



SAGE BUSINESSVISION

Procedures Manual

Roman Catholic Diocese and Parishes

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BusinessVision Reference Manual
for the Roman Catholic Diocese and Parishes

1. Introduction

The purpose of this manual is to supplement the on-line help available in Sage-BusinessVision. It is organized into tasks that are commonly required to be performed using Sage BusinessVision in the day-to-day operation of your parish. These tasks are described in easy to understand, procedures as step-by-step instructions.

The procedures are grouped into logical categories making it easy to first go to the section of the manual that contains related procedures and then locate the specific procedure for the task you wish to perform.

Procedures are kept as brief as possible to allow you to read them easily while performing an unfamiliar task. A large margin is provided on each page to allow you to supplement the Procedure with notes and turn this manual into a personal handbook for the operation of Sage BusinessVision as it relates to your parish.

This material assumes that you are familiar with working in a Microsoft Windows environment.

Sage BusinessVision is designed to help you automate your parish records and provide up-to-the minute information on demand. All of the facilities required to keep your parishes' accounts and automatically summarize important financial information are provided.

Sage BusinessVision is easy to use and understand. It will help you manage all of your record keeping for your receivables (if applicable), payables, general ledger, budgets, and payroll.

When all of the Sage BusinessVision functions are used most of your daily accounting requirements will be managed automatically. You don't need to know about debits and credits; the system manages that part automatically. When Sage BusinessVision prints a cheque or payment advice it will automatically adjust vendor statistics, accounts payable ledgers, bank balance records, etc.

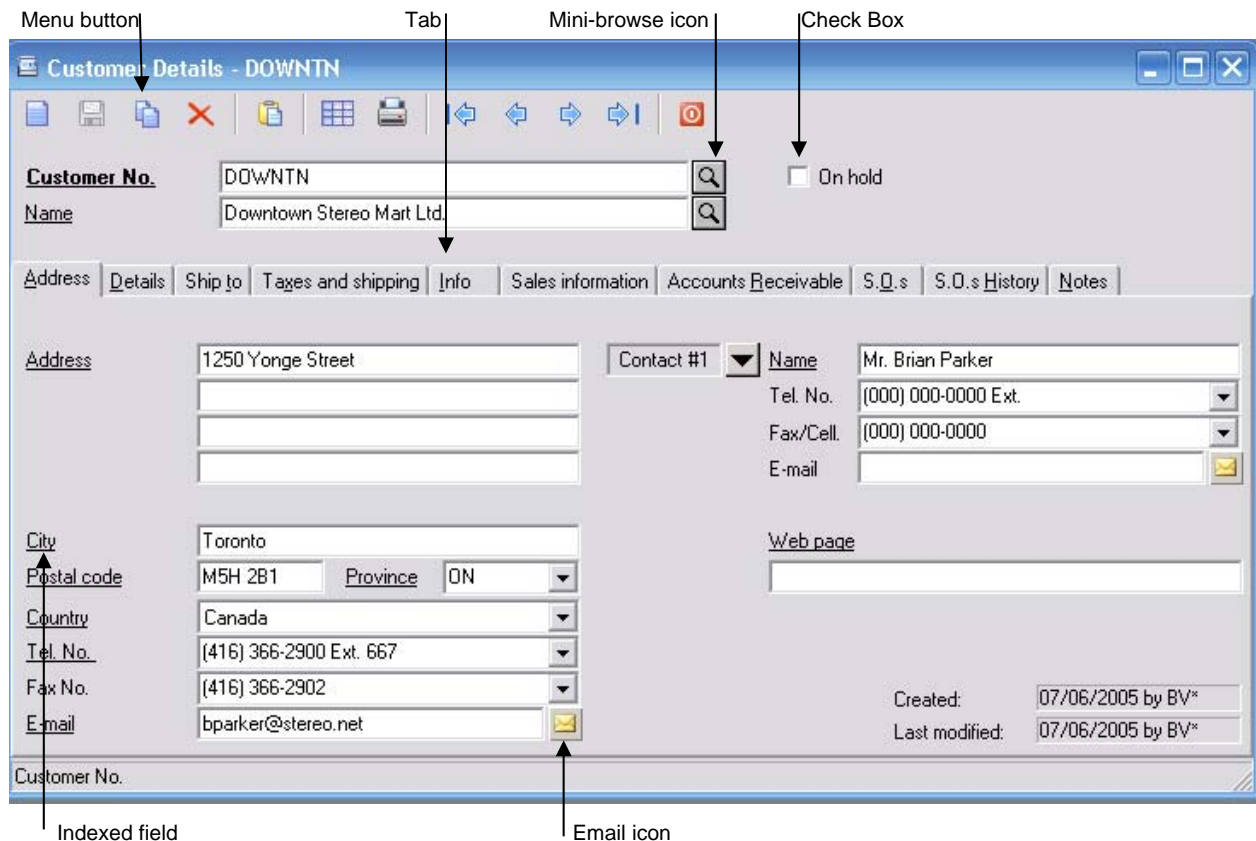
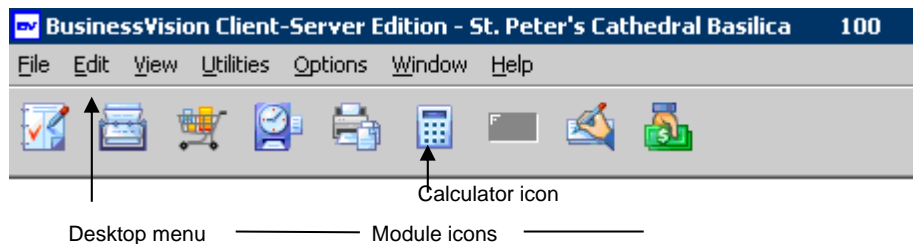
To use Sage BusinessVision you require an IBM PC or 100% compatible (Pentium 350 or higher) computer with a minimum of 128 MB available memory (RAM), a video card and monitor capable of displaying 1024 x 768 x 256 colours and 400 MB of available hard drive space (additional hard drive space is required for data files), a CD ROM drive, Internet Explorer 5.01 (or higher). Sage BusinessVision requires that workstation runs either the Windows 2000 ® or Windows XP ® operating systems and has a mouse or compatible pointing device.

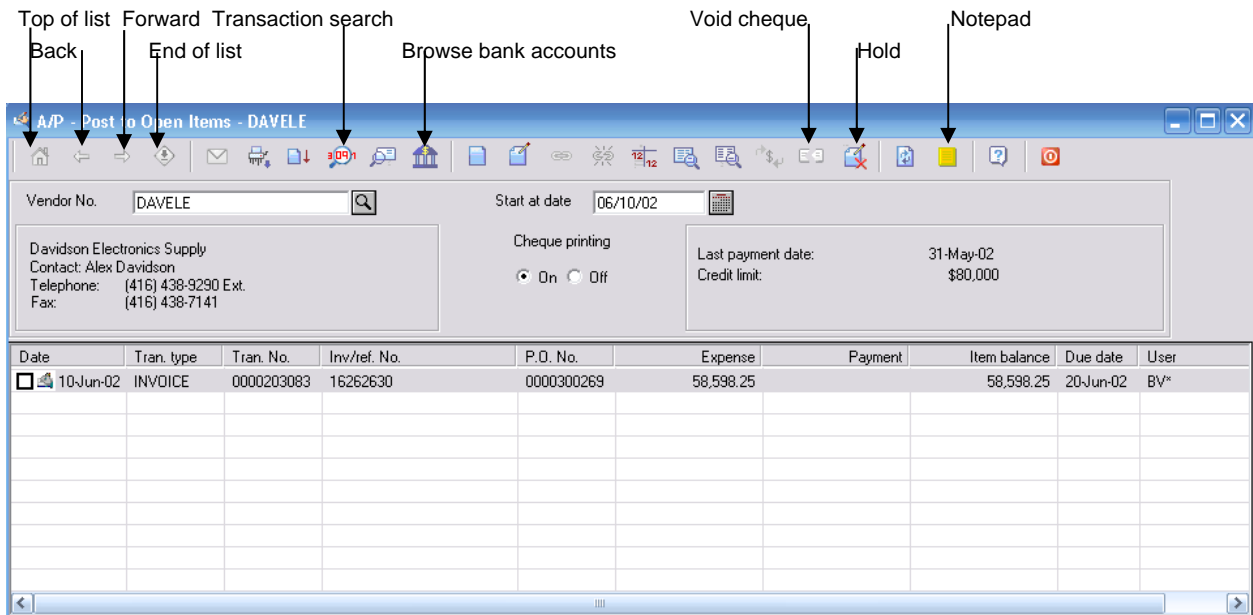
Conventions

The following conventions are used throughout the Procedures:

- Italicized words represent module, field, account and report names and window titles, keystrokes and icons
- When instructed to *click* you should press the left mouse button once; *double-click* requires two quick presses of the left mouse button.
- *Right-click* is the same as the above but requires pressing the right mouse button.

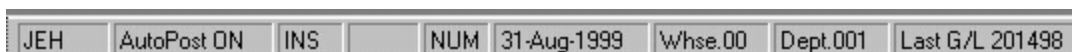
Other terms are illustrated below using sample screen shots:





The *Status Summary* bar is displayed at the bottom of the BusinessVision desktop and is used to show settings for the current user. Included in the *Status Summary* are the status of *AutoPost*, the log-on date and the last transaction number posted. If active, the current *General Ledger Department* is displayed.

The last transaction number posted is shown in the *Status Summary* bar and is helpful to network users as this field always displays the *actual* transaction number used, not the *proposed* transaction number.



Note: The system automatically assigns relevant numbers to transactions at the time of processing. It is important to note that in a multi-user system it is possible, if not likely, that a specific user could commence a task before another user but complete it after the other user. In such a case, the first user may initially acquire a transaction number (or another number) in the belief that it will be the number used. However, the second user acquires this number since they are able to complete the transaction first. Simply stated, whoever processes the transaction first gets the first available number and the other user gets the next available number. This also makes allowances for transactions that have begun but are ultimately abandoned since no number should be consumed.

Menu

The BusinessVision menus are:

Menu	Contents
File	This menu deals with company-wide issues, imports and exports, and printer settings.
Edit	This menu gives you access to maintenance functions and modules.
View	This menu gives you access to enquiry modules and functions.
Utilities	This menu gives you access to setup functions as well as some more complex / less frequent functions.
Options	You use this function to configure your personal user settings. For details about this, click here .
Window	You use this menu to control multiple open windows.
Help	This gives you access to the on-line help, the BusinessVision Overview, Internet links to relevant pages, and product registration.

Modules

BusinessVision divides work activity into modules. There are different types of modules:

- Some modules, such as the Customer and Vendor module, consist of only a maintenance function. The module is equivalent to a standard maintenance window.
- Sometimes, besides the maintenance function, there are additional icons at the top of the module window that you can use to invoke the transaction processing screens for that module. This lets you edit master file records and process the transactions for the module, all in one window. Examples of this is the General Ledger module.
- Modules such as Accounts Receivable and Accounts Payable do not have master file maintenance capabilities. However, they have all the processing functions for the module, which you also access via icons at the top of the module window.
- Finally, there are modules that work uniquely, such as the Reports module.

Short-Cut Keys

The following key combinations can be used as an alternative to clicking with the mouse:

The letter **F** followed by a number indicates a function key, one of the keys located across the top of your keyboard. For example, *F9* means that you press the Function Key labeled *F9*.

Shift-F9 indicates that you first hold the *Shift* key and then tap the *F9* key to invoke the browse by search key function.

Ctrl- or *Alt-* followed by a letter indicates that you hold down the *Control (Ctrl)* key or *Alternate (Alt)* key respectively and then tap the appropriate letter. For example, *Ctrl-F* indicates that you first hold down the *Control (Ctrl)* key and then tap the letter *F* to invoke the *Find* feature.

Home, End, Page Up, Page Down, Tab, etc. are all directional keys labeled accordingly on your keyboard.

Function	Shortcut	Action
Calculator	Ctrl-K	Invoke Calculator
Calendar	Ctrl-L	Invoke Calendar
Close	Esc	Close Window
Context Menu	Ctrl-O	Present context sensitive selection menu
Help	F1	Present context sensitive help
Notepad	F2	Invoke Notepad where applicable
Full Screen Browse	Ctrl-B	Invoke Browse feature where applicable
Mini-Browse	Shift-F9	Search by module primary search key, starting at entry provided. Available when in module key fields
Mini-Browse	F9	Search by module alternate search key, starting at entry provided. Available when in module key fields

To Browse Records...		
Beginning	Home	Move to the beginning of the file
End	End	Move to the end of the file
Previous	Page Up	Go to previous record
Next	Page Down	Go to next record
In Browse Windows...		
Move Up/Down	Directional keys	Move up or down one line in browse
Select Record	Enter	Select highlighted record
Top of file	Home	Move browse to beginning of file
End of file	End	Move browse to end of file
Previous Page	Page Up	Move up one page in browse
Function	Shortcut	Action
Next Page	Page Down	Move down one page in browse
Refresh	F5 or Tab	Refresh browse based on current criteria
In Notepad...		
New	Ctrl-Shift-N	Create new note
Print	Ctrl-Shift-P	Print note(s)

Delete	Ctrl-Shift-D	Delete current note
Save	Ctrl-Shift-s	Save current note
Stamp	F5	Stamp current note with time and date
Browse	Shift-F9	Browse all notes on this topic

More Terminology

AutoPost

AutoPost is a very powerful feature. It allows you to forget about the *General Ledger* for most of your everyday business transactions. BusinessVision will calculate the effect on the *General Ledger* accounts and will automatically take care of the accounting distribution. *AutoPost* can automatically create and post several transactions simultaneously. In *Payroll*, *AutoPost* can create and post a transaction with over 100 entries.

Balance Sheet

The *Balance Sheet* may be printed to reflect your business as at the end of any fiscal period this year or last year. When you select a date that is not the end of a fiscal period any transactions that have been postdated within that fiscal period will be reflected in the report. You can view all available ending dates in the *Date* dialog box.

Unlike other reports, the *Balance Sheet* does not advance to a new page when the existing page is full; instead, it uses the line and page advance information from the *Chart of Accounts*.

The underlining and totaling rules of the *Balance Sheet* are complex and are controlled by the information on the *Chart of Accounts*. (See *Total Levels* in the on-line help for more information on these rules.)

In order to produce an accurate *Balance Sheet* the system first calculates the difference between income and expenses from the start of the year to the end of the fiscal month selected. A *temporary* posting is made to the *Equity* account (usually Fund Balance) specified in the *Special Accounts* function.

Browse

The *Browse* function can be used at any time. From the *Browse* by drop-down list, select the required browse criteria. You may browse customer, supplier, employee, and the general ledger.

You may enter a *Starting At* value so that the browse will begin its search of the file at the specified position. The left or right arrow buttons can be clicked to advance the *Browse* function, one record at a time, in either direction (previous or next).

The left *Beginning of File* or right *End of File* Browse buttons can be clicked to advance the *Browse* function to the first or last record on file respectively.

Chart of Accounts

A list of the names and account numbers assigned to the things you need to keep track of in your parish.

Parish transactions affect two or more accounts on the *General Ledger*. Put another way, parish transactions can be represented by the exchange of funds or goods from one place to another.

The *Chart of Accounts* has four major account groups:

Assets
Liabilities & Equity
Revenue
Expenses

These four major groups contain the accounts that make up your financial reports. Accounts can be further organized to assist with the appearance of your financial reports by assigning them to Groups and Sub-Groups.

Find

The Find function lets you search for major items such as customers and vendors.

Fiscal Period

Normally a month, all parishes use the calendar year as their fiscal year.

Flag

The purpose of the *Flag* feature is to apply a payment to several (up to 200) open invoices. It may also be used with the *Link* feature to attach open items to one another (e.g. an open credit to an open invoice), in order to arrive at one total figure.

General Ledger Integration

When integrated, any transactions affecting any one of the financial modules will also be immediately reflected in the *General Ledger* although, in most cases, you may partially modify the journal entry that is being posted to the *General Ledger*, providing that *AutoPost* is set to *Off*.

Integration is normally only turned off temporarily so that the opening trial balance information can be posted to the *General Ledger*.

Do not turn integration to *Off* unless you do not want postings in other modules to affect the *General Ledger*.

Help

Help is available throughout BusinessVision and can be accessed in two ways:

- The *Help* window can be invoked by clicking the *Help* button or pressing the *F1* key while the cursor is focused on a specific field, button or icon. This provides context specific help.
- *Help* can be invoked from the BusinessVision *Help* menu. When *Help* is accessed from the menu a table of contents is displayed and specific topics can be located using the *Index* and *Search* functions.

Income Statement

The *Income Statement* may be printed to reflect your parishes' performance as of the end of any fiscal period this year or last year. When you select a date that is not the end of a fiscal period, any transactions that have been postdated within that fiscal period will be reflected in the report. You can select from the available ending dates in the *Date* dialog box.

Unlike other reports, the *Income Statement* does not advance to a new page when the existing page is full. It uses the line advance information in the *Chart of Accounts* and only advances to a new page when a *Page Advance* is encountered.

The underlining and totaling rules are controlled by the *Total Level* assigned to each account on the *Chart of Accounts*.

Accounts that have a zero balance for the month, quarter and year-to-date are not printed.

Journal Entry

The method used to enter transactions into the *General Ledger*. Other modules that post transactions to the *General Ledger* also create journal entries. If *AutoPost* is *On* those entries are automatically created and posted.

To access this function select *Edit, General Ledger, Journal Entry* from the menu.

Special Accounts

The *Special Accounts* function is located under *System Manager – Utilities* on the BusinessVision desktop menu. The purpose of this function is to tell the system which *General Ledger* accounts should be used when performing common processes such as paying supplier invoices or posting customer payments. You may accept the system defaults, or modify the lists to suit your requirements. *Parishes do not have access to the Special Accounts, these have been set for you.*

Transaction Number

The system automatically generates transaction numbers to provide a reference for *General Ledger* entries. The transaction number is six digits and begins with the value entered in *System Setup* for *Next Transaction Number*. Every time a transaction is accepted and posted to the *General Ledger* the transaction number is increased by one. A *Transaction Journal* report is available under the *General Ledger* reporting options and is sequenced by transaction number; providing full audit trail capability.

Note: It is good bookkeeping practice to write the assigned transaction number on your parish documents. For example, after posting a bank deposit, write the transaction number on your copy of the deposit slip after the transaction is actually posted.

Important Note: When operating in a multi-user environment it is possible that two or more users could see the same transaction number on their screens at the same time. This is normal. The first user to post their transaction will be assigned that number. The next transaction to be posted will be given the next number in the sequence. Accordingly, the system will automatically change your transaction number at the time it posts to the *General Ledger*. The actual transaction number will appear in the bottom right corner of the *Status Summary* bar.

Trial Balance Report

The *Trial Balance* lists only those accounts that have had some financial activity. Accounts with a balance of zero and no activity are excluded. You may select, as your period ending date any date shown in the *Date* dialog box. If you select a date that is not the end of a fiscal period, transactions that have been postdated within that fiscal period will be reflected in the report.

Signing-On to BusinessVision

Signing-On



Start the system by double-clicking the BusinessVision icon.

User I.D. and Password

You cannot use the system without a *User I.D.* and *Password*. New users may only be given access by an existing user with an *Authorization Level* at least as high as the new user being created.

Enter your *User I.D.* and *Password*. Your password will not be shown on-screen as you type it on the keyboard. Instead, a row of asterisks appear on the screen so that other people do not accidentally see your password, thereby avoiding unauthorized access while maintaining security.

Please make sure you have provided the ISS Department with your User I.D. and Password in order for you to be able to login to Business Vision.

The *User I.D.* and *Password* are not case-sensitive.

If you wish to change your password, please contact the ISS Department. Do not change your password unless instructed to do so by the ISS Department.

Remember your new password for the next time you sign-on.



Entering the Date

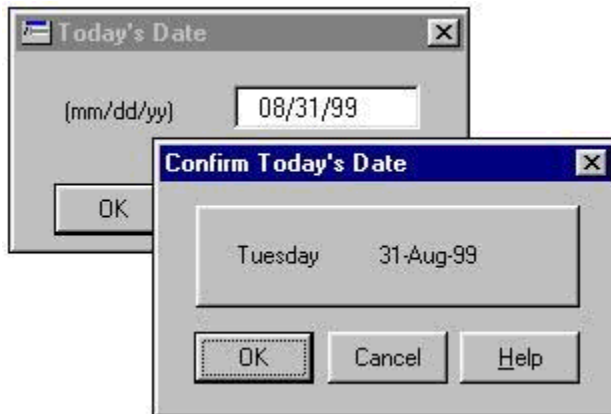
Entering the date correctly is a critical part of the sign-on process. The format used must be month/day/year in numbers (e.g. 09-17-01). To avoid confusion when confirming the log-on date the system displays the date in the format day/month in words/year (e.g. 17-Sep-01).

By default, the log-on date is taken from your computer's built-in calendar. If your computer doesn't have a built-in calendar, the date the system was last used is shown in the dialog box.

Enter today's date or accept the date shown. You will be told if the date you have entered is invalid (e.g. February 30th).

Because the date is so important for financial record keeping you will be asked to confirm that the date you have entered is correct. The day of the week is computed and appears with the date on-screen. If you have made a mistake, click *Cancel*, then re-enter the date.

The date entered must be within a range between the beginning of your last fiscal year and the end of your current fiscal year. If log-on is denied due to the date being outside of your fiscal periods then you must log-on with a date that is within this range and change the fiscal periods in *System Manager*.



Company Selection Log-on

When only one parish data files are present, BusinessVision will proceed immediately to the log-on screen. When more than one set of parish data exists a window will appear showing all available parishes.

To log-on to a specific parish, use the mouse or arrow keys to highlight the parish that you wish to work in and click the *Log-on* button. (You may also double-click or press *Enter* to log-on).



If, during a BusinessVision session, you would like to log-on to a different parish, choose *Company Selection* from the *File* menu. From the list that appears you may select another parish. Once *Parish Selection* is chosen you are automatically logged-off the current parish.

Alternatively, you may keep the first parish active and run a second session of BusinessVision, selecting the new parish. You may then switch between the two active BusinessVision sessions using the *Alt-Tab* key combination.