



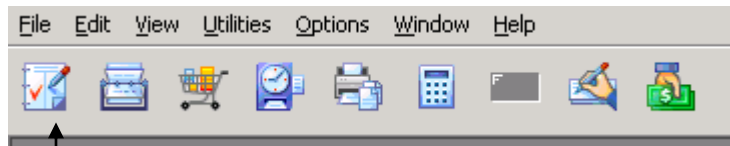
2. General Ledger

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Notes

Introduction to the General Ledger



General Ledger

The BusinessVision General Ledger is always in balance. You can add new fourth accounts whenever you wish. The general ledger module permits you to make journal entries between accounts and to print reports for any of the fiscal periods you have set up.

BusinessVision numbers transactions sequentially to provide you with an audit trail. You can view a transaction and reconstruct all the elements of a transaction via this transaction number.

You can view General Ledger balances and transactions at multiple levels:

- The first level provides you with an on-screen overview of accounts and their balances
- The second level shows the net change and closing balances for each month in the system, as well as any monthly and cumulative budgets for the current year
- The third level shows every transaction in the general ledger, starting at the period you select
- The fourth and fifth levels show source documents, showing the originating journal entry or invoice respectively

BusinessVision allows you set up fiscal periods for the current, previous and next year. You can process in all of these years at any time.

Important Note: You should understand the contents of this section thoroughly before you attempt to design your chart of accounts. BusinessVision has extremely powerful and flexible options for structuring accounts. To properly set up your Chart of Accounts you need to find the balance between convenience and reporting power. If you make the structure too simple, you will not be able to retrieve sufficient information. If you make it too complex, you will get lost in the reporting details. In addition, you may complicate and slow down your data entry process.

Notes**Account Types, Groups and Sub-Groups**

The system contains sufficient asset, liability, revenue and expense categories to produce financial statements.

The chart of accounts is a list of the descriptions and account numbers you assign to areas you need to track.

Transactions always affect two or more accounts on the General Ledger. For example, if you purchase supplies, you are exchanging supplies for money.

The Chart of Accounts has four major account types:

- Assets - 1000
- Liabilities & Equity – 2000 and 3000
- Revenue - 4000
- Expenses – 5000, 6000, 7000, 8000 and 9000

These account types are the minimum divisions you need in order to produce financial statements.

You can add fourth segment accounts as best suit your needs. Ideally, you have at least the same level of detail as your most recent Balance Sheet and Income Statement.

Financial statements you produce using the account types alone, however, are not practical. They do not break down your parish activities into sufficient areas that enable you to manage your activities, compare your performance against earlier periods, and detect problem areas.

BusinessVision further breaks account types into fixed groups. These groups will indeed allow you to produce detailed and useful financial reports.

You may find that in one or more areas standard groups are not sufficient for your requirements. You therefore have the option of creating sub-groups beneath groups.

You can create and reorganize sub-groups at will, without affecting the integrity of your data. This is very powerful, as you can restructure your financial reporting without affecting anything, or anyone, else.

Notes**Allocation Accounts**

An allocation account is a mechanism that automatically distributes a single transaction you enter across a number of General Ledger accounts on a percentage basis. For example, you may wish to distribute insurance costs across a number of locations (church, hall and rectory).

You can use allocation accounts in vendors, payroll departments, and customers. You can also use them directly in General Ledger journal postings.

An allocation account has its own unique account number. You should create these numbers in such a way as to easily identify the account as an allocation account and not a General Ledger account.

In the allocation account you specify multiple General Ledger accounts, each with a percentage. The overall allocation must total 100%. When you post to an allocation account, the system creates a transaction for each General Ledger account in the allocation account, and gives it the percentage value you specify.

Allocation accounts can sometimes alleviate the effort required to create a more complex General Ledger structure. The next level of complexity and power is to use General Ledger segments.

Segments

Segments are an optional mechanism that lets you create structures within the parish. You usually do this to analyze specific areas of your parish.

You accomplish this by extending the General Ledger account number. You can do this in practically any way you like.

You should consider your needs carefully when you design your segments. If you segment badly, you will end up with little or no benefit.

Segments work as follows:

- You can create fourth segments.
- You specified length of the fourth segment is three characters. The maximum length of all segments is 10.
- You specify whether a segment is numeric, alphabetic, or alphanumeric.

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As an example, assume you wish to produce reports by snow removal or lawn care. We do this as follows:

- We retain the four digit account numbers in the default charts of accounts as the first segment. (5530)
- The second segment of one character to indicate the location (0)
- The third segment of two characters to indicate the group (00)
- The fourth you create to indicate snow removal or lawn care (030 or 031)

You can copy the chart of accounts from one segment to another to speed up the maintenance process. We suggest that you to get the chart of accounts as correct as you can prior to doing this, so that you do not have to correct errors you make multiple times.

Using this example:

- You can filter on the first segment to see a total cost for utilities
- You could view an income statement filtered on the first and second segments to see the costs of utilities in each location
- You could view an income statement filtered on the first, second, and third segments to see expenses for each ministry within the parish



Notes

Chart of Accounts Structure for the Roman Catholic Diocese and Parishes

As discussed above, each of the accounts in the General Ledger's Chart of Accounts may contain up to four segments to help define the account and provide additional detail for reporting purposes. The following describes how the Chart of Accounts has been set up in BusinessVision to accommodate the requirements of the Diocese and individual parishes.

The first segment contains the account code and is mandatory. The second segment provides the location that the account is associated with; the third segment identifies the ministry; and the fourth segment is available for individual parish use.

The first three segments are created by the Diocese and cannot be modified. To tailor the Chart of Accounts to meet the needs of your particular Parish you can use the fourth segment.

Acct. No.	4000-0-00-001	
Description	Regular Sunday Collection - Envelope	

Segments are separated by dashes. In the example above, 4000 is the Account Code, 0 is the Location, 00 is the Ministry Group, and 001 is the detail account.

Guidelines for Using the Fourth Segment

The fourth segment is a three-digit code that can provide additional detail in your General Ledger to help you better analyze your finances. This code can be used in any way you like but we highly recommend that you have a predefined system and apply a certain degree of logic to the creation of these segments.

Note: It is important to have a thorough understanding of how the General Ledger, its' Chart of Accounts and General Ledger reporting works before creating segments.

1. Plan before you start. Take time to plan what information you wish to see in the General Ledger and how you want to see it before you begin to create your segment codes. Once you have posted to these accounts they cannot be deleted.

Notes

2. Be consistent. Each code should identify a specific type of detail. Once you have used a code for a particular detail, use it only for that same type of detail elsewhere in the Chart of Accounts.

For example, your Parish has decided to track the expenses of bottled water, pop and coffee separately in your General Ledger. You may elect to use the following segments codes 230, 240 and 250 respectively to track each of these types of expenses.

In this example, the Parish code 230 will track bottled water expenses and be used as the basis to create three new accounts:

5570-0-00-230, Household Expense – Parish Bottled Water;
5570-1-00-230, Household Expense – Rectory Bottled Water; and,
5570-4-00-230, Household Expense – Hall Bottled Water.

Using this structure you could generate a report for just bottled water expenses by selecting Parish code 230. On the other hand, to print a report that generates a total for all beverage expenses, you would select Parish codes 230 through to 250.

If you later decided to also track the cost of ice tea you could create a new Parish code 235.

3. Decide on the type of detail you want to extract to determine how you should group your numbering scheme for the segment codes and adhere to that method to ensure that you will be able to produce meaningful reports.
4. Use a numbering scheme that orders your segment codes in such a way that items that are similar to one another are close in number to assist with reporting on a range of accounts. Leave enough space between numbers to add future accounts.

For instance, in the example used in point 2, each of the beverages was assigned a code within a range of 230 to 250. As long as no other type of expense but beverages is assigned within that range, selecting 230 to 250 for reports will provide a total for all beverages. Also, since each of the expenses were given codes far enough from one another within the range there is room to fit new expenses in between existing codes and allow for maximum flexibility in reporting on expense details.

Notes

How to Create a Fourth Segment Code

1. From the menu; select Utilities, *C*opy GL Account Wizard, then select Next.
2. In the combo box labeled *C*opy Segment select Parish Code.
3. *F*rom source will default to "000".
4. *T*o Destination is the fourth segment code that you would like to create. In our example, we are creating a segment "230".
5. Select the Account you want to attach the fourth segment to (from and to), do the same for Location and Ministry.
6. Select Next.
7. Select Yes to create a new segment.
8. Use the following screen to search and replace text in the descriptions.
9. Select Next when you are finished.
10. Review the new accounts that will be created and if you are satisfied with them select Next to complete the procedure.

Combo box

Source and Destination Account Information

Source and Destination Accounts

This page takes you through the selection of source and destination account segments. By defining ranges or specific segment selections you can refine this copy process to suit your particular needs.

Copy segment: Parish Code From source: 000 To destination: 230

Account From: 0000 To: 0000 [X] All

Location From: To: [X] All

Ministry From: To: [X] All

Parish Code From: To: [X] All

< Back Next > Cancel Help

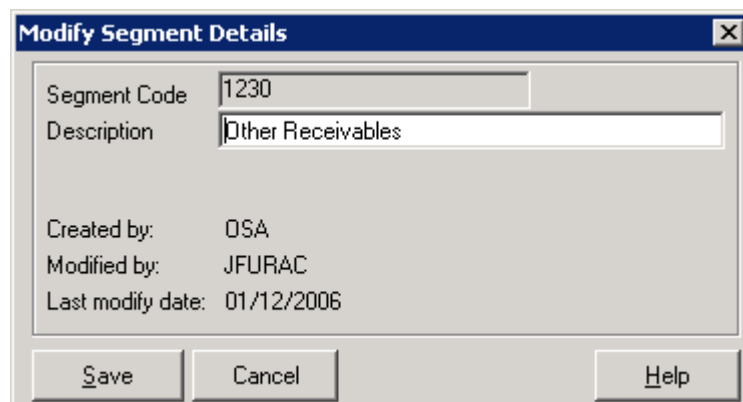
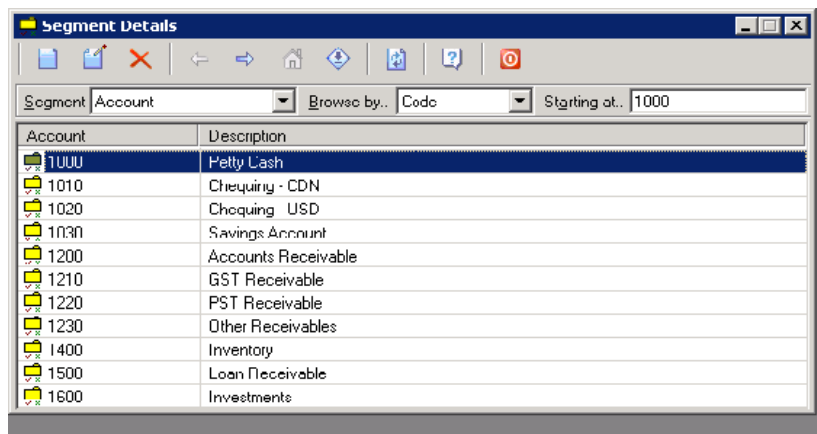
Notes

Modifying Accounts

To Modify a General Ledger Account Segment Description:

Every time a new General Ledger account is created a base segment is also created *whether or not you are using segments in your General Ledger account numbering system*. BusinessVision automatically assigns a generic segment description for each new General Ledger account; therefore, after creating a new account you will also want to immediately modify its segment description.

1. To go to the Segment Details module, select Edit, General Ledger, Segment Details.
2. Double click on the base account number whose description you want to modify and modify the description in the dialogue window that appears. Click on the Save button or press *Ctrl-S*.



Notes

Modify Segment Details

Segment Code: 1230
Description: Receivables from Parish X

Created by: OSA
Modified by: JFURAC
Last modify date: 01/12/2006

Save Cancel Help

Or, from

Modify Segment Details

Segment Code: 1010
Description: Chequing - CDN

Created by: BUSINESS
Modified by: UNBALANCED
Last modify date: 12/09/2005

Save Cancel Help

to

Modify Segment Details

Segment Code: 1010
Description: BMO Operating Account - CDN

Created by: BUSINESS
Modified by: UNBALANCED
Last modify date: 12/09/2005

Save Cancel Help

Notes

General Ledger Account Group Maintenance

The General Ledger Account Group Maintenance utility is accessed from the Utilities menu and provides the ability to view the Chart of Accounts in a "tree view" format, including account types (Assets, Liabilities, Income and Expenses) and the groups, sub-groups and accounts that fall within them.

Accounts may be reassigned to a different group or sub-group by clicking in the group or sub-group field and selecting from the drop-down list that appears. Note that pressing the F2 key when on a line item takes the cursor to the beginning of the first entry field. An Income Statement and Balance Sheet can be printed directly from this window, so that you can establish whether the Chart of Accounts meets your requirements.

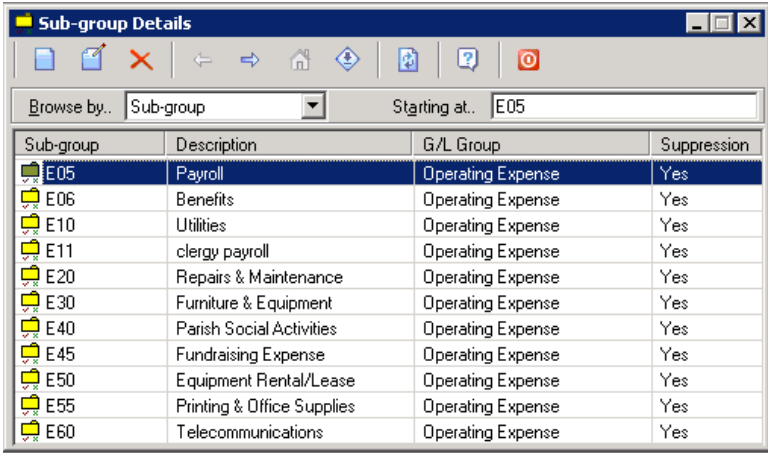
The groups are pre-established in *System Setup* (Parish can not modify this group) while the sub-groups are maintained in the *Sub-group Details* function under Edit, General Ledger (Parishes can modify this group).

General Ledger Account Sub-groups

Each account may be assigned to a sub-group and numerous sub-groups may belong within a group. This will establish a logical hierarchy to facilitate the design of financial statements.

Accounts belonging within a sub-group can be suppressed when printing financial statements. For example, within the group Cash you may wish to establish a sub-group called "Payroll" containing accounts such as Clergy, Lay Ministers, Administration, Caretaker, Housekeeper, Musicians and Others. In this way, the details and total of each of these payroll accounts may, or may not, appear on financial statements as desired.

An unlimited number of sub-groups may be created.

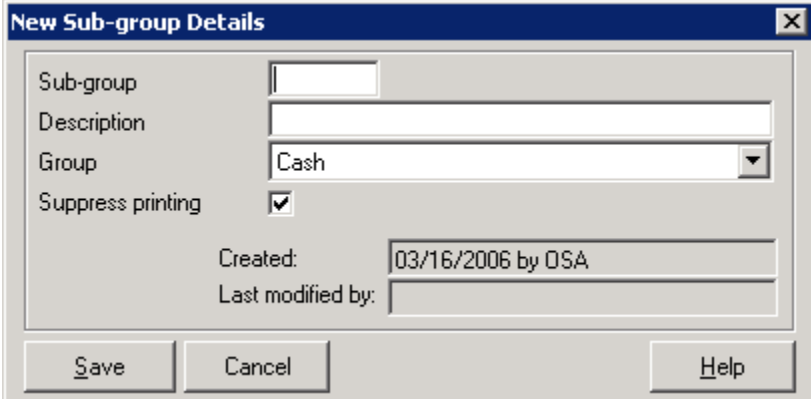


Sub-group	Description	G/L Group	Suppression
E05	Payroll	Operating Expense	Yes
E06	Benefits	Operating Expense	Yes
E10	Utilities	Operating Expense	Yes
E11	clergy payroll	Operating Expense	Yes
E20	Repairs & Maintenance	Operating Expense	Yes
E30	Furniture & Equipment	Operating Expense	Yes
E40	Parish Social Activities	Operating Expense	Yes
E45	Fundraising Expense	Operating Expense	Yes
E50	Equipment Rental/Lease	Operating Expense	Yes
E55	Printing & Office Supplies	Operating Expense	Yes
E60	Telecommunications	Operating Expense	Yes

Notes

To Add a New General Ledger Account Sub-Group:

1. Go to the Sub-Group Details module; select Edit, General Ledger, Sub-group Details.
2. Click on the *New Item* icon or press *Ctrl-N* to create a new sub-group.
3. Enter a name for the sub-group, a description (which is what will print on the financial statement), the General Ledger Account group the sub-group will be included in and whether or not you want to suppress printing of the sub-group.
4. Click the *Save* button or press *Alt-S* to save the new sub-group.



To Modify a General Ledger Account Sub-Group:

1. Go to the Sub-Group Details module; select Edit, General Ledger, Sub-group Details.
2. Highlight the sub-group to be modified and click on the *Modify* icon, press *Ctrl-E* or double-click on the sub-group itself.
3. Make the necessary changes and click the *Save* button or press *Alt-S* to save the new sub-group.

To Delete a General Ledger Account Sub-Group:

1. Go to the Sub-Group Details module; select Edit, General Ledger, Sub-group Details.
2. Highlight the sub-group to be deleted and click on the *Delete* icon or press *Ctrl-D*.
3. Confirm the deletion by clicking on *Yes* or press *Alt-N*.

Notes

Modifying a Journal Entry in a Sub-Ledger Module with AutoPost Off – *It is highly recommended that the AutoPost Off be left on*

Entering transactions in *Accounts Receivable*, *Accounts Payable*, *Order Entry*, and *Purchase Orders* with *AutoPost* off allows you to override which *General Ledger* accounts are posted to.

AutoPost can be toggled on and off by clicking the *AutoPost* button on the task bar at the top of the main window or by pressing *F8*.

The status of *AutoPost* is displayed at the bottom of the main window.

1. After clicking on the *Post* button the *Journal Entry* window will appear. The top section of this window is the *Display* area and shows the entire journal entry. The bottom section is the *Data Entry* area and shows the line that is highlighted in the *Display* area for editing.

Date	03/16/06	Transaction No.	2000000197	Entries	4	Balance
Acct. No.	Account description	Memo	Debit amount	Credit amount		
M 3900-0-00	Accounts Payable	D Vend. STAPLES		230.45		
6220-0-00-999	Unallocated Expense	C Vend. STAPLES				
6160-3-00-000	Printing & Office Supplies - General	D Vend. STAPLES	222.89			
1210-0-00	GST Receivable	D Vend. STAPLES	7.56			
		Vend. STAPLES				
Total:			230.45		230.45	

Account No.	Account description	Memo	Debit amount	Credit amount
3900		Vend. STAPLES Invoice		

2. Click on the line that is to be changed in the *Display* area.
3. Make the required changes in the *Data Entry* area.
4. If you need to add a line click on the first line that does not have an account number but does have the same memo as the other lines in the *Display* area. In the *Data Entry* area enter the account number, change the memo if required and enter an amount.

You will not be able to post the transaction until the journal entry is balanced. The amount the transaction is out of balance by is displayed in the top right area of the window.

Notes

- When you are satisfied with the journal entry, post the transaction.

Journal Entry

Date: 03/16/06 Transaction No.: 2000000197 Entries: 5 Balance:

Acct. No.	Account description	Memo	Debit amount	Credit amount
M 2000-0-00	Accounts Payable	D Vend STAPLES		230.45
6220-0-00-999	Unallocated Expense	C Vend STAPLES		
6160-3-00-000	Printing & Office Supplies - General	D Vend STAPLES	172.89	
1210-0-00	GST Receivable	D Vend STAPLES	7.56	
6160-3-01-000	Printing & Office Supplies - Youth	D Vend STAPLES	50.00	
		Vend STAPLES		
Total:			230.45	230.45

Account No.: 6160-3-00-000 Account description: Printing & Office Supplies - General

Memo: Vend STAPLES Invoice

Debit amount: 172.89 Credit amount:

Post Edit New J/E Help

Notes**Creating a Journal Entry**

1. To post an entry directly into the General Ledger module first open the Journal Entry screen by selecting Edit, General Ledger, Journal Entry.

The system automatically generates a transaction number to provide a reference for journal entries. The transaction number is 10 digits long. (The Transaction Journal report provides a full audit trail by listing all transactions in transaction number sequence.)

2. The system defaults to today's date (or the session date you logged on with). Change the date if required for this entry. If you enter a date that is outside the current period you will be asked to confirm the date. (You can post to any existing period provided the period is unlocked.) Each line of the journal entry will use the same date.
3. Press *Tab* to move from the date field to the data entry grid and press F2 to enter the account number for the first line of your journal entry. Type the account number or use the mini-browse window to select an account from the list (use *Shift-F9* to sort by account number, *F9* to sort by account name or *F9* to enable the Segments mini-browse window).
4. Press *Tab* to move to the memo field and enter a notation to explain the reason for the journal entry. (If you would like to make a lengthy notation that will not fit into the standard memo field you may enter a note by clicking on the Notepad icon.)
5. Press *Tab* to move to either the Debit or Credit column and enter a value.
6. Press *Tab* to select the next account number and continue with the journal entry. (You will not be able to post the journal entry until the entry is in balance.) You may enter up to 999 lines in one journal entry.
7. Once you have entered amounts for every account in your journal entry press *Esc* to leave edit mode and press *Ctrl-P* to post the journal entry.

Notes

Notepad icon

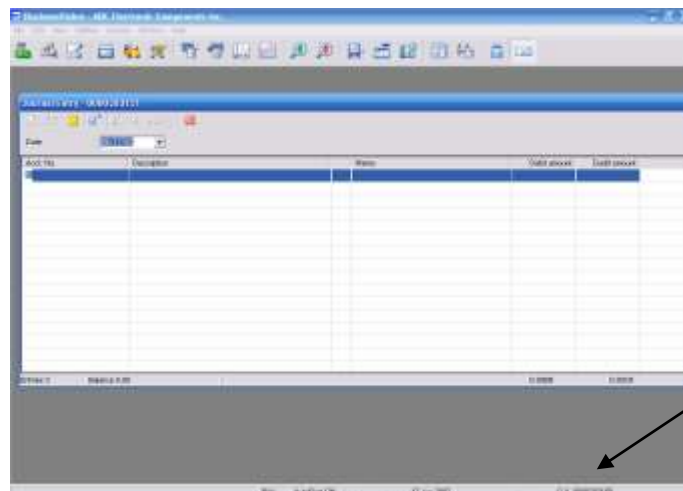
Acct No.	Description	Memo	Debit amount	Credit amount
1113-0-00-000	Chequing - Cdn	DR Returned Cheque - no signature	100.00	100.00
0000-0-00-000	Regular Savings Collection - Envelope	CR Returned Cheque - no signature	600.00	600.00

Amount to balance

Column totals

Important Notes:

1. In a multi-user environment two or more users could see the same transaction number on their screens at the same time. The first user to post their transaction will use that number. The next user to post gets the next number in sequence. The actual transaction number the system uses appears in the bottom right corner of the status bar in the main BusinessVision screen.
2. It is good bookkeeping practice to write the transaction number on your source documents. For example, after posting a bank deposit, write the transaction number on your copy of the deposit slip after the transaction posts. Copy the number from the main window's status bar as seen in bottom right part of the figure below.



Notes**Tips for Working in the Journal Entry Screen**

1. To create a new line, move to the first empty line and enter the values. Alternatively, click the New Grid Item icon or press *Ctrl-E*.
2. To insert a line above another line click the line above which you wish to enter the new line and click the Insert Grid Item icon or press *Ctrl-A*.
3. To create a note for a journal click the Notepad icon or press *Ctrl-J*.
4. To delete a line, either click on the line, or use the cursor keys, to select it. Then, click the Delete Grid Item icon or press the *Delete* key.
5. The batch total of the batch displays in the status bar. This total must be zero in order to post the journal.
6. Once you post a journal entry you may click Default icon, or press *Ctrl-L* to re-display the lines of your previous journal entry without values. You can use them as a template for another journal entry.
7. To clear the journal batch before posting it to start again, click the New icon or press *Ctrl-N*. This deletes any lines you have entered.
8. Click the Exit icon, or press *Esc*, to leave this screen. If there are unposted lines the system asks you to confirm that you will lose the lines.

Notes

Recurring Journal Entries

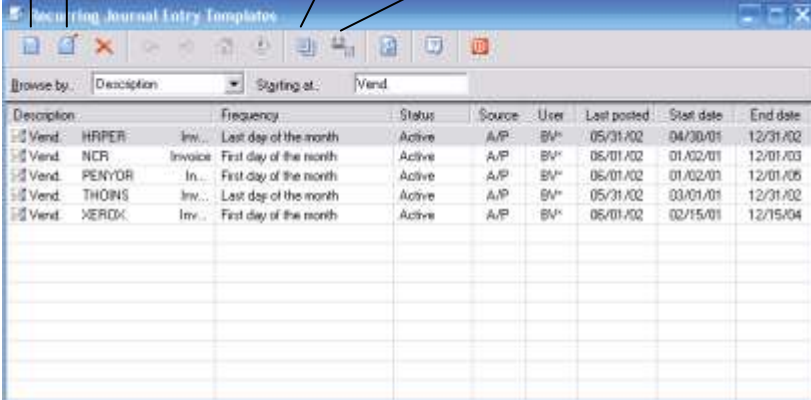
The *Recurring Journal Entry* function is used to automatically create and post journal entries that will repeat in the future. This function posts entries to the *General Ledger* based on transactions that have previously been posted and may also be used to recur entries from the Accounts Receivable and Accounts Payable modules. Typically, this function is used when identical entries are posted to one of the ledgers on a scheduled basis, such as rent, insurance, property taxes or lease payments. The function can also be used to process pre-authorized payments for recurring charges such as weekly or monthly maintenance agreements, subscriptions, membership fees, etc.

The transaction must exist before it can be set to recur.

Creating a Recurring Journal Entry:

1. Open the *Recurring Journal Entries Template* window by clicking on the Utilities menu at the top of the window and then clicking on Recurring Journal Entries.

New Change Posting Status Error Log Report



Description	Frequency	Status	Source	User	Last posted	Start date	End date
Vend. HARPER Inv...	Last day of the month	Active	A/P	BN*	05/31/02	04/30/01	12/31/02
Vend. NCR Invoice	First day of the month	Active	A/P	BN*	05/01/02	01/02/01	12/01/03
Vend. PENYOR In...	First day of the month	Active	A/P	BN*	05/01/02	01/02/01	12/01/06
Vend. THORNS Inv...	Last day of the month	Active	A/P	BN*	05/31/02	03/01/01	12/31/02
Vend. XEROX Inv...	First day of the month	Active	A/P	BN*	05/01/02	02/15/01	12/15/04

2. Click on the *New* icon located on the taskbar at the top of the window.
3. Enter the *Transaction Number* of the entry that you would like to use as the template for the recurring journal entry.

Notes

4. The *Description* will default to the *Memo* from the original transaction and may be changed at this time.
5. The *Transaction Status* defaults to *Active*.
6. Enter the *Start Date*.
7. Enter the *End Date*.
8. When using a transaction that was entered through the Accounts Payable or Accounts Receivable modules, *Update Payables* or *Receivables* will default to the supplier or customer code from the original transaction and may be changed at this time.
9. In the *Frequency Information* section the *Transaction Frequency* will provides you will a list of choices of when the recurring journal entry should be processed.
10. Click *Save* or *Alt-S*.

Note: A recurring journal entry cannot be modified once it has been saved. Only the *Transaction Status* may be changed.

11. Active recurring journal entries will be posted at the time of logging on to BusinessVision for all entries on or before the log-on date providing the user has access to the *General Ledger*. **Therefore, logging on with a future date will cause active entries to be posted for all dates before and including the log-on date.**
12. A recurring journal entry will become *Unpostable* if one of the accounts it is posting to is deleted or the customer or supplier is deleted. You will receive a message when logging on that the transaction could not be posted and the error details are written to a log file for viewing. This error log may be accessed by clicking the *Error Log* button located on the taskbar at the top of the *Recurring Journal Entries Template* window.

Notes**Suspending a Recurring Journal Entry:**

To temporarily suspend an entry from posting you may change the *Transaction Status* to *Suspended* by clicking on the *Change Transaction Status* button on the taskbar at the top of the *Recurring Journal Entries Template* window. Changing the *Transaction Status* back to *Active* will cause any skipped entries to be posted automatically at the next log-on.

Reversing Recurring Journal Entries:

The most effective way to reverse a series of recurring entries is to manually reverse the oldest entry, in the appropriate sub ledger, and then create a Recurring Journal Entry Template using this reversal entry to reverse the other incorrect postings. Remember that it is necessary to log-off and then log-on again to activate the process.

Notes

Browsing General Ledger Account Balances and Entries

1. In the General Ledger Account Details module select the Balances tab and enter an account number to see the net change and ending balance for each fiscal period for last year, this year and next year. (All three years will not fit in the window at one time. To see a year that isn't being displayed move the navigation bar at the bottom of the screen.)

View Transactions button

End Date	Net Change	Ending Balance	End Date	Net Change	Ending Balance	End Date	Budget Pct. cont.	Cumulative Budget (this unit)
11-Jan-2001	825,438.11	825,438.11	31-Jan-2002	181,130.43	96,760.34	31-Jan-2003		
28-Feb-2001	(280,879.93)	544,558.18	28-Feb-2002	336,247.59	438,986.45	28-Feb-2003		
31-Mar-2001	(562,539.68)	(18,981.50)	31-Mar-2002	(162,384.87)	276,601.58	31-Mar-2003		
30-Apr-2001	(284,370.11)	(274,451.61)	30-Apr-2002	685,465.27	908,067.85	30-Apr-2003		
31-May-2001	(253,509.36)	(527,960.97)	31-May-2002	(24,837.84)	883,230.01	31-May-2003		
30-Jun-2001	(222,865.62)	(750,826.59)	30-Jun-2002	(22,460.89)	860,769.12	30-Jun-2003		
31-Jul-2001	(180,211.99)	(931,038.58)	31-Jul-2002		868,536.22	31-Jul-2003		
31-Aug-2001	(223,347.74)	(1,154,386.32)	31-Aug-2002		868,536.22	31-Aug-2003		
30-Sep-2001	(169,162.88)	(1,323,549.20)	30-Sep-2002		868,536.22	30-Sep-2003		
31-Oct-2001	(140,152.88)	(1,463,702.08)	31-Oct-2002		868,536.22	31-Oct-2003		
30-Nov-2001	(306,898.44)	(1,770,599.52)	30-Nov-2002		868,536.22	30-Nov-2003		
31-Dec-2001	(229,969.24)	(2,000,568.76)	31-Dec-2002		868,536.22	31-Dec-2003		

Navigation bar

2. To view all of the transactions for any fiscal period first highlight the period and either double-click with your mouse, click on the View Transactions button or press *Ctrl-T*. You may scroll through the list to view all transactions for that period using the navigation buttons, PgUp, PgDn or your arrow keys.

Navigation buttons View Journal Entry button

Date	Trans. no.	Details	Debit Amount	Credit Amount	Source	User ID	Date Posted	Date
09-Apr-2002	000002773	Per: NATURAL		807.99	A/P	BP	09-Apr-2002	30-Apr-2002
09-Apr-2002	000002774	Per: TRN		5,754.13	A/P	BP	09-Apr-2002	30-Apr-2002
23-Apr-2002	000002827	Per: BOSAUJ		55,436.66	A/P	BP	23-Apr-2002	30-Apr-2002
23-Apr-2002	000002828	Per: CHAPPS		249.68	A/P	BP	23-Apr-2002	30-Apr-2002
23-Apr-2002	000002829	Per: BAYELLE		57,575.30	A/P	BP	23-Apr-2002	30-Apr-2002
23-Apr-2002	000002830	Per: INWARD	38,481.63		A/P	BP	23-Apr-2002	30-Apr-2002
23-Apr-2002	000002831	Per: DISCAR	389.00		A/P	BP	23-Apr-2002	30-Apr-2002
23-Apr-2002	000002832	Per: TONYD	540.00		A/P	BP	23-Apr-2002	30-Apr-2002
30-Apr-2002	000002873	Per: BELL		470.00	A/P	BP	30-Apr-2002	30-Apr-2002
30-Apr-2002	000002880	Per: CHCP		26,195.90	A/P	BP	30-Apr-2002	30-Apr-2002
30-Apr-2002	000002881	Per: FEDCO		246.00	A/P	BP	30-Apr-2002	30-Apr-2002

3. To view the entire journal entry of any transaction first highlight the transaction then either double-click it with your mouse or click on the View Journal Entry button. You may

Notes

view or enter a note attached to the journal entry by clicking on the Notepad button or pressing F2.

Notepad button

Acct. No.	Account Name	Memo	Debit	Credit
11120	Royal Bank	Pym BSSND	38,461.62	
21120	Accounts Payable	Pym BSSND		

You may also see a graphic representation of an account's balance by period or net change by clicking on the appropriate tab

