separate vendor records for the same vendor — one for routine purchases and one for payroll liabilities.

Enter an AP vendor check

1. Choose Tasks / AP Transactions. If CBS displays the Confirm Transaction Date prompt, click OK.

2. By default, CBS uses the current date as the AP date, but you can change it. Click the Options button.

3. In the AP Transactions Data Entry Options dialog, enter 5/31/07 in the New AP date field and then click OK.
4. CBS displays a message prompt asking if you would like to update the invoice date to match the AP date. Click **No**.

5. In the AP Transactions window, create a vendor check record using the following information.

<table>
<thead>
<tr>
<th>Type</th>
<th>Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ven ID</td>
<td>OFFICE</td>
</tr>
<tr>
<td>Date</td>
<td>5/18/07</td>
</tr>
<tr>
<td>Reference #</td>
<td>123456</td>
</tr>
<tr>
<td>Total</td>
<td>$235.00</td>
</tr>
</tbody>
</table>

6. On the **Distributions** tab, mark the **Preserve Totals** checkbox and enter the following distribution.

| Row 1: Account | 640       |
| Row 1: Description | Paper   |
| Row 1: Gross   | $35.00    |
| Row 2: Account | 642       |
| Row 2: Description | Ink    |
Create an on-demand AP transaction

1. Choose **Tasks / Create On Demand Transactions / Payable transactions**.

2. In the Select Memorized Transactions To Use dialog, enter **5/31/07** in the Date to use for On-Demand transactions field and click OK.
3. In the Update & Confirm Transactions to Create dialog, verify that the checkbox is marked for the GMAC transaction and click OK.
4. CBS displays a message prompt informing you that it has finished creating transactions. Click OK.

Enter invoices

1. In the AP Transactions window, use the following information to create an invoice.

<table>
<thead>
<tr>
<th>Type</th>
<th>Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ven ID</td>
<td>LAWN</td>
</tr>
<tr>
<td>Date</td>
<td>5/22/07</td>
</tr>
<tr>
<td>Reference #</td>
<td>Mow</td>
</tr>
<tr>
<td>Total</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

2. Click Save. The cursor moves to a New AP Transaction row.
3. Create another invoice for LAWN using the following information.

<table>
<thead>
<tr>
<th>Type</th>
<th>Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ven ID</td>
<td>LAWN</td>
</tr>
<tr>
<td>Note:</td>
<td>You can press ENTER with your cursor in the Ven ID field to use the same ID as the last transaction.</td>
</tr>
<tr>
<td>Date</td>
<td>5/24/07</td>
</tr>
<tr>
<td>Note:</td>
<td>You can press the + key on your keyboard to increment the date.</td>
</tr>
<tr>
<td>Reference #</td>
<td>Plants</td>
</tr>
<tr>
<td>Total</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

4. Click **Save**.

5. Create another invoice for LAWN using the following information.

<table>
<thead>
<tr>
<th>Type</th>
<th>Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ven ID</td>
<td>LAWN</td>
</tr>
<tr>
<td>Date</td>
<td>5/30/07</td>
</tr>
<tr>
<td>Reference #</td>
<td>Mulch</td>
</tr>
<tr>
<td>Total</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

6. On the General tab of the AP Transactions window, enter the following information.

<table>
<thead>
<tr>
<th>P.O.#</th>
<th>01234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo to Payee</td>
<td>One-time fee</td>
</tr>
</tbody>
</table>
7. Click **Save**.

**Add a new vendor on the fly**

The program allows you to add new vendors on the fly during accounts payable data entry.

1. In the AP Transactions window, enter **Smiths** in the Ven ID field.
2. When you move the cursor to the next field, the program displays a message prompt asking if you want to add the new vendor to the system. Click **Yes**.
3. The program automatically opens a new record in the AP Vendors window. Enter the following information for the new AP vendor.

<table>
<thead>
<tr>
<th>Name</th>
<th>Smith's Garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>11453 Jackson Rd. Dexter, MI 48130</td>
</tr>
</tbody>
</table>
4. Be sure that the 1099 checkbox is marked, and select Nonemployee compensation from the Item default drop-down list.

5. Click the Save button.

6. Press CTRL + F6 to return the AP Transactions window.

7. Enter 1001 in the Ref # field.

8. Enter $475.00 in the Total field.

9. Select 663 from the drop-down list in the Account column.

10. Click the General tab.

11. Enter Truck repair in the Memo to Payee field.

12. Click Save.
View 1099 totals

1. Highlight one of the LAWN transactions in the listview pane and choose Edit / Vendor Detail / 1099 Totals. CBS tracks 1099 totals for each vendor. You can use this dialog to view the 1099 amounts for LAWN for the current year and prior years. Depending on how your accountant has set up your CBS software, you may be able to edit these amounts.

2. Click the Done button.

**Note:** You can access this dialog from the Setup / Vendors window by selecting the desired vendor and choosing Edit / 1099 Totals.
Attach a note to a transaction

You can attach a note to any transaction for your accountant to review. The note will be exported along with the transaction. You can edit or delete the note any time before exporting data to your accountant.

1. Highlight the invoice for Smith's Garage in the listview pane.
2. Open the Note to Accountant dialog using any of the following methods.
   - Click the Note to Accountant button.
   - Click in the Note column (next to the Vendor ID column).
   - Choose Edit / Accountant Note.
   - Press CTRL+A.
3. In the Note to Accountant dialog, enter Please verify the GL account number.

![Note to Accountant dialog](image)

4. Click OK to save the note and return to the AP Transactions window.
5. In the AP Transactions window, click Save. Note that the program adds a yellow note symbol in the column for that transaction.
Enter manual payments

In CBS, you can record payments for an open payable in the AP Transactions window.

- Apply a payment to a specific open payable by selecting the open payable and entering the payment information on the Payments tab.
- Record an unapplied payment transaction, which you can then apply to an invoice at any time.

**Note:** You can specify how you want payments to be applied by choosing the following options on the Accounts Payable tab of the File / Company Properties dialog.

- **Apply payments balance forward.** CBS will apply the payment to the oldest outstanding payable for the selected vendor.
Use best match. CBS will look for a payable that exactly matches the payment amount. If no match is found, the program will apply the payment to the oldest outstanding balance.

Handwritten checks
You are going to record a handwritten check as an unapplied payment.

1. In the AP Transactions window, select Unapplied Payment from the Type drop-down list.
2. Select LAWN from the drop-down list in the Ven ID field.
3. Enter 295 in the Total field.
4. On the General tab, select HW Check from the drop-down list in the Type field.
5. Select 101 from the drop-down list in the Credit GL Acct field (if it is not already selected).
6. Click **Save**. Because you entered this check as a handwritten check, you will need to apply the payment to the appropriate open invoice(s).

**Cash payments**

1. In the AP Transactions window, highlight the $35.00 open payable for Greenscape Lawn Service (Ref # MOW) and click the **Payments** tab.

2. Select **Paid by cash** from the drop-down list in the Type column.

3. Select **109** from the drop-down list in the Credit GL Acct column.

4. Enter **5/31/07** in the Pmt Date column.

5. Click **Save**.

**Note:** Once you apply a payment to an open payable in CBS, the program will display a zero amount for that payable in the listview pane.
Credit memos

1. In the AP Transactions window, highlight the open payable for Smith’s Garage and click the Payments tab.

2. Select Credit Memo from the Type column.

3. Select 663 from the Credit GL Acct column.

4. Enter 2345 in the Check/CM # field.

5. Enter 5/15/07 in the Pmt Date field.

6. Enter 50. in the Pmt Amount column.

7. Click Save and close the AP Transactions window.

![Image of the AP Transactions window]
Prepayments

There may be times when you need to issue a prepayment check to a vendor even though you have not received an invoice.

*Note:* A prepayment record will remain in the company database after you print the check. You can then match it to one or more open payable items once they are entered.

1. Choose *File / Print Checks* and click the *Accounts Payable* tab.
2. In the Print Checks dialog, enter 5/31/07 in the AP date field and then click the *Prepayment* button.
3. Select *Carlson Publishing* from the Vendor name drop-down list.
4. Enter $2,000 in the Prepayment amount field.
5. Click OK to close the Prepayment Information dialog.
6. In the Print Checks dialog, click the *Select/Apply/Consolidate* button. Notice that the unprinted prepayment is selected to print.
7. Click OK.

8. Click the **Print/Pay** button.

9. In the Check Printing dialog, click the **Edit Memo to Payee** button.

10. In the Edit Memo to Payee dialog, enter **Reference books** in the Memo column for the Carlson Publishing invoice.
11. Click OK.
12. In the Check Printing dialog, click **Continue**.
13. When the program displays a message prompt asking if all checks printed successfully, click **Yes**.

**AP journal entries**

If you record a payment in CBS that does not credit a CBS checkbook account, the program automatically creates the appropriate journal entry.

1. Choose **Tasks / Journal Entries**.

2. Note that the program created a Petty Cash entry for Greenscape Lawn Service and a credit memo entry for Smith’s Garage.
3. Close the Journal entries window and any other open windows.

**Apply AP payments**

When you are ready to pay invoices, you can use the Apply AP Payments dialog to select open payables for full or partial payment.

1. Open the Apply Payments dialog using any of the following methods.
   - Choose *Tasks / Apply AP Payments*.
   - Click the Apply Payments icon on the Payables shortcut bar.
   - In the AP Transactions window, highlight the transaction and click the *Apply Pmts* button.
   - On the Accounts Payable tab of the File / Print Checks dialog, click the *Select / Apply/ Consolidate* button.
2. Notice the checkboxes in the Pay column. Because the **Automatically consolidate selected checks to the same vendor** checkbox is marked on the Accounts Payable tab of the File / Company Properties dialog, you can simply mark the checkbox associated with any invoices to pay.

3. Select 1 Apply Payment Group 1 from the drop-down list in the Apply Pmt column for the Greenscape Lawn Services payment.

4. Select 1 Apply Payment Group 1 from the drop-down list in the Apply Pmt column for the two Greenscape invoices.
5. Click the **Apply Pmt** button to apply the payment to the invoices.

6. Click OK to close the Apply AP Payments dialog.

**Tips**

- You can sort the transactions displayed in the Apply AP Payments dialog by choosing **Sort Based on Vendor ID** or **Sort Based on Payee Name** from the F3 context menu.

- You can set up a filter to display only those payables with a discount that expires in the near future or those that are due by a specific date.

- For each unapplied payment you want to apply, select a payment group number (1 through 9) from the drop-down list. Then select the same payment group number for each open payable (for the same vendor) to which you want to apply this payment. CBS will consolidate all payments with the same group number into one payment that you can apply to one or more payables.
Print AP checks

1. Choose File / Print Checks and then click the Accounts Payable tab.

2. In the AP Check Options group box, clear the Automatically consolidate selected checks to the same vendor checkbox.

3. Click the Select/Apply/Consolidate button in the Check Properties group box.
4. Select **Check 1 Pay with first check** from the drop-down list in the Pay column associated with the Office Depot invoice.

5. Click OK.

**Note:** If there were two invoices for OFFICE, you could consolidate the two by selecting Check 1 for both.

6. In the Print Checks dialog, click the **Print/Pay** button.

7. In the Check Printing dialog, click the **Continue** button.

8. Click **Yes** at the prompt asking if all checks printed successfully.
Remove a payment

1. Open the AP Transactions window. If CBS displays a message prompt informing you that the system date is different from the AP date and asking if you would like to change the AP date, click No.

2. Select the transaction for the LAWN invoice with a PO # of 01234 and choose **Edit / Remove payments**.

3. In the Remove Payments dialog, select **Void** from the drop-down list in the Remove column.

4. Click OK to close the Remove Payments dialog.

5. Close the AP Transactions window.

6. The program displays a message prompt asking if you want to save the transaction. Click **Yes**.

7. Choose **Checkbook / Open / Checking Account**. Notice that check #105 for LAWN is now a voided transaction.

8. Close the Checkbook data-entry window.
Accounts Payable reports

1. Choose File / Queue Reports and then click the Accounts Payable tab.

2. Mark the Aging Schedule checkbox and click the associated Options button.

3. In the AP Aging Schedule Options dialog, choose the All option in the Vendors to include group box.

4. Choose the Summary option in the Format group box.

5. Choose the Due date option in the Aging basis group box.

6. Click OK.

7. In the Queue Reports dialog, click the Print Preview button.

8. Notice that, based on the AP Date of 5/31/07, the two bills from Greenscape Lawn Service and the bill from SMITHS are overdue.

9. Close the preview window and the Queue Reports dialog.
CBS Accounts Receivable

CBS Accounts Receivable is an optional module that is designed to help you manage receivables by providing flexible, powerful, solutions for completing daily tasks, summarizing customer activity, and reporting critical sales information. You can create invoices and process payments, track and project cash receipts, and produce statements.

Set up payment terms

As described in the CBS Accounts Payable chapter, CBS uses payment terms to calculate discount date, discount amount, and payment due date. Even if you don’t offer discounts to your customers, you can still use payment terms to calculate due dates. The setup is similar to that in CBS Accounts Payable.

1. Choose Setup / Payment Terms.
2. Set up a payment term using the following information.

<table>
<thead>
<tr>
<th>Code</th>
<th>DuDate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Due Date Only</td>
</tr>
<tr>
<td>Due date</td>
<td>Days Based, 30 days</td>
</tr>
</tbody>
</table>

3. Click Save.
4. Close the Payment Terms window.
Set up sales tax entities

CBS allows you to set up an unlimited number of sales tax entities in order to calculate state and local sales taxes that apply to the products and/or services that your company provides.

1. Choose Setup / Sales Tax.

2. Set up a new sales tax entity using the following information.

<table>
<thead>
<tr>
<th>ID</th>
<th>OH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Ohio Sales Tax</td>
</tr>
<tr>
<td>Rate</td>
<td>6.00</td>
</tr>
<tr>
<td>GL Account</td>
<td>251</td>
</tr>
<tr>
<td>Include Shipping</td>
<td>Mark this checkbox</td>
</tr>
</tbody>
</table>

3. Click OK.

Notes

- If a sales tax applies to shipping costs, mark the Include Shipping checkbox; CBS will add the shipping to the taxable amount before calculating the sales tax. If a sales tax applies to discounts, mark the Include Discount checkbox to have CBS subtract the discount amount from the taxable amount before calculating the sales tax.
For more information on sales tax entities, search on **Sales tax: setting up sales tax** from the Index tab of the Help Topics dialog.

### Set up finance charges

CBS allows you to set up finance charges that you can use to assess a fee for late payment. You can have the program remind you when finance charges need to be calculated by selecting a finance charge assessment frequency.

1. Choose **Setup / Finance Charges**.

2. Set up a new finance charge using the following information.

<table>
<thead>
<tr>
<th>ID</th>
<th>15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>15% 10 days grace</td>
</tr>
<tr>
<td>Annual Rate</td>
<td>15.00</td>
</tr>
<tr>
<td>GL Account</td>
<td>470 (default)</td>
</tr>
<tr>
<td>Grace Period</td>
<td>10 select Days</td>
</tr>
<tr>
<td>Compound</td>
<td>Mark this checkbox</td>
</tr>
<tr>
<td>Finance charge reminder frequency</td>
<td>On Demand</td>
</tr>
<tr>
<td>Minimum finance charge</td>
<td>1.00</td>
</tr>
<tr>
<td>Invoice open balance</td>
<td>10.00</td>
</tr>
</tbody>
</table>
3. Click **Save** and then close the Finance Charges window.

**Tip**

Enter the minimum outstanding invoice amount allowed in order for your company to assess this finance charge. For example, if you do not want to calculate finance charges on an invoice open balance of $50 or less, you would enter 50.00 in the Invoice open balance field.

**Note:** For more information on setting up finance charges, search on **Finance charges:setting up finance charges** from the Index tab of the Help Topics dialog.
Set up a new sales department

CBS uses Sales Departments for transaction reporting purposes. By default the program uses the Sales Department assigned to the customer (on the Invoice Information tab of the Setup / Customers window). The drop-down list in the Sales Department fields are user-defined lists. You can add new sales departments in the Setup / Maintain Lists / Sales Department dialog or you can add one on the fly when setting up a new invoice item or customer, or when entering a transaction.

1. Choose **Setup / Maintain Lists / Sales Department**.
2. Notice that the Sales and Tutoring departments were set up earlier in this tutorial.
3. Click **OK**.

Set up a new salesperson

In CBS Accounts Receivable, any employee who has been assigned to a sales department is considered a salesperson. To set up a salesperson, choose Setup / Sales People and select the appropriate sales department in the employee record.

If you are licensed for the optional CBS Paycheck module, select the sales department on the Department tab in the employee record. Otherwise, select the sales department on the General tab of the NCP Employees window. Because this tutorial sample client is licensed for CBS PayCheck, we will set up the salesperson in the PayCheck Employees window.

1. Choose **Setup / Sales People**.
2. In the PayCheck Employees window, select 3 from the ID drop-down list.
3. Click the **Departments** tab and select **Sales** from the drop-down list in the Sales Dpt field.
4. Click **Save** and close the PayCheck Employees window.
Set up invoice items

In CBS, you can set up four different types of invoice items for the products and services you sell to your customers.

- **An Item** is a product or item you sell to your customers.
- **A Service** is a service you provide to your customers for which you generate revenue. Services are usually not taxable.
- **A Format** is not related in any way to an item or service you provide. CBS uses format items to format the detail sections of your invoices. For example, you may want to define header and/or footer format items.
- **A Credit** is used when you issue a credit memo to a customer for something other than the return of an item. For example, you may issue a credit if your customer receives poor service.

1. Choose **Setup / Invoice Items**.

2. Set up a new invoice item using the following information.

<table>
<thead>
<tr>
<th>ID</th>
<th>AR TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Item</td>
</tr>
<tr>
<td>Description</td>
<td>CBS Accounts Receivable textbook</td>
</tr>
<tr>
<td>GL acct Sales</td>
<td>401 (default)</td>
</tr>
<tr>
<td>Price</td>
<td>45.00</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Each (Click Yes to add to the list.)</td>
</tr>
</tbody>
</table>
3. Click **Save**.

4. Set up another invoice item using the following information.

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Type</th>
<th>Sales Dept</th>
<th>Sales Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR INSTRUCT</td>
<td>AR Instructors Manual</td>
<td>Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AR Tutor</td>
<td>AR Tutoring Services</td>
<td>Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blank Line</td>
<td></td>
<td>Format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUTOR</td>
<td>CBS Tutoring Services</td>
<td>Format</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Add New AR Item)

5. Click the **Format text** button.

6. In the Description Editor, highlight the text and change the font to Times New Roman 12 pt.

7. Click the **B (bold)** button on the toolbar.
8. Click **OK** to close the Description Editor.

9. In the Invoice Items window, select **410** from the drop-down list in the Sales field in the GL Accounts group box.

10. Mark the **Tax exempt** checkbox, and then click **Save**.

11. Enter another invoice item record using the following information.

<table>
<thead>
<tr>
<th>ID</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Format</td>
</tr>
<tr>
<td>Description</td>
<td>CBS Textbook</td>
</tr>
</tbody>
</table>

12. Click **Save** and close the Invoice Items window.

---

**Set up a new customer**

CBS Accounts Receivable allows you to set up an unlimited number of customer accounts. The program maintains information about each customer, and recalls some of that information when you select that customer for an invoice transaction.

1. Choose **Setup / Customers**.
2. Enter the following information in the Customers window.

<table>
<thead>
<tr>
<th>ID</th>
<th>BOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bookkeeping Wonders</td>
</tr>
<tr>
<td>Type</td>
<td>Service (Click Yes when prompted to add the item.)</td>
</tr>
</tbody>
</table>

3. Enter the following information on the General tab.

<table>
<thead>
<tr>
<th>Address</th>
<th>100 Main Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>734-555-5555</td>
</tr>
<tr>
<td>Contact</td>
<td>Pam Smith</td>
</tr>
</tbody>
</table>
4. Click the **Invoice Information** tab and enter the following information.

<table>
<thead>
<tr>
<th>Sales Tax ID</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Terms</td>
<td>DuDate</td>
</tr>
<tr>
<td>Finance Charge</td>
<td>15%</td>
</tr>
<tr>
<td>Sales Dept</td>
<td>Sales</td>
</tr>
<tr>
<td>Sort Code</td>
<td>Manual (Click Yes to add to the list.)</td>
</tr>
</tbody>
</table>

5. Click the **Account Status** tab and enter the following information.

<table>
<thead>
<tr>
<th>Data Entry Message</th>
<th>Only Pam Smith can charge this account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit</td>
<td>2000.00</td>
</tr>
<tr>
<td>Credit Limit Warning</td>
<td>1800.00</td>
</tr>
</tbody>
</table>
6. Click the **Shipping** tab.

7. Enter **OFFICE** in the ID field. The program will prompt you to add it to the system. Click **Yes**.

8. Enter **FedEx** in the Method field and choose to save it to the system.

9. Click the Details button, and verify the address information.
10. Click OK to close the Shipping Address dialog.

11. In the Customers window, click **Save**.

**Note:** If your accountant set up the Shipping GL account number in the File / Company Properties dialog, the program will automatically enter the appropriate account number in the GL account field.

---

**Edit customer information**

1. In the Customers window, select **A1** from the ID drop-down list.

2. Click the **Invoice Information** tab.

3. Select **DuDate** from the drop-down list in the Payment Term field.

4. Select **15%** from the drop-down list in the Finance Charge field.

5. Click **Save**.

6. CBS moves to the next customer (ACCT). Select **DuDate** from the drop-down list in the Payment Term field.

7. Select **15%** from the drop-down list in the Finance Charge field.

8. Click **Save**.
9. Select **MUSIC** from the ID drop-down list.

10. Select **Due Date** from the drop-down list in the Payment Term field.

11. Select **15%** from the drop-down list in the Finance Charge field.

12. Enter **Sort-1** in the Sort code grid. CBS displays a message prompt asking if you want to add this sort code to the system. Click **Yes**.

13. Click **Save**.

**Tip**

CBS uses sort codes to group transactions for reporting purposes. You can specify multiple sort codes for each customer. The sort codes you specify for the customers will be used as the default sort code in the Tasks / Receivable Transactions window.

---

**Description editor and glossary items**

The Description editor is a rich text editor that allows you to enter and format text for the Description field in a number of CBS Accounts Receivable windows or dialogs. In the Description editor, you can enter as much text as necessary to describe the transaction or item. To open the Description editor, click the **Format text** button next to any Description field. For more information on the Description editor, search on **Description editor** from the Index tab of the Help Topics dialog.

If you will use a formatted description for more than one transaction or invoice, you may want to save the item as a glossary item by clicking the **Save as Glossary Item** button in the Description editor and assigning a glossary ID.

You can use the Setup / Glossary Items window to define and format several items in one session. Assign each glossary item a unique ID. All glossary items are available from the drop-down list in the Description fields. For more information on glossary items, search on **Glossary items** from the Index tab of the Help Topics dialog.

1. Choose **Setup / Glossary Items**.

2. Enter **REMIT** in the ID field.
3. Place your cursor in the text editing section and enter the following message in the text entry section.

Please remit payment. If you have already mailed the payment, thank you!

4. Highlight the text and change the font to 12 point and click the Bold text button on the toolbar.

5. Click **Save**, and then close the Glossary Items dialog.

---

**Set up a memorized transaction**

You can use memorized transactions to create a recurring receivable or to set up a template for a specific customer. Once you switch to Memorized transaction mode (by choosing the Memorized option in the Edit / Receivable Data Entry Options dialog), CBS will remain in that mode until you close the Receivable Transactions window or until you choose Normal mode in the Receivable Data Entry Options dialog.

1. Choose **Tasks / Receivable Transactions**.
2. Choose **Edit / Receivable Data Entry Options** or click the **Options** button.

3. In the Receivable Data Entry Options dialog, choose the **Memorized** option in the Set data entry mode group box.

4. Click **OK** to close the Receivable Data Entry Options dialog.

5. In the Receivable Transactions window, select **I** (Invoice) from the drop-down list in the Type field.

6. Select **ACCT** from the drop-down list in the ID field.
7. Enter the following information on the Memorized Transaction tab.

<table>
<thead>
<tr>
<th>ID</th>
<th>ACCT PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>On Demand</td>
</tr>
</tbody>
</table>

8. Click the **Items** tab and enter the following information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR TEXT</td>
<td>Change quantity to 0</td>
</tr>
<tr>
<td>AR INSTRUCT</td>
<td>Change quantity to 0</td>
</tr>
</tbody>
</table>

9. Click **Save** and click **Yes** when prompted to save a zero amount invoice.

10. Click the **Options** button.

11. Choose the **Normal** option in the Set data entry mode group box, and click **OK** to close the dialog.
Enter receivable transactions

You can use the Receivable Transaction window to enter invoices and payments. Enter the following information.

1. In the Receivable Transactions window, select I (Invoice) from the drop-down list in the Type field.

2. Select BOOK from the drop-down list in the ID field. Note that if you prefer to select the customer by name, you can select the client from the Customer drop-down list instead.

3. The program displays the following Customer Status message.

4. Click OK to close the Customer Status dialog.

5. Enter 5/15/07 in the Date field. Notice that the program enters the Due date based on the payment term.

6. On the General tab, select Ingram, Charles S. from the drop-down list in the Salesperson field.

7. Click the Shipping tab. Notice that the program automatically fills in the customer shipping information using the information entered in the customer record.
8. Click the **Items** tab and enter the following information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXTBOOK</td>
<td></td>
</tr>
<tr>
<td>AR TEXT</td>
<td>4.</td>
</tr>
<tr>
<td>AR INSTRUCT</td>
<td>1.</td>
</tr>
<tr>
<td>Blank Line</td>
<td></td>
</tr>
<tr>
<td>TUTOR</td>
<td></td>
</tr>
<tr>
<td>AR Tutor</td>
<td></td>
</tr>
</tbody>
</table>

![Image of the Items tab and Receivable Transactions window](image-url)
Notes

- CBS automatically enters the price and description using the information in the invoice item record.
- CBS prints the items on an invoice in the exact order you select them on the Items tab of the Receivable Transactions window. You can use the grid control toolbar to rearrange the order of the items.

9. Click the Computations tab and verify that the correct sales tax entity (MI) is selected for this invoice.

10. Click Save.

Tip
Service items are normally tax exempt. To quickly verify the tax status of an item during data entry, click the Details button next to the item description in the grid.

Create additional invoices

1. In the Receivable Transactions window, select I from the Type drop-down list.

2. Select MUSIC from the ID drop-down list. CBS displays a message prompt informing you that the customer has been put on credit hold and asking if you would like to continue. Click Yes.

3. Enter 5/20/07 in the Date field.

4. On the General tab, select Charles Ingram as the salesperson.

5. Select Sales from the Sales Dept field.

6. Click the Items tab and enter the following information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR TEXT</td>
<td>10.</td>
</tr>
<tr>
<td>AR INSTRUCT</td>
<td>1.</td>
</tr>
</tbody>
</table>

7. Click the Computations tab and verify the sales tax.
8. Mark the **Final** checkbox. Notice that the Applied Payments tab appears.

**Note:** Before you can apply a payment to an invoice, you must finalize both the invoice and the payment.

9. Click **Save**.

10. The program displays a message prompt informing you that the customer’s outstanding opening balance exceeds their credit limit. Click the **Yes** button to continue saving the invoice.

11. Select **I** (Invoice) from the drop-down in the Type field to create another invoice.

12. Select **A1** from the drop-down list in the ID field.

13. Click the **Items** tab and select the **AR Tutor** item from the drop-down list.

14. Click **Save**.

---

**Enter a credit memo**

1. In the Receivable Transactions window, select **M** (Credit Memo) from the drop-down list in the Type field.

2. Select **A1** from the drop-down list in the ID field.

3. Enter **5/22/07** in the Date field.

4. Click the **Items** tab.

5. Select **AR CREDIT** in the Items column and enter **$50.00** in the Amount column.

6. Mark the **Final** checkbox.

7. Click **Save**.
Notes

- The Credit type invoice items are included in the drop-down list on the Items tab only when you are entering a M (Credit Memo) type receivable transaction.

- Enter all amounts for Credit memos as positive amounts. Because the type you selected is a Credit memo, CBS knows how it affects the customer balance and displays credit amounts as negative amounts in the Open Bal column.

8. Enter another invoice using the following information.

<table>
<thead>
<tr>
<th>Type</th>
<th>I (Invoice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>ACCT</td>
</tr>
<tr>
<td>Date</td>
<td>5/18/07</td>
</tr>
</tbody>
</table>

9. On the General tab, select 2%N30 from the drop-down list in the Terms field.

10. Click the Items tab and enter the following information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR TEXT</td>
<td>30.</td>
</tr>
<tr>
<td>AR INSTRUCT</td>
<td>8.</td>
</tr>
</tbody>
</table>

11. Enter $100.00 in the Shipping field.
12. Click the **Computations** tab.

13. Enter **40.** in the Amount field in the Discount group box. Notice that CBS changes the text color to red. This is because the program displays all override amounts in red.

14. Click **Save.**

**Note:** If you specified GL account numbers for Shipping and Discount on the Accounts Receivable tab of the File / Company Properties dialog, CBS automatically enters the appropriate account numbers in these fields during data entry.
Enter a customer payment

Enter a check payment
1. In the Receivable Transactions window, enter the following transaction information.

<table>
<thead>
<tr>
<th>Type</th>
<th>K (Check, PMT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>BOOK</td>
</tr>
<tr>
<td>Ref #</td>
<td>2345</td>
</tr>
<tr>
<td>Date</td>
<td>5/31/07</td>
</tr>
</tbody>
</table>

2. On the Payment Information tab, enter 309.70 in the Payment total field.

3. Mark the Final checkbox, and then click Save.
Enter a cash payment

1. Enter the following transaction information.

<table>
<thead>
<tr>
<th>Type</th>
<th>C (Cash, PMT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>MUSIC</td>
</tr>
<tr>
<td>Ref #</td>
<td>Cash</td>
</tr>
<tr>
<td>Date</td>
<td>5/20/07</td>
</tr>
</tbody>
</table>

2. On the Payment Information tab, enter $250.00 in the Payment total field.

3. Mark the Final checkbox, and then click Save.

4. The program displays the Select Treatment Option for Open Payment prompt. Choose Save as unapplied and click OK.
CBS displays this prompt when there are open, finalized invoices and open, finalized payments in the database. If you want to apply payments later, you can mark the Turn off this prompt for the current session checkbox.

- If you marked the Apply Payments Balance Forward checkbox in the Accounts Receivable – Data Entry tab of the File / Company Properties dialog, CBS will not display this message. Instead, CBS automatically applies the payment to the oldest invoice.

**Enter a payment directly on an invoice**

For point of sale transactions you may want to immediately apply a payment while entering the invoice information.

1. In the Receivable Transactions window, enter the following.

<table>
<thead>
<tr>
<th>Type</th>
<th>I (Invoice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>ACCT</td>
</tr>
<tr>
<td>Date</td>
<td>5/31/07</td>
</tr>
</tbody>
</table>

2. Click the Items tab.

3. Select AR INSTRUCT from the drop-down list in the Item column.
4. Mark the Final checkbox. CBS displays the Apply Payments tab.

5. Click the Applied Payments tab and enter the information below.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>5/31/07</td>
</tr>
<tr>
<td>Reference #</td>
<td>POS 1234</td>
</tr>
<tr>
<td>Type</td>
<td>R Credit Card</td>
</tr>
<tr>
<td>Vendor</td>
<td>Visa (add to list)</td>
</tr>
<tr>
<td>Amount Applied</td>
<td>$60.00</td>
</tr>
<tr>
<td>Row 2</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>5/31/07</td>
</tr>
<tr>
<td>Reference #</td>
<td>POS cash</td>
</tr>
<tr>
<td>Type</td>
<td>C Cash</td>
</tr>
</tbody>
</table>
6. Click Save.

**Issue a customer refund**

If you need to issue a refund to your customer for an overpayment or return of merchandise, or if your customer is dissatisfied with a purchase and requests a refund, you can use the **Edit / Issue Customer Credit/Refund** command to create the necessary refund transactions.

For detailed information on issuing customer refunds, search on **Refunds** from the Index tab of the CBS Help Topics dialog, and then select the applicable refund help topic.
Enter a historical invoice to assess a finance charge

Now you are going to create an invoice dated in the past so that you can see how CBS assesses finance charges.

1. Select **I** (Invoice) from the drop-down list in the Type field.
2. Select **A1** from the drop-down list in the ID field.
3. Enter **01/01/07** in the Date field. CBS displays a message prompt telling you that you have entered a date from a prior period. Click OK. Notice that the program enters 1/31/07 in the Due date field because of the payment term assigned to the customer.
4. Click the **Items** tab and select **AR TEXT** from the drop-down list.
5. Mark the **Final** checkbox.
6. Click **Save**.
7. The program displays a message prompt asking how you want to handle the invoice. Choose the **Save as open** option and click OK.
8. Close the Receivable Transactions window.

Print customer invoices

1. Choose **File / Print Forms**.
2. You can assess finance charges before printing the invoices. When you assess a finance charge for late payments, CBS creates an invoice for each occurrence of the finance charge. Click the **Assess Finance Charges** button.
3. In the Finance Charge Assessment dialog, double-click the **15%** item to move it to the Selected pane.
4. Enter **05/31/07** in the Finance charge date field.
5. Click **OK**.

6. In the Finance Charge Confirmation dialog, the program will assess a finance charge of $2.94 on customer A1's account because the customer has not yet paid their invoice.
Notes

- Because this is the first time you are assessing finance charges for this customer, the Last Date customer was assessed as of field is blank.

- CBS divides the amounts subject to finance charge by 365 days and multiplies that amount by the rate entered in the Setup / Finance Charges window (in this case 0.15) to determine the Daily Rate.

  The program then multiplies the daily rate by the number of days past due to calculate the total finance charge.

7. Click the Create finance charges button.

8. In the Finance Charge Assessment dialog, enter FINANCE CHARGE in the Starting invoice # field and mark the Use the same reference number for all invoices checkbox.

9. Click OK. CBS displays a message prompt informing you that one finance charge transaction was created. Click OK.

   Note: You can access the Finance Charge Assessment dialog directly by choosing Tasks / Finance Charge Assessment.

10. In the Print Forms dialog, change the date to 5/31/07 in the Statement Activity to include group box. Notice that the program automatically changes the invoice date to the same date.

11. In the Forms to print grid, mark the checkbox on the first row and select AR Blank Paper Narrow Invoice from the drop-down list in the Layout column.
12. Select Inv from the drop-down list in the Form Type column.

13. Notice that the program automatically entered 3 in the # of forms to print column and Pending in the Selection Filter column.

14. Click the **Edit Messages** button.

15. In the Edit Form Messages dialog, enter **Thank you!** in the Standard Message field. Notice that the drop-down list in each message field includes the glossary item you set up earlier in this chapter.
16. Click OK to close the dialog.

17. In the Print Forms dialog, click the Print button.

18. After printing the invoices, the program displays the message prompt asking if all items printed successfully. Click Yes.

Note: For more information on printing Accounts Receivable forms in CBS, search on Printing accounts receivable forms: overview from the Index tab of the Help Topics dialog.

19. Open the Receivable Transactions window. If CBS displays the date prompt, click OK. Notice that there are no pending invoices now. When you print an invoice, the program automatically marks it as Final and changes the status from P to F.
View a customer’s open balances and YTD balances

You can view customer account balance information for any customer at any time from either the Receivable Transactions window or the Customers window.

1. In the Receivable Transactions window, highlight one of the transactions for customer **A1**.

2. Choose **Edit / Customer Detail / YTD Balances**.
3. In the Display totals for fields, enter **01/01/07** and **05/31/07** in the date range fields.

4. Click the **Refresh Totals** button.

5. Click the **Done** button.

6. Choose **Edit / Customer Detail / Open Balances**.

7. By default, the program uses the current date for the As of Date. Change the date to **5/31/07**, and then click the **Refresh Totals** button.

8. Click the **Done** button to close the dialog.

*Note:* To access these customer balances dialogs from the Customers window, highlight the customer whose balances you’d like to view, and then choose Edit / View Open Balances or Edit / View YTD Balances.

---

**Apply finalized payments to finalized invoices**

Use the Apply Customer Payments dialog to match unapplied payments or credit memos to open invoices. Use the Apply Pmt column to select a payment group for the payment and then select that same group for all invoices being applied to the payment.

1. Choose **Tasks / Apply Customer Payments**.

2. For customer A-1 Mobile Homes, select **Apply Payment Group 1** from the drop-down list in the Apply Pmt column for the $50.00 credit memo (Ref # 4) and the $50.00 invoice (Ref # 3). This customer has two remaining open invoices totaling $50.64.

3. For customer Bookkeeping Wonders, select **Apply Payment Group 1** from the drop-down list in the Apply Pmt column for the $309.70 payment (Ref # 2345) and the $309.70 invoice (Ref # 1).

4. For customer Music City, select **Apply Payment Group 1** for the $250.00 payment (Ref # cash) and the $545.90 invoice (Ref # 2). This leaves the customer with an open balance of $295.90.
5. Click the **Apply Pmt** button.

6. Click **OK** to close the Apply Customer Payment dialog.

**Note:** The Apply Customer Payments dialog displays only those customers with both final unapplied payments and final open invoices.

---

**Record a deposit**

CBS includes all finalized payments in the Deposits window. You select the payments to include in the deposit record. Once you make the deposit, CBS creates a deposit record in the selected CBS checkbook and adds the deposit date and description to the payment record in the Receivable Transactions window.

1. Choose **Tasks / Deposits**.
2. Change the Date to **5/31/07**.
3. Enter $50.00 in the Amount field in the Deposit reduction group box. Notice that the program automatically entered 109 in the GL account field. This is the account specified in the Deposit reductions field in the File / Company Properties dialog.

4. Click the Select Payments button. If you are not going to deposit all payments, you can deselect them in this dialog.

5. Leave all payments marked for this deposit. Click OK.

6. Click the Summary button. The Deposit summary dialog displays detailed information about the deposit as it would appear on the deposit slip and in the Reconcile Transactions window when you choose the Detail format option. Click OK.

7. Click the Print Deposit Slip button. Use the Print Deposit Slips dialog to choose options for printing a deposit slip for the current deposit. CBS uses the layout you selected in the Checkbook / Setup window.
8. You do not need to print a deposit slip at this time, so click Cancel to return to the Deposits dialog.

9. Click the **Make Deposit** button and then close the Deposits window.

10. Choose **Checkbook / Open / Checking Account**. Notice that the AR Deposit has been added to the listview pane.
11. Close all open CBS windows.

Print customer statements

After printing the invoices, you can print the customer statements. A statement is a summary of what a customer owes your company. It usually includes the beginning open balance and any additional purchase amounts, less amounts credited to their account.

1. Choose File / Print Forms.

2. Enter 5/31/07 in the Date field in the Statement activity to include group box.

3. Mark the checkbox in the first blank row of the Forms to print grid, and then select AR Blank Paper Statement from the drop-down list in the Layout column.

4. Select Stmt in the Form Type column.
5. Select **Open Balance** from the drop-down list in the Selection filter column.

6. Click the **Refresh** button. Notice that there are three statements to print.

7. Click the Details button.

8. In the Select Statements to Print dialog, verify that the **Advance Print Cycle** checkbox is marked.

   **Note:** By default, CBS marks the Advance print cycle checkbox and advances the print cycle dates. CBS uses the print cycle dates to distinguish new activity from older activity when you choose the New option in the Print Forms dialog. If you print mid-period statements for your customers and still want to provide an end-of-period statement that includes all activity for the period, clear the Advance Print Cycle checkbox and then mark it again for an end-of-period statement. CBS will update print cycle dates only if the New option is marked in the Statement activity to include group box.

9. Click **OK**.
**Note:** If you selected Customer or Contact in the **Email to use for AR form delivery** field on the General tab of a customer’s record, you can email the statement to that address by marking the Email checkbox. When you click the Print button in the Print Forms dialog, CBS will generate an email message with a PDF of the invoice and/or statement attached, and then send the email message to your customer.

10. In the Print Forms dialog, click the **Print** button. The first time you print statements, the program will display the following prompt.

![Printing statements for new customers](image)

11. Click the **Continue printing** button.

12. When the program displays a message prompt asking if all items printed successfully, click **Yes**.

**Print accounts receivable reports**

1. Choose **File / Queue Reports** and click the **Accounts Receivable** tab.

2. When printing accounts receivable reports, you can choose which transactions to include by selecting a filter. Click the **Filter** button.

3. In the Receivables Filters dialog, enter **BOOK** in the Filter Name field.

4. Select **Bookkeeping Wonders** from the drop-down list in the Customer field in the Limit selection to group box.
5. Click **Save** and then click OK.

*Note:* Most CBS Accounts Receivable reports include a **Limit selection** to group box, so you can specify filter criteria for individual reports.

6. In the Queue Reports dialog, mark the **Invoice / Payment List** checkbox.

7. Click the **Print Preview** button. Notice that the program displays only the invoices and payments listed for Bookkeeping Wonders.

8. Close the Print Preview window.

9. Click the **Clear Filter** button, and then click OK when prompted that the filter was cleared.

10. Click OK to close the Queue Reports dialog.

**Notes**

- When you select a report filter, that filter will remain selected until you click the Clear Filter button or until you select a different filter.

- For more information on setting up report filters in CBS Accounts Receivable, choose **Help / PDF Guides / CBS Accounts Receivable / Report filters in CBS Accounts Receivable**.
Once you have finished entering transactions for the processing period, you must export these transactions to your accountant for processing. Your accountant will then retrieve your transactions into his/her accounting software and address any notes you may have sent.

### Print the Transactions List report

Before you export your data to your accountant, you may want to print the Transactions List report from the CheckWriter tab of the Queue Reports dialog.

When printing the Transactions List before an export, you can choose the Current export period option to include only those CBS transactions that will be exported to your accountant.

1. Choose **File / Queue Reports**.
2. In the CheckWriter tab of the Queue Reports dialog, mark the **Transactions List** checkbox and then click the associated **Options** button.
3. In the Transaction List options dialog, choose the **Current export period** option in the Activity to include group box.
4. Click **OK**.
5. In the Queue Reports dialog, click the **Print Preview** button.
6. Note that the report shows transactions for all checkbooks. Because the checkbook adjustments do not transfer to your accountant, they do not show up on the report, and the Net Change for account 101 will not match the Checkbook balance.

7. Close the Preview window and the Queue Reports dialog.

Verify export data location

Before you export data to your accountant, you should verify the file location for the program to use when creating the export file.

1. Choose Utilities / Options and click the CBS Data Folders tab.
2. Click the Browse button next to the Export to Accountant field.
3. In the Modify Location dialog, scroll to the top of the folders list, highlight Desktop, and click OK.

4. In the Options dialog, highlight the path in the Export to Accountant field, right-click in the field, and choose Copy from the context menu that appears.

5. Highlight the text in the Backup/Restore field, right-click in the field, and choose Paste from the context menu.

6. Click OK to close the Options dialog.

---

**Export to accountant**

1. Choose File / Export To Accountant or click the Export to Accountant icon on the CBS shortcut bar. If you have any CBS windows open, the program will prompt you to close all windows before starting the export process. Click OK at the prompt and close all windows.

2. The program displays a message prompt recommending that you back up your data before exporting. Click Yes.

3. Click Save in the Backup Company Database dialog, and then click OK when prompted that the backup is complete. Both the backup file and the export file will be stored on your desktop.

4. When the backup is complete, CBS opens the Export Details dialog. Note the dates in the Current Export Date and Next Export Date fields. You can override the Next Export Date if needed.

5. Click the Continue button.
Export to Accountant

**Important!** If the Next Export Date is beyond the system date (today's date), the program will display the following warning prompt when you click the Continue button. **DO NOT** ignore this message. Click **No** and contact your accountant.

![FINAL EXPORT WARNING](image)

6. CBS displays a message prompt asking if you want to email the file to your accountant. Click **No** for this tutorial.

7. CBS displays a message prompt informing you that the export is complete. Click **OK**. Notice that the CW and PC dates in the lower-right corner of the status bar are now 6/30/07.

**Reversing an exported transaction**

1. Choose **Checkbook / Open / Checking Account**. Notice that the exported transactions are now grayed out.

2. Highlight check #104 for Greenscape Lawn Services in the listview pane.

3. Click the **Delete** button. The program displays a message prompt informing you that the transaction that has been exported to your accountant and asking if you want to create a reversal. Click **Yes**.

4. CBS creates a negative-amount transaction to offset the exported transaction.
### Client Bookkeeping Solution Tutorial

**Checking Account - Checkbook**

- Type: Check
- Payee: Landscape Lawn Services
- Date: 06/15/07
- Amount: $1,400.00

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
<th>Rate</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawn Service</td>
<td>Landscape Lawn Services</td>
<td>-1,400.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Options**

- Date: 06/15/07
- Number: 101
- ID: LAWN
- Description: Lawn Services
- Payment: $1,400.00
- Deposit: $4,150.00
- Balance: $2,750.00

- Date: 06/06/07
- Number: 102
- ID: LAWN
- Description: Office Supply
- Payment: $12.00
- Deposit: $1,390.00
- Balance: $3,165.00

- Date: 06/10/07
- Number: 103
- ID: LAWN
- Description: Transfer to Payroll
- Payment: $2,000.00
- Deposit: $2,000.00
- Balance: $5,165.00

- Date: 06/30/07
- Number: 104
- ID: LAWN
- Description: Adjust Deposit
- Payment: $500.00
- Deposit: $500.00
- Balance: $6,665.00

- Date: 07/01/07
- Number: 105
- ID: DEP
- Description: Interest
- Payment: $20.00
- Deposit: $20.00
- Balance: $6,685.00

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**Export to Accountant**

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Proper Database Maintenance

At the end of each CBS processing period, just before you create the export disk for your accountant, the program prompts you to make a backup copy of your data to save as an archive or send to your accountant with the export disk.

For maximum protection, you should keep an additional copy of the archive disk for each CBS processing period at another, off-site location. It takes only a few more minutes to make a second backup copy, but it's well worth the effort.

1. Choose File / Backup / Database. Because you set the Backup/Restore location to your Windows Desktop (in the Utilities / Options dialog), the Backup Company Database dialog opens to that location. If you plan to back up your data to a form of removable media, place that media in the appropriate drive before starting the backup process.
2. Click **Save**.

If you discover that you need to make a correction to one or more transactions that have already been exported, be sure to consult with your accountant before proceeding. You may view exported transactions as historical items in CBS data-entry windows and in certain reports, and your accountant can provide instructions on how to create one or more new transactions to make correcting entries.

**Important!** CBS does **not** allow you to restore data from an export file created for your accountant. Export data is formatted for your accountant’s software. You must restore data from backup files.

**Note:** When you restore data from a backup file, the backup data replaces all data currently saved on your computer for that same company database. If you need to restore data and do not want to lose your current information, back up your current data to a fresh backup file before executing the Restore command.
Delete old transactions

At the end of the year you may want to remove prior-year transactions from the database. This is not necessary, but it may help to improve performance.

**Important!** Be sure you back up your data before deleting transactions.

Use the Delete Old Transactions dialog to choose the number of months of historical transactions to preserve on your hard drive based on the current system date. Alternatively, you may specify a date to represent the transaction date of the oldest transactions to be retained on your hard drive. (The program automatically updates the Number of months field to correspond with the date you specify, or vice versa.) The program will not delete any transactions until you click the Perform Transaction Deletion Now button.

1. Choose **File / Database Maintenance / Delete Old Transactions**.

![Delete Old Transactions dialog](image)

2. You will not delete any transactions for this tutorial, so click the **Done** button.
Close and compact the database

By default, when you close CBS, the program automatically compacts the company database to clean up temporary files and reduce the size of the data file. This will improve performance and decrease the amount disk space required when making a backup copy. Because CBS compacts the data when you close the program, it is important that you close CBS before you turn off your computer.

If you do not want CBS to compact the database each time you close the program, clear the Compact Database on Close checkbox on the General tab of the Utilities / Options dialog.

You can manually compact the company database as follows:


2. In the Compact Database dialog, select CBS Tutors, Inc. and click the Compact button.

3. When CBS prompts you that the database was compacted, click OK.

End of CBS Tutorial

This is the end of the CBS Add-on Modules tutorial. Please contact your accountant if you have any questions regarding any of the procedures outlined in this guide.
Appendix:
Downloading and Applying CBS Software Updates

Download CBS software updates

From time to time your accountant may ask you to update your CBS program files. If you have access to the Internet and your accountant has set up your CBS software to allow you to download CBS software updates, you can do so as the updates become available.

1. With your CBS company database open, choose File / Update CBS.
Appendix: Downloading and Applying CBS Software Updates

2. In the CBS Connect window, choose the **Download now** option, and then click the **Download** button. If there are any updates available, CBS will display the list of updates. After the updates have been downloaded, CBS will prompt you to apply them.

   **Note:** If you do not want to download updates at this time, you can specify a different time to download them. Choose the **Download later** option, enter the specific date and time for CBS to initiate the download, and then click the **Countdown** button. On that date and time, CBS will connect to the CBS host computer and begin downloading any available updates. Note that the computer must have an active Internet connection at the scheduled time in order for CBS to download the updates.

3. Close the CBS Connect window.

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**Apply CBS software updates**

If you do not have access to the Internet or if your accountant has not set up your CBS program to allow you to download CBS software updates, your accountant will download the updates and make a backup copy for you.

1. Copy the software update files provided by your accountant to the location specified in the Backup / Restore field on the CBS Data Folders tab of the Utilities / Options dialog.

2. Open your company database and choose **File / Restore / CBS Updates**.
3. Use the Look in field to browse to the appropriate file. Highlight the appropriate ZIP file and click the Restore button.

4. The program will display a message prompt asking if you want to apply the updates. Click Apply Now.

5. Click the Apply Software Updates button. When the process has finished, open your company database in CBS.