Chapter 2 Journal Entries

The Journal Entries menu allows you to create journal entries and post the entries to the journals and general ledger. A journal entry consists of two or more transaction lines that balance with equal debits and credits. You have the option of batch posting or direct posting the entries. You specified your posting method on the Operating Parameters screen in the Accounting System Setup.

All users begin by entering the journal entries on the journal entry screens. The left side of the menu contains seven options for posting various types of journal entries. An option on the right side of the menu also allows you to post integrated entries from Parts, Service, and Daily Rental. The steps you take after you create the journal entry, however, vary based on whether you chose to post the journals directly to the general ledger and schedules or to batch post.

Direct Posting

If you selected the direct post option, you post the entries to the books right from the journal entries screens. You have the option of posting to the current month or next month, or you can select to save the entry to a batch file that you will post at the end of the day. The Journal Utilities menu contains an option that allows you to print the journal data for the current operator ID. This provides a way to print the journal data for the current day so you have a copy for your records.

Batch Posting

If you selected to batch post, you file the entries. This saves the entries to a batch file. Once you save the entries, you use the journal utilities to manage the entries and proof them before posting them to the books. Once you are finished with all of the entries, you post them to the journals at the end of the day. You have the option of posting selective entries or all entries for the current Operator ID. Next, you print the journals so you have a record of the information. Finally, you post the journals to the general ledger for the current month or next month.

Posting Date and System Date

The system maintains the accounting posting date separately from the system date. When you open the Accounting module for the first time each day, the "Date/Time/ID" prompt appears. *You must verify that the date displayed is the current calendar date. **DO NOT** use this prompt to set the posting date.* When you set the date here for this station, the system updates the posting date to the system date for the Operator ID indicated.

If you need to edit the posting date, you **_MUST_** edit it on the Journal Entries menu. You can change the posting date by clicking on the **Operator ID** button or by pressing the F5 key. This opens the Default Operator ID and Posting Date window.

Operator ID and Posting Date Prompt

When you entered the Operating Parameters in the Accounting System Setup, you indicated if you wanted the system to prompt the operators for the Operator ID and date. If you selected "Y" for this parameter, the system prompts the operators every time they open the Journal Entries menu. Each operator must verify the ID and the posting date. The system uses the ID and date to post the journal entries.
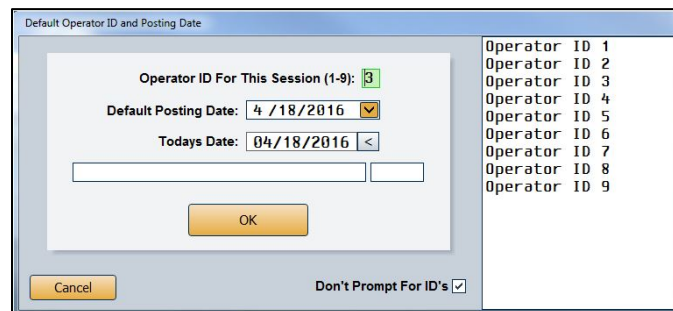
If the operator needs to select a different ID, the operator can click the ID in the list of IDs. If you set passwords for the operator IDs, the system will prompt the operator to enter the password before it accepts the ID for this posting session. (See Chapter 11, Utilities, for instructions on setting passwords.)
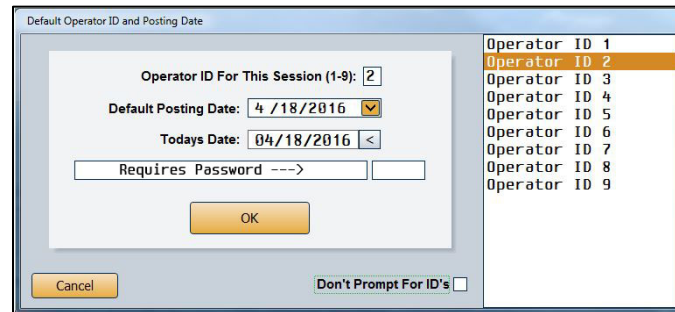
If an operator changes the posting date, the system keeps the new date for all subsequent postings (at least for that day). When the operator opens the Journal Entries menu and the posting date is different from the calendar date, the system prompts the operator to select which of the two dates the operator wants to use. The operator must click the posting date the system should use for the session. This will happen every time the operator opens the Journal Entries menu.
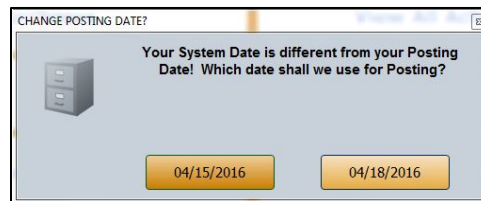
Transaction Line Numbers

The system automatically maintains line numbers as you add transaction lines to a journal entry. Sales, General, Purchase, Receipts, Clean Schedules, and Factory Receivable Statement journal entries can have up to 199 lines (198 transaction lines plus a balancing entry). If your journal entry exceeds 199 lines, you will need to break it up into more than one entry.

Additional line restrictions are as follows:

- **Disbursements** can hold up to 57 transaction lines (56 transaction lines plus a balancing entry).

- **Integrated Entries** can have up to 21 transaction lines (20 transaction lines plus a balancing entry).

- In Cashier, **Cash Receipts** can hold up to 60 transaction lines (59 transaction lines and one balancing entry).

Printing Proofs

Most of the journal entry screens have a **Print** button you can use to print proofs of the entry. This allows you to check the entry for correctness. When prompted to verify your printer is ready, click to select **To Printer** to print the proof or **To Screen** to view the proof on your screen. Once you select your print criteria, click **Print**. If you select to view the proof, you can print it from the viewing screen.
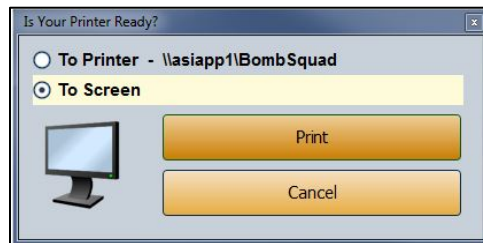
Using Resource Buttons

The top of the Journal Entries menu and several of the journal entry screens have a Transaction Entry menu bar. This menu bar contains six buttons that allow you to research information in six different areas while you are posting journal entries. A supervisor can restrict access to this menu bar when setting up passwords for the Accounting module. (See Chapter 10 for information about setting passwords.)
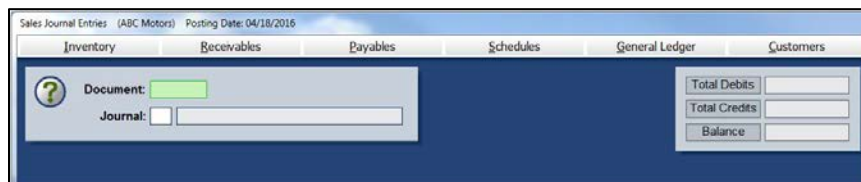
- **Inventory**: Use this button to open the Vehicle Internals screen to view information for a vehicle in inventory. This is a read-only screen.

- **Receivables**: Use this button to open the Trade Customer FaStatement screen to view information posted to a customer's account. This is a read-only screen.

- **Payables**: Use this button to open the A/P FaStatement screen to view information posted to a vendor's account. This is a read-only screen.

- **Schedules**: Use this button to open the Schedules screen to view a list of transactions in the Detail Forward (Balance Retained) schedule. This is a read-only screen.

- **General Ledger**: Use this button to open the General Ledger Account Data screen to view information for any general ledger account. The screen displays both monthly and year-to-date account information. In addition, you can view and print complete transaction information for any month. This is a read-only screen.

- **Customers**: Use this button to open the Customer Information screen to enter, view, or change customer information.

Sales Journal Entries

You will only use this screen if your Accounting module does not integrate with the Parts Inventory and Service Writing modules. In this situation, you use this screen to input parts and service sales entries because they will not automatically post to the Integrated Entries. If you integrate with the Parts Inventory and Service Writing modules, you will use the **Integrated Entries** button on the Journal Entries menu to post parts and service entries.

You can exit this screen after posting a partial entry. When you attempt to exit, the system warns you that you have not saved the entry. Choose to exit the screen or clear the entry at this time. If you exit, the partial posting will automatically display when you return to the screen. This function is client-dependent, so the system only saves the posting on the original computer and for the original Operator ID. The posting will remain until you complete and save it or until you clear it.

Making a Sales Journal Entry

1. From the Journal Entries menu, click **Sales Journal Entries**.

2. In the **Document** field, type the document number (counter slip number, repair order number, or invoice number).

3. In **Journal**, type the appropriate journal number.

4. The **Line** field will automatically populate. The **G/L** field should also automatically populate with an account number. When you defined your journals, you should have entered accounts for the default common entries for each journal. These accounts will automatically populate this field as you start each line. While the cursor is in this field, press the PAGE UP and PAGE DOWN keys to scroll through the list of accounts.

    If no account fills in this field, type the appropriate general ledger account. The entry is error-checked for a valid account. Press ENTER, and the cursor will move to the **Amount** field.

5. In **Amount**, type the dollar amount for the entry.

6. The **+ / -** field automatically populates based on the common journal entry for the account entered in the General Ledger Setup in the Accounting System Setup. If the field does not populate, enter the symbol that indicates if the amount is to be treated as a debit (+) or a credit (-).

7. If this is a Sale account, you will enter information in the **Cost**, **C.O.S.**, and **Inven.** fields. In **Cost**, type the cost that will post as a debit to the Cost of Sale account you specify in **C.O.S.** and as a credit to the associated Inventory account you specify in **Inven**.

    If you set up the blind entries section in the General Ledger Accounts setup for the Sale account, the **C.O.S.** and **Inven.** accounts will automatically fill when the Sale account is entered.

8. Scheduled accounts, such as inventories, receivables, and payables, will require a control number in the **Control** field. You can search for existing controls using the **Schedules** button while the cursor is in the **Control** field. In some cases, such as sublet inventory, a control will be required for the blind entry. If you leave the **Control** field blank when a control is required, the document number will fill in as the control. When you enter a new control, you must complete the Customer Information screen for the new control.

9. In **Description**, type a description of the entry line. This is helpful in identifying the purpose of an entry later. If you do not enter a description for an existing control, the customer's name fills in as the description. When you complete this field, press ENTER, and the line appears in a list under the entry fields. This is considered filing the line.

10. The **Total Debits**, **Total Credits**, and **Balance** fields reflect the amount you have posted to the entry. These values adjust as you continue to add lines to the entry.

11. The cursor rests in the **G/L** field, which automatically fills in with the account set in the Journal Setup. Scroll though the general ledger accounts for the journal, or type the appropriate account number. Add the remaining information for the line, and continue to enter lines as needed.

12. If the sale is taxable, you must add a tax memo.

    a. Type **T** in the **G/L** field.

    b. The cursor advances to the **Taxable** field. Type the taxable amount in this field.

    c. The cursor goes back to the **G/L** field. Type the general ledger account for tax, and enter the tax amount in the **Amount** field.

    d. For the description, type **TAX**.

13. The last line you enter will be for the net. In **G/L**, type the general ledger account for cash or charge, and press ENTER to advance through the **Amount** field. The net balance automatically fills in as the amount.

14. If you enter a cash account, the cursor advances to the **Description** field so you can record the customer's name.

    If you enter a trade receivable account, the cursor advances to the **Control** field so you can enter the customer control number. Use the **Schedules** button to search for an existing customer in the system. If you enter a new control, you will have to fill out the Customer Information screen to create an account for the customer.

15. Once you post the net line, the entry balance should be .00. The system will not let you save an entry that does not balance or that contains invalid general ledger accounts.

16. Click **Save Transaction** or **Post Transaction**. The button description changes based on the posting method you select. (You can also press ENTER in a blank **G/L** field).

17. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

    If you choose to batch post, click **OK** when prompted to verify you want to file the entry. (Click **Cancel** to continue working.)

Editing a Saved Entry

If you use batch posting, you can edit an entry before and after you save the entry. If you want to add a line to a saved entry, recall the entry, and add the lines by entering the information for the line in each field. The line will be added to the entry.

1. Type the document number, or click **Transaction List** and select the document from a list of batched entries.

2. Click the line you wish to edit. The information populates the working line.

3. Click in a field and edit the information as needed.

4. Save the entry.

Removing a Line

1. Select the line.

2. Delete the general ledger account number in the **G/L** field.

3. Press ENTER. The line is removed.

Deleting a Sales Journal Entry

You can only delete an entry if you use batch posting.

1. Select the entry.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the entry.

Making Adjustments to Posted Entries

If you use direct post, you can edit a line before you post the journal entry to the books. However, once you post the entry, you cannot recall or edit it. Instead, you must post an adjusting journal entry to correct the error.

Posting a Void

You can post a void document from the Sales Journal screen as long as there is no accounting transaction involved. For example, if the Service Department created a repair order for a customer but there was no charge to the customer or to policy work, you would post a void entry. The entry appears in the journal and document list, but it will not go to the general ledger or schedules.

1. Type the document number and journal number in the **Document** and **Journal** fields.

2. In **G/L**, type **VOIDS**.

3. "Voided Document" auto-populates the **Description** field. You can edit this entry as needed.

4. Save or post the entry.

Posting a Credit Return

Journal 39 is reserved for credit returns. You will need to post debit and credit entries for the Sale, Cost, and Inventory accounts. When you post a credit return to journal 39, the debit for the Cost account and the credit for the Inventory account reverse.

1. Type the document number.

2. Type **39** as the journal number.

3. Type the general ledger Sale account.

4. Type the amount, preceded by a minus sign (-).

5. Type a minus sign (-) in the **+/-** field.

6. Type the cost. Do not add a minus sign.

7. Click **OK** when prompted that the cost exceeds the sale amount.

8. Type **CREDIT** as the description.

9. Type the Cash Receipts or Cash Sales general ledger account number.

10. Type the sales amount preceded by a minus sign.

11. Type a plus sign (+) in the **+/-** field. This will debit the sale and the inventory accounts and credit the cost and cash sale accounts.

12. Save or post the entry.

General – Purchases – Receipts

This button opens the Journal Entries submenu. This menu contains three special purpose journal entry screens and utilities to manage the journal entries. You can post General Journal entries, Purchase Journal entries, and Cash Receipt Journal entries. In addition, the menu contains options that allow you to print the journal proofs and view the journal data for batched entries. The Clean Schedules utility allows you to clean hanging balances from schedules. You edit the journals you enter on this menu the same way you edit the Sales Journal entries. See page 51 for instructions on editing journals.

General Journal Entries

Use the General Journal Entries screen to input entries to the General Journal. These entries are frequently called "80 entries." General Journal entries are usually adjusting or correcting entries that are not based on a specific document. However, some supporting paperwork should be prepared for a credible entry. You can print a blank "GL Entry" form from the Month-End Procedures menu under Month-End Check Off List. If necessary, you can exit this screen with a partial entry posted.

Making a General Journal Entry

1. From the Journal Entries menu, click **General**.

2. Type the document number.

3. The **Journal** field automatically defaults to 80, General Journal.

4. Type the general ledger account number. When the cursor rests in this field, the field label reads, "**G/L List**." Click the label to view a list of general ledger accounts. Use the drop-down menu at the bottom of the View Ledger screen that opens to filter the account list as needed. Click the account you wish to select from the appropriate list.

5. Press ENTER to advance through the **Document** field. The document number fills in this field.

6. If this is a scheduled account, type the control number in the **Control** field. Use the **Schedules** button to search for existing controls for the account. When you enter a control, the top of the screen displays the account information for the control. Once you enter a control, you can press HOME to make the control for the subsequent lines default to the same control.

7. Use the **Description** field to type a description for the entry. Once you enter a description, you can press HOME to make the descriptions for the subsequent lines default to the same description.

8. Type the amount in the **Debit** or **Credit** field. You cannot enter values in both of these fields for the same line.

9. Continue to enter lines as needed. The **Total Debits**, **Total Credits**, and **Balance** fields automatically calculate the amounts as you enter lines.

10. When the entry balances, click **Save Transaction** or **Post Transaction**. The button description changes based on the posting method you selected. (You can also press ENTER in a blank **G/L** field).

11. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

    If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No, Not Yet** to continue working.)

Making Prior Month Adjustments

Journal 09 (Prior Month Adjustments) allows you to continue posting to the previous month after the books have been closed. You can only make journal 09 entries from the General Journal Entries screen. You post the entries the same way you post a General Journal entry, but you use journal 09. The system will post the entry to the previous month and adjust the beginning balance for the current month accordingly. After posting to the _current_ month, you must recompile the previous month's financial statement.

Do not make journal 09 entries during the first month of the year to correct entries for the last month of the previous year. You must use the thirteenth-month entries to make these types of adjustments. See Chapter 9 to learn more about thirteenth-month entries. In addition, you should not post to the previous month if you have generated and submitted your financial statement for that month.

Adding Memos to Journals

From time to time, you may have a situation where you have to create a memo and append it to a given document number. Two possible scenarios would require you to add memos: if you need to explain an adjustment to a specific document or if you have to point out certain details in the journals. Regardless of which scenario applies, it is easy to add memos to a document.

Creating a Memo Account

Before you can post a memo, you must create a Memo account in your general ledger. The following example indicates how you should set up the memo account.

Adding the Memo to a Journal

You will enter the memo as a General Journal entry.

1. On the General Journal Entries screen, type the document number of the original document to which you are adding the memo. This will attach or insert the memo into the journal with the original document.

2. The program will prompt you that the document number already exists in the journals. Click **OK** to continue.

3. Type the journal number to which the memo must post.

4. Type **Memo** as the general ledger account.

5. The cursor automatically advances to the **Description** field. Use the field to enter the memo text. You may need to add multiple memo lines depending on the amount of text you need to enter for the memo. If desired, add description lines of asterisks (*) as the first and last lines in the memo to make the memo stand out.

6. You will not be using any debits and credits for the memo. Simply save or post the entry when you are finished entering the memo.

This is an example of what a memo looks like.

When you post the journals to the books, the result is a memo inserted into the journal as a reminder or side note to a transaction that may otherwise confuse users. You view the journals using the Scheduled Accounts menu. (See Chapter 6, Schedules & Documents, for information about how to view journals.) Remember, you can add a memo to any document. This is a useful way to help keep accurate records in your journals.

Purchases

Use the Purchase Journal Entries screen to input entries to the Purchase Journal. Generally, you will enter the Purchase Journal entries from the vendor's invoice. The system will post an automatic credit line for the Accounts Payable account you specified in the Operating Parameters in the Accounting System Setup. Generally, the debit lines you post will be to the Inventory or Expense accounts. You can post a single invoice with as many as 98 transaction lines (97 debits, plus one balancing line). If necessary, you can exit this screen with a partial entry posted.

Making a Purchase Journal Entry

1. From the Journal Entries menu, click **Purchases**.

2. The journal number defaults to the journal number entered as the default Purchase Journal in the Operating Parameters in the Accounting System Setup. This should be **75**.

3. Type the invoice number from the vendor's bill.

4. Type the vendor's control number. Press F3 to search for an existing vendor. If you enter a new control, you will have to enter the vendor information before you can complete the journal.

5. Type the amount of the invoice.

6. Use the **Memo** field to type any information about the entry you want to record.

7. In **Invoice Date**, type the invoice date. If you press ENTER to advance through this field, the current system date automatically populates this field.

8. The **Days Until Due** field defaults to the days entered in the vendor's master file (from the Trade Vendor Payables menu). A default entry of 30 automatically populates if there is no entry in the vendor's master file.

9. In **G/L Debit Account**, type the account to which the debit amount should post. This is usually the Inventory or Expense account.

10. If you entered a scheduled account, you will have to enter a control. Use the **Schedules** button to search for an existing control.

11. Type the debit amount.

12. In **Description**, type a description for the line. If you leave this field blank, the vendor's name defaults as the description.

13. The line is added to the right side of the screen, and the cursor returns to the **G/L Debit Account** field. Continue to add lines as needed. You can add multiple entries to multiple accounts.

14. When you are finished with the entry, click **Save** or **Post**. The button description depends on the posting method you selected. (You can also press ENTER in a blank **G/L Debit Account** field).

15. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

    If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No, Not Yet** to continue working.)

Pulling a Purchase Order

You can auto-post the Purchase Journal by pulling a purchase order.

1. From the Journal Entries menu, click **Purchases**.

2. Type the invoice number from the vendor's bill in the **Invoice No.** field.

3. When the cursor rests in the **PO No.** field, click **PO List**.

4. The system displays a list of purchase orders pulled from the Purchase Orders in the Cashier module. Use the buttons on the bottom of the screen to filter the purchase order list.

5. Click a purchase order to view the detail.

6. Click **Process This PO** to pull the PO to the Purchase Journal Entries screen (or click **Back** to return Purchase Journal Entries screen).

7. If the purchase order contains multiple items, you must indicate if you want the items listed in a combined entry or separately by general ledger account. Click **Combine** or **Separate**, respectively.

8. The information for the purchase order automatically pulls to the screen.

9. You can edit lines or add additional lines as needed.

10. When you are finished, save or post the entry.

Cash Receipts

The most common use for this screen is to enter customer payments. Generally, you will enter the payments from the Cash Receipts document. The system will post an automatic debit line for the Cash on Hand account you specified in the Operating Parameters in the Accounting System Setup. The general ledger Credit account defaults to the Trade Receivables account specified in the Operating Parameters. Each Cash Receipt document is a separate entry. A Cash Receipt can have up to 98 transaction lines (97 credit lines, plus one balancing line). If necessary, you can exit this screen with a partial receipt posted.

Making a Receipt Entry

1. From the Journal Entries menu, click **Cash Receipts**.

2. The journal number defaults to 50, Cash Receipts.

3. The **Cash On Hand** field displays the account set as the Cash on Hand account in the Operating Parameters in the Accounting System Setup.

4. In **Receipt Number**, type the number from the cash receipt book. This is where the cashier hand records the cash received. When the system is set up for batch posting or entries are batched when the system is set up for direct posting, the receipt number will increment after each entry once you enter the first receipt number. You should always verify that the receipt number in this field matches the receipt number from the receipt book.

5. Type the **Receipt Amount**.

6. Use the **Memo** field to type any information about the receipt you want to record. The customer's name defaults as the memo line if you leave this field blank.

7. The **G/L Credit Account** automatically defaults to the Trade Receivables account set as the default in the Operating Parameters in the Accounting System Setup.

8. In **Customer Control**, type the customer's control number. Use the **Receivables** button along the top of the screen to search for an existing control. If you are entering a new control, you must enter the customer's information before completing the entry.

9. The **Payment** field defaults to the amount entered in the **Receipt Amount** field. If you are dividing the receipt among multiple invoices, edit this field to reflect just the amount of the transaction line you are posting.

10. If a late fee applies, and you have the **Auto-Calc Late Charge Entry** option at the top of the Receipts Journal Entries screen selected, the late fee charge automatically populates the **Late Charge** field. (See Chapter 4, Trade Receivables, for instructions on applying late charges to customers' accounts.)

11. In **Description**, type a description for the transaction line. The customer's name defaults as the description for the line if you leave this field blank.

12. The line is added to the right side of the screen.

13. If necessary, enter additional lines as needed. The **Total Debits**, **Total Credits**, and **Balance** fields automatically calculate the amounts as you enter lines.

14. When the entry balances, click **Save Transaction** or **Post Transaction**. The button label changes based on the posting method you selected. (You can also press ENTER in a blank **G/L Credit Account** field).

15. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

    If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No, Not Yet** to continue working.)

Pulling Customer Detail

You can pull detail from a customer's account and use it to automatically post payments for invoices. This allows you to post a payment to a particular transaction line in the customer's account.

1. Type the **Receipt Number** and **Receipt Amount**.

2. Enter the **Customer Control**.

3. The bottom-left corner of the screen displays the customer's account summary. Click **Detail** to view the account detail.

4. The Account Detail screen displays a list of all of the transactions posted to the customer's account. The **To Apply** field displays the receipt amount.

5. Click transactions to select them for posting. The **Selected Total** field calculates the total of the selected lines.

6. Click **Accept List** to accept the transaction lines.

7. The system automatically posts the selected lines to the receipt. If you select transactions that exceed the receipt amount, the system warns you (Click **OK** to dismiss the warning.) and only posts the receipt amount to the customer's account. If you select transactions that are less than the receipt amount, the **Balance** field indicates the remaining amount you need to apply.

8. Save or post the entry.

Deposits/EFTs

The Deposits/EFTs screen is used to post deposits. All deposits posted here are logged in the deposits register. You can use the register to reconcile the deposits using the Schedules & Documents menu.

Posting a Deposit from the Cash On Hand and/or Cash Clearing Account

1. The system automatically assigns a document number and populates the **Document** field. You can use the default document number or type the document number you want to use. *Each document number must be unique and start with either D or E.*

2. The **Journal** field defaults to journal 50, Cash Receipts. You can edit this field if necessary.

3. Use the **Select Register - Deposit To** drop-down menu to select the bank account for the deposit. These are the accounts entered on the Miscellaneous Operating Parameters screen in the Accounting setup. The check register associated with the account you select will appear in blue under the field.

4. Click the box next to the **Cash Clearing** and/or **Cash Sales** account. The system generates the entry for you based on your selection.

5. When you are finished, click **Save Transaction** (or **Post Transaction** if your parameters are set to automatically post to the general ledger and schedules).

6. Click **File It!** when prompted to verify you want to file the transaction (or click on the button that corresponds to the month to which you are posting if you post directly to the general ledger and schedules).

Tip: Use the **Print Cash Clearing List** button to print the cash clearing list. This is the same information available on the Schedules & Documents menu. If there are post-ahead entries, you have the option to select if you want the printout to include the post aheads.

Posting a Deposit to Another Account

1. The system automatically assigns a document number. You can use the default document number or type the document number you wish to use. *Each document number must be unique and start with either D or E.*

2. The **Journal** field defaults to journal 50, Cash Receipts. You can edit this field if necessary.

3. Use the **Select Register - Deposit To** drop-down menu to select the account for the deposit. The check register associated with that account will be listed in blue under the field.

4. Enter the general ledger account number. When the cursor rests in this field, the field description reads, "**G/L List**." Click on the description to view a list of general ledger accounts. Use the drop-down menu at the bottom of the View Ledger screen to filter the account list as needed. Click on the account you wish to select.

5. Press ENTER to advance through the **Document** field. The document number populates this field.

6. If this is a scheduled account, enter the control number in the **Control** field. Use the **Schedules** button at the top of the screen to search for existing controls for the account. When you enter a control, the top of the screen displays the account information for the control. Once you enter a control, you can press HOME for the subsequent lines to have the control default to the same control.

7. Use the **Description** field to enter a description for the entry. Once you enter a description, you can press HOME for the subsequent lines to have the field default to the same description.

8. Enter the amount in the **Debit** or **Credit** field. You cannot enter values in both of these fields for the same line.

9. Continue to enter lines as needed. The **Total Debits**, **Total Credits**, and **Balance** fields automatically calculate the amounts as you enter lines.

10. When the entry balances, click **Save Transaction** (or **Post Transaction** if your parameters are set to automatically post to the general ledger and schedules). The system will not let you save an entry that does not balance or that contains invalid general ledger accounts.

11. Click **File It** when prompted to verify you want to file the entry (or click on the button that corresponds to the month to which you are posting if you post directly to the general ledger and schedules).

Clean Schedules

The Clean Schedules feature allows you to post an entry that will clean hanging balances in your schedules. If necessary, you can exit this screen with a partial entry posted.

1. From the Journal Entries menu, click **Clean Schedules**.

2. In the **Document** field, type the document number you want to use.

3. The **Journal** field defaults to 80, General Journal. If you want to post the entry to another journal, type the journal number in this field.

4. Type the schedule you want to clean in **Schedule**.

5. In **Adjust To**, type the account number for the adjustment.

6. In **Balance Between**, type the amount you want to use as the ending point for the search range. The **and** field to the right automatically fills in with the corresponding negative value. You cannot edit this field; it is for reference only. The system will search for balances between the positive and negative values. For example, if you specify 1.00, the system will search for values between 1.00 and -1.00 to clean.

7. The bottom part of the screen will display the balances the system finds. The first line automatically adjusts to the total of the rest of the entries. The fields in the top-right corner of the screen display the total debits, total credits, and the total balance of the entries.

   To edit a line from the entry, click the line to bring it to the working line. Edit any of the fields as needed. Press ENTER until the line is filled.

   To remove a line, click the line to bring it to the working line. Delete the account number in the **G/L** field, and press ENTER. The line is removed from the entry, and the first line adjusts the total accordingly.

   To add a line, type the information in the fields on the working line. After you enter the debit or credit amount, press ENTER. The line is added to the list, and the totals adjust as needed. If the desired amount exceeds the limit, you can add multiple lines at the limit until the desired amount is met.

8. Click **Save Transaction** or **Post Transaction**. The button description changes based on the posting method you selected. (You can also press ENTER in a blank **G/L** field).

9. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

   If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No, Not Yet** to continue working.)

Print Proof of Batch Entries

When you print journal proofs from the entry screens, you only get detail for the selected journal. The **Print Proof of Batch Entries** button on the Journal Entries menu allows you to view proofs for all of the batched entries created using this menu. This may make it easier to review the journals for accuracy because all of the postings are together on one proof. Like the proofs from the entry screens, you have the option of viewing the information on your screen or printing it. After selecting how you would like to view the information, click **Print** again.

View Batch Entries

Click this button to view all the batched journal entries posted by the current operator using this menu. To review a complete journal entry, click the journal in the display list, and the screen will display the complete journal entry so you can review the journal information. Click **Back** to close the screens as needed.

Vehicle Purchases

You use this entry screen to enter vehicle purchases. The vehicle purchase parameters you entered in the Accounting System Setup determine how the purchase posts to accounting. The purchases automatically post to the journal entered for the car line in the Vehicle Purchase Parameters in the Accounting System Setup. Generally, new vehicle purchases post to journal 70, and used vehicle purchases post to journal 71. Exceptions will be specialized journals you created for posting purchases. When you post the journals to the books, the system creates a vehicle inventory file for the vehicle. You can then view and edit the vehicle information using the **Vehicle Inventory** button on the Dealership Accounting menu. (See Chapter 3 for information on vehicle inventory.)

> **Tip:** If you are purchasing a vehicle through Disbursements, you must enter the vehicle information using the Vehicle Information screen in the Inventory section of the Accounting module.

> **Tip:** The **Invoices** button allows you to pull vehicle purchase invoices from your manufacturer and automatically post them. Currently, this feature is available for Chrysler, General Motors, Honda/Acura, Nissan/Infinity, and Toyota/Lexus dealers. Click **Invoices**, and select your manufacturer. Refer to F1 help to read instructions about how to retrieve and automatically post the statements for the selected manufacturer.

Making a Vehicle Purchase Entry

1. From the Journal Entries menu, click **Vehicle Purchases**.

2. Type the stock number in **Stock**. Be sure to use a consistent stock numbering system. The system will display a warning if the stock number is active on another vehicle in inventory.

3. In **Line**, type the line number and suffix for the car line to which you wish to add the vehicle. This is the line and suffix from the Vehicle Purchase Parameters. A list of lines automatically displays when the cursor is in the **Line** field. You can click the line you want to select. When you select the line, **Year**, **Make**, **New/Used**, and **Dealer Pack** fields automatically fill in based on the setup information entered for the line.

4. In **VIN**, type the vehicle identification number. The system checks this entry for accuracy. The system warns you if you enter an invalid VIN. You can click the car icon next to the field to view the VIN decoding data. This provides detailed information about the vehicle based on the VIN. If information is found for the VIN, the system will automatically populate the **Year**, **Make**, **Model**, and **Body** fields.

Tip: Autosoft integrates with a third-party vendor to provide VIN information. New VIN information is added once a month (typically the last week of the month), so you should make it a habit to run the **VIN Decoder Update**, located in the Web Software Update, monthly.

5. Enter the **Model Code**, **Model** name, and **Body** style of the vehicle. You can abbreviate the body style entry.

6. If the vehicle is new, type **N** in the **New/Used** field. If it is used, type **U**.

7. The **Received** field automatically defaults to the posting date. You can edit this date as needed. This should be the date your dealership received the vehicle.

8. On the right side of the screen, type the **Invoice Number** for the vehicle purchase, the **Invoice Amount**, the manufacturer's **Suggested Retail** price, and the **Internet Price**.

9. The first credit field at the bottom of the screen automatically populates with the invoice amount. Use the remaining debit and credit fields to enter the amount that should post for each item listed. If the general ledger account for a line did not automatically populate, you will have to type the account number in the **G/L** field before you can post an amount. As you enter debit values, the last debit line automatically adjusts. As you enter credit values, the first credit line automatically adjusts.

10. When the entry balances, click **Purchase Vehicle** or **Post Transaction**. The Vehicle Information screen opens so you can enter additional information about the vehicle. The **Stock Number**, **Holdback**, **Advertising**, and **Sales ACV** (actual cash value) fields automatically fill based on the entries on the previous screen.

11. Type the vehicle's title number.

12. Use the **Memo** field to type additional information you want to record. The field holds up to 25 characters.

13. Type the vehicle's mileage. This is important for used vehicles.

14. Use the **Keys** fields to record the key codes. There are two fields to accommodate vehicles with separate ignition and trunk keys.

15. Type the color of the vehicle and the color codes. There are two color code fields to accommodate two-toned vehicles.

16. The **In Service** date is the date the dealership entered the vehicle into service for warranty purposes. This is an important date for the Service Department.

17. Type the maximum weight capacity for trucks, the passenger capacity for cars, and the number of cylinders in the engine.

18. In **Source**, type a description of where the dealership purchased the vehicle (factory, auction, trade, etc.).

19. Use the **Options** fields to identify the options on the vehicle. You can use the manufacturer's codes or abbreviations (AC, PS, TILT, etc.).

20. In **Dealer Prep**, type the Dealer Prep amount for the vehicle. This value is used to determine the selling price of the vehicle, but it does not affect the general ledger.

21. When you are finished entering the vehicle information, click **Save** (or press ENTER until you pass through all of the fields). The system will take you back to the Vehicle Purchases screen so you can enter more vehicle purchases if necessary.

Editing a Vehicle Purchase Entry

You can only edit entries that have been batched.

1. Type the stock number for the vehicle, and the information fills in on the screen. You can also click **Transaction List** to select the entry from a list of active entries. The list displays only the transactions that have not been posted.

2. Click in a field, and edit the information as needed.

3. Click **Save Transaction** to save the changes.

4. The Vehicle Information screen opens. If you need to make changes, edit the information, and click **Save** to save the changes. If you do not need to make changes, click **Exit** to return to the Vehicle Purchases screen.

Deleting a Vehicle Purchase Entry

1. Select the entry, and click **Delete**.

2. Click **OK** when prompted to verify you want to delete the record.

Printing Proofs

You have two options for printing vehicle purchase proofs. If you click **Print** on the bottom of the Vehicle Purchases screen, the system prints the proof for the entry currently selected on the screen. There is also a **Print Proof** button on the transaction list screen. This button prints proofs for all of the vehicle purchase entries in the list. If you want to print the proofs to review the information before posting to the journals, you may want to print the proofs from this screen so you can review all of the vehicle purchase entries on one proof.

Vehicle Sales

You use the Vehicle Sales Journal to enter vehicle sales. Each menu option represents different information you can enter for the sale. As you post the entries, the system automatically advances you through each entry screen. You have the option of entering the information at that time, or you can use the menu buttons to open the entry screens to enter the information later.

Sales Journal Entries

Use the Vehicle Sales screen to enter the accounting information for the sale. Most of the entries here come from the integrated Autosoft DMS F&I program. There are two screens in which you will enter information. On the first screen, you enter the amounts that will post for each debit and credit item listed. Entries on this screen will automatically balance to the Vehicle Sale account. On the second screen, you enter additional information for the sale, such as commission information and finance reserve.

Making a Vehicle Sales Entry

1. Click **Sales Journal Entries**.

2. To view a list of the sales from DMS F&I, click **Sales List**. Click the sale you want to view. The data from the sale populates the screen. To ensure that you're viewing the most up-to-the-moment information, click **Deal Sync** in the bottom right corner of the List Sales screen. While deals from DMS F&I are automatically pushed into the Dealership Accounting module every 15 minutes, the **Deal Sync** button allows you to manually pull any deals awaiting transmission between applications.

If you do not integrate with DMS F&I, type the stock number, and the vehicle's information populates the screen. Type the customer's last name and the salesperson's ID number.

3. The cursor rests in the **Document** field. Type the document number. If you leave this field blank, the stock number automatically defaults as the document number.

4. When the cursor rests in the **Sale Account** field, a list of possible vehicle sales parameter sets appears. These pull from the Vehicle Sales Parameters in the Accounting System Setup. Type the desired account number, or click the line from the list. The accounts will fill in the **G/L** fields on the bottom of the screen.

5. Verify the sales information. If you do not integrate with DMS F&I, you must manually enter the amount for each item listed as it applies to the sale. To add information, click in a field and add the information. The **B/C** column on the debit side allows you to flag a line as back-end income (B) or cost (C). Items flagged C are used to calculate the total cost of sale. The default entries are pulled from the Vehicle Sales Parameters but can be edited on this screen as needed for the deal.

6. Click **Next** to display the Back Adds screen. Edit or add back-end products as needed. Each line is labeled to identify if it is a cost, sale, or payable line. Click **Save** to save the changes (or **Next** to advance to the next screen without saving the changes).

7. Click **Next** to display the Ancillary Entries screen. These entries do not affect the sale.

8. Enter the necessary information, and click **Save**.

9. The system prompts you to print the sales information. This is a recap sheet with the commission and gross profits. Select **To Printer** and click **Print**.

10. When you are finished entering sales information, click **Post**.

11. When prompted to verify you want to post the sale, click **POST** to post the sale or **Save Only** to save the entry without posting it.

12. If there is a trade for the sale, the system opens the Trade Information screen. (The same screen opens when you click **Trade Information** on the Vehicle Sales menu.)

    If you integrate with DMS F&I, the trade information entered in DMS F&I populates the screen. If the F&I user entered the stock number for the trade-in vehicle, the stock number will automatically fill in for the trade vehicle. If the F&I user didn't enter the stock number for the trade-in vehicle, the stock number will revert to the stock number for the sale vehicle, so you will have to edit the stock number before posting the sale. You must also enter the line number and MSRP.

    If you do not integrate with F&I, you must enter all of the trade information.

13. When you are finished, click **Save**.

14. The system opens the Vehicle Sales screen. (The same screen opens when you click **Customer History Data** on the Vehicle Sales menu.) The information for the sale vehicle automatically fills the screen. If you integrate with DMS F&I, the customer's information also fills in on the screen. If you do not integrate with DMS F&I, you will need to enter the customer information. Add any additional information, and click **Save**.

Recalling a Vehicle Sales Entry

Once you post a sale on the Vehicle Sales screen, the system adds it to the Entry List. You can recall a sale by clicking **Entry List** at the bottom of the Vehicle Sales screen and clicking on the sale you want to view. The sale information populates the screen. The Sales List displays the sales from DMS F&I, so the two lists may not contain the same files.

Deleting a Vehicle Sales Entry

Deleting an entry deletes the file from the Entry List. This does not delete the sale. The sale remains in the Sales List.

1. Click **Entry List**, and select the file.

2. Click **Delete Entry**.

3. Click **OK** when prompted to verify you want to delete the entry.

Deleting a Vehicle Sale

Deleting a sale removes the sale from the Sales List and the Entry List. Once you delete the sale, you cannot recall it in the Accounting module. A member of the F&I team at your dealership will have to re-update the sale to the Accounting module.

1. Click **Sales List**, and select the file.

2. Click **Delete Sale**.

3. Click **OK** when prompted to verify you want to delete the sale.

Trade Information

Click **Trade Information** to review trade information for a deal or enter trade information using the Trade Information screen. The same screen opens when you are posting a vehicle sale with a trade associated with the sale. If you integrate with Autosoft DMS F&I, the trade information will already be in the system for you to review. If you do not integrate with Autosoft DMS F&I, you will have to manually enter the trade information.

As you work on the screen, use the **Sales Entry** button to open the Vehicle Sales screen and the **History** button to open the Customer History screen. The Vehicle Sales and Customer History screens will not automatically display information associated with the selected trade vehicle. The buttons simply allow you to maneuver through the screens without having to return to the Vehicle Sales menu.

Adding a New Trade

To add a trade vehicle, enter the appropriate information in each field. You should assign stock numbers for trades so they can easily be identified as trade vehicles. Autosoft suggests using the stock number of the sale vehicle and adding an A to the end if the sale vehicle was new or B if the sale vehicle was used. When you are finished, click **Save** to save the information.

Recalling a Trade Vehicle

1. Click **Trade Information** from the Vehicle Sales menu.

2. Type the stock number, or search for a trade vehicle in inventory by clicking **Vehicle Inventory**. Click the car line containing the vehicle you want. From that car line's vehicle list, click the trade vehicle you want to select.

3. The vehicle information populates the screen.

4. Enter or edit any information as needed.

5. Click **Save** to save the vehicle information.

Customer History Data

This button opens the entry screen where you record customer information. The same screen opens when you are posting the sale. If you integrate with DMS F&I, the customer information will already be in the system for you to review. If you do not integrate with DMS F&I, you will have to manually enter the customer information.

Adding a New Customer

To add a new customer, enter the appropriate information in each field. Press F1 for detailed information about each field as needed. When you are finished, click **Save**.

Recalling a Customer's Information

1. From the Vehicle Sales menu, click **Customer History Data**.

2. Click **Search Customers**.

3. On the Customer Search Criteria screen, type the search criteria you wish to use to search for an existing customer (last four digits of the customer's **Phone** number, first three letters of the customer's last **Name**, **License** number, or **Stock Number**).

4. A list of customers who match your search criteria will appear in a list on the right of the screen.

5. Click the customer you want to select. The customer's information populates the screen.

6. Edit information as needed.

7. Click **Save** to save the information.

Sale Adjusting Entries

The Vehicle Sales Adjusting Entries screen allows you to adjust existing vehicle sales entries. If you are adjusting or reversing a sale from a prior month, the reversal will post to the current month, not the original month.

Adjusting a Vehicle Sale

You can only edit the transaction amounts. If you need to edit customer information, vehicle information, general ledger accounts, or controls, you will have to reverse the sale and re-post it.

1. Click **Sale Adjusting Entries** from the Vehicle Sales menu.

2. If you are adjusting a sale from the current month, click **Current Sales**. If the sale you wish to adjust is from the previous month, click **Prior Month Sales**. Depending on which button you click, a list of the vehicle sales posted during the current month or prior month will open. If the desired entry is not on the list, the entry may be too old to adjust from this screen.

3. When you select a sale, the customer information is displayed in the fields at the top of the screen, and all of the transaction lines for the sale are displayed in the bottom part of the screen.

4. Click a line to edit its information, which will populate the entry fields under the customer information.

5. The **Original** field displays the original amount posted to the transaction line. To edit the amount, enter the new amount in the **Adjusted** field and press ENTER. An asterisk in the far right column will appear on each line you adjust.

6. When all desired adjustments are made, click **Print** to print the recap to ensure the adjustments are correct.

7. When prompted to verify that your printer is ready, choose **To Printer** or **To Screen** and click **Print** again.

8. After you verify the recap, click **Post** to post the adjustment.

9. Click **OK** when prompted to verify you want to post the adjustment.

10. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

Deleting an Adjustment

Use the following instructions to delete the adjustments you made to the sale. All of the sales information defaults back to the original posting.

1. If the sale is not currently displayed on the screen, select the sale using the **Current Sales** or **Prior Month Sales** button and the respective lists that open.

2. Click **Delete Adjustment**.

3. Click **OK** when prompted to verify you want to delete the adjustment entry.

Reversing a Current Month Vehicle Sale

When you reverse a sale, the sale is flagged with an adjustment entry for every transaction line in the sale. You will have to delete the adjustment if you want to view the information for the sale again.

1. Select the sale using the **Current Sales** button.

2. Click **Reverse Sale**.

3. Click **OK** when prompted to verify you want to reverse the sale.

4. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

Important: If you use batch posting, posting the reversal entry is only one step of reversing the sale. The reversal is not complete until you post the journal entry to the books. See page 119 for information about posting the journals to the books.

Reversing a Prior Month Vehicle Sale

When you reverse a sale, the sale is flagged with an adjustment entry for every transaction line in the sale. You will have to delete the adjustment if you want to view the information for the sale again.

1. Select the sale you wish to reverse by clicking the **Prior Month Sales** button and clicking on the sale from the list that opens.

2. Click **Reverse Sale**.

3. When prompted to verify you want to reverse the sale, click **OK**.

4. A pop-up will ask you to which month you would like to post the transaction. Click **Prior** for the prior month or **Current** to post to the current month.

5. Click **OK** to acknowledge that you must manually change the month/YTD unit counts and recompile the prior month's financial statement to reflect the change.

6. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

Important: If you use batch posting, you must post entries to the current month in the Journal Entries screen to complete the posting for the reversal.

List Active Sales

Use this button to view and print a list of the active sales waiting to be posted. A sale is considered active until you post the sale using the **Post** button on the Vehicle Sales screen. If you select **Save Only** as the posting option, the sale remains active and appears in this list.

When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**. For each sale, the printout lists the vehicle's stock number, model year, make, and model. It also lists the posting date and customer's last name. The end of the lists identifies the number of sales on the list.

New Vehicle Delivery Reporting

This button currently allows Hyundai dealers to access the Hyundai Retail Delivery Reporting (RDR) interface. Please refer to F1 help or supplemental documentation provided for this feature.

Disbursements

The **Disbursements** button opens the Disbursements menu. When the menu opens, the system will prompt you to select the bank account/check register to use if you have more than two bank accounts specified in the Operating Parameters. Click the appropriate account. This account becomes the default account when writing checks. Although you can change the account as you post by selecting the account from the drop-down menu, you cannot use a Cash In Bank account if it's not specified in the Operating Parameters.

You will use the options on the Disbursements menu to write checks for your Accounts Payable. You can write individual or batch checks. Once you post the checks, you can print proofs to verify the information before posting it. For your reference, the menu displays the bank account you selected when you opened the menu.

Printer Setup

You must complete the printer setup before you print your first checks. The setup allows you to specify which printer will print the checks and check copies. Other parameters you set here determine how the checks print.

1. On the Disbursements menu, click **Printer Setup**.

2. Click to select the account for the parameters you are entering. The account numbers refer to the accounts entered in the Operating Parameters in the Accounting Setup.

3. If you use blank checks, fill in your account number and bank routing number. If you use pre-printed checks, leave these fields blank.

4. Use the **MICR** fields to set the margins for the check. A MICR value of 144 is equal to 1 inch.

5. Specify the spacing between the routing number and account number. This is usually 2.

6. Use the drop-down menus to select the default printer and paper bin/tray that will be used to print the checks.

7. In **Print Start Line Factor**, type the value for the top margin of the check. This value affects how far down on the check the text will begin printing. You will need to test values until you find the correct settings for your printer. Increase the value to move the text down; decrease the value to move the text up.

8. In **G/L Account for Discounts**, type the general ledger account number used to post discounts.

9. In **Number of Accounting Copies**, type the number of copies you wish to print.

10. In **Print Copies With Checks (Y/N)**, specify if the copies should always print with the checks. Type **Y** for yes or **N** for no.

11. In **Print "Pay" Amount Using Words Or Numbers (W/N)**, indicate if you want the total amount on the check to print in words or numbers. Type **W** for words or **N** for numbers.

12. Indicate if you want the memo line to print on the check. Type **Y** for yes or **N** for no.

> **Important:** PIN printing is no longer available in the program. Skip the last three fields pertaining to PIN printing.

13. Click **Print Sample** to test the values. The sample will be sent to the printer selected in the **Laser Printer For Checks** field above.

14. Check the printout. The first page of the test print prints lines and number. The second page is the copy of the check. This page looks like the actual check. Make any changes, and continue to print test and adjust the settings until everything lines up on the printout.

15. Repeat steps 2 through 14 for each checking account.

16. Click **Back** to return to the Disbursements menu. The system will save the values on the screen.

Miscellaneous Checks

When you want to write individual checks, use the Miscellaneous Checks option. The system uses the account set as the General Checking account in the Operating Parameter of the Accounting System Setup to automatically post transaction lines. This simplifies the posting process.

> **Tip:** If you direct post and selected to view the running balance is the Miscellaneous Operating Parameters, the bottom of the Disbursement screen will display the running balance for the general checking account.

<div style="background-color:red; color:white; padding:10px;">

Important: When creating a check, TAB or ENTER through every field of the Miscellaneous Checks screen, beginning with the **Check No.** field. If you fail to do so, when you complete the check and click **Print**, an error in the check number could cause the system to lock up.

</div>

Writing a Check to an Existing Payee

1. Click **Miscellaneous Checks**.

2. If you are using pre-numbered checks, the **Check No.** field defaults to the next check number in the sequence. You can edit the check number as needed. If you are not using pre-numbered checks, the system automatically fills in a check number in this field.

3. The date field defaults to the posting date.

4. The **Cash In Bank** field displays the account selected when the Disbursements menu opened. Use the drop-down list to select a different account as needed. You can only select an account that has been set up in the Operating Parameters.

5. In the **Payee** field, type the vendor's control number.

    You can use the **List** button to search for an existing payee. Click the button that corresponds to the list you want to view (A/P Schedule, A/R Schedule, Memo Accounts, etc.) You can search for a specific payee by pressing the letter on the keyboard that corresponds to the payee's name or clicking on the letters running down the screen. A list of payees for that letter is displayed. Click the payee or schedule you want to select.

6. The payee's information automatically populates the screen. If necessary, you can edit the information. The address is formatted to print on the check so it will show through the window of a standard window envelope.

7. In **Memo**, type any information you want to add to the line. The first memo line will default as the description for each journal entry. If you entered an account number in the vendor's record, the number automatically fills in this field.

8. Type the check amount.

9. The **G/L Account** defaults to the account entered as the Accounts Payable account in the Operating Parameters in the Accounting System Setup.

10. The **Control** fills in with the vendor's control based on the control entered in the **Payee** field.

11. Type the invoice number and a description of the payment. The description defaults to the vendor's name if you leave the field blank.

12. The **Debit** field defaults to the amount entered in the **Check Amt** field. If you will be posting multiple transaction lines to make up the sum of the check, you can edit this field to reflect the amount of this line. You would do this if you were making a batch payment of several invoices and wanted to enter a separate description for each line.

13. Press ENTER to file the debit line. The system automatically posts a credit line for the same amount to the Cash in Bank account.

14. Once the entry balances, the system will automatically prompt you to print the check. Click **OK** to print the check, **Voucher Only** to print a voucher, or **Save Only** to save the check without printing.

Warning:	Make sure the check is properly loaded in the printer before you select to print the check. Once it prints the check, the system files the journal entry.

Pulling Transactions from the Vendor's Account

You can select lines from the vendor's account detail, and the system will use the lines to automatically write the check.

1. Once you select a vendor, the **Vendor Account Detail** button appears on the screen. Click the button to view the vendor's account.

2. Click the lines you want to use to write the check. The selected lines will be highlighted. To de-select a line, click it again. The check will hold up to 56 lines. Because the system posts one line to the bank account, you can select up to 55 invoices to include on the check.

   To pay all the open invoices, click **Pay All Open**. Click **Pay None** to pay none of the invoices listed.

   The dollar amount of the selected invoices is totaled in the **Total Selected** field at the bottom of the screen.

3. Click **Done** to add the lines to the check.

4. The system posts the lines and prompts you to print the check.

Writing a Check for a New Payee

When you write a check to a new payee, the system automatically prompts you to indicate if you want to create a new vendor account or memo account. Vendors you add here are added to the trade payable schedule. You can view and edit the account information using the Trade Vendor Payables menu. (See Chapter 5 for information about trade vendor payables.) Memo accounts are accounts you pay regularly but that are not associated with a payable account. The balance for checks written to memo accounts does not post to the accounts payable account. Instead, you specify the account you want to use to post the payments for the memo account when creating the account in the system.

1. In **Payee** type the control number you are assigning the payee.

2. The system prompts you that the vendor is not on file in the system. Click **Add Vendor** to create a new vendor record or **Memo Account** to add a new memo account.

3. The Add New Vendor screen or Add New Memo Account screen opens. Type the payee's information and click **Save**.

4. The system returns you to the Disbursement screen. The information you entered for the vendor automatically populates the screen's fields.

5. Add a memo as needed.

6. Type the check amount.

7. In the **G/L Account** field, enter the general ledger account where the debit should post. If you enter a scheduled general ledger account, you must enter a control number in the **Control** field. If you enter a control for a new vendor, the system warns you that the control (or vendor) does not exist and that it will create a new account. Click **OK** to acknowledge the message.

8. Type a description for the line. The description defaults to the first memo line if you leave this field blank. The description does not default to the vendor's name when the **Payee** field is blank.

9. Type the debit amount, and press ENTER to file the line.

10. Once the entry balances, the system automatically prompts you to print the check. Click **OK** to print the check or **Voucher Only** to print a voucher.

Removing a Line from the Check

Before you print the check or voucher, you can remove a line from the check. Click the line, and click **Remove Line**. This button only appears when you select a line from the right side of the screen. Once you print the check or voucher, you must edit the accounting entry if you find an error or void the check. See "Editing the Accounting Entry," "Voiding an Active Check," and "Voiding a Posted Check" for instructions on editing and voiding checks.

Editing the Accounting Entry

If you discover posting errors after you print the check or voucher, but before you post the check to the general ledger, you can edit the accounting entry as needed.

1. Type the check number. You can use the **List** button to search for an active check. Click **List Of Checks** on the Search screen, and click the check you want to edit.

2. Click **Edit** when prompted to choose what you wish to do with the check.

3. The Edit Accounting screen opens.

4. The first line is the Cash in Bank line. You cannot edit this line. The remaining lines are the transaction lines added to the check. You can edit these lines as needed.

5. Click **Save** to save the changes.

Voiding an Active Check

Voiding an active check does not remove the record from the system. When you void a check, the check remains in the check list as a voided check. This ensures you have a record of the check. Although the check remains in the list, you cannot recall the check to view the information.

> **Important:** If a password is required to delete a document, you must enter the password before you can void a check. Your System Administrator can set the password using the Password option in the Accounting Utilities.

1. Type the check number. You can use the **List** button to search for an active check. Click **List Of Checks** on the Search screen, and click the check you want to void.

2. Click **Void** when prompted to indicate if you want to void or edit the check.

3. Click **Void** again when prompted to verify you want to void the check.

Voiding a Posted Check

You can void a check that has been posted to the general ledger as long as it was posted during the current month. This does not remove the check from the system. It marks the check as a void so you have a record of the check in the system.

> **Important:** If a password is required to delete a document, you must enter the password before you can void a check. Your System Administrator can set the password using the Password option in the Accounting Utilities.

1. Type the check number.

2. The system prompts you the check has been posted. Click **OK** to acknowledge the message.

3. Click **Void** when prompted to verify you want to void the check.

> **Tip:** If you need to void a check because of error, you can reconcile the voided check in the Check Register. You can then reuse the check number.

A/P Batch Checks

When you want to write batch checks, click **A/P Batch Checks** to open the Batch Checks menu. You will use this menu to generate a list of vendors to pay based on the aging of the balance or the due date. You can add and remove vendors from the list before printing the batch checks. Batch checks can hold up to 56 entries per check, and the system will print up to nine additional checks for the same vendor to pay all of the entries on a detail forward accounts payable account. If you use discounts, however, you can only add 55 lines because the 56th line will be used to record the discount for the check.
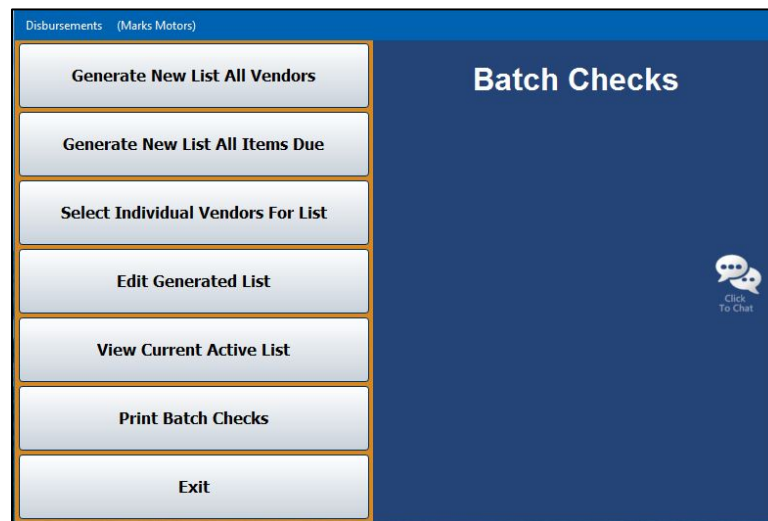
Generating the Vendor List

The first two buttons on the Batch Checks menu provide two compiling options you can use to generate the vendor list. You can compile the list based on the aging of the balance or the due date. You can only use one compiling option. The system overwrites the existing list every time you select to compile the list. You can manually create a list of vendors using the **Select Individual Vendors For List** button.

Generate New List All Vendors

Use this compiling option to generate a list of vendors to pay based on the age of the balance. You can select to include vendors whose balances are over zero days or over 30 days.

1. From the Batch Checks menu, click **Generate New List All Vendors**.

2. If you want the system to calculate the trade discount based on the discount entered in the vendor's trade payables file, click to select **Always Calculate Trade Discount**.

3. Click the aging criteria you want to use by clicking **Zero Days** or **30 Days**.
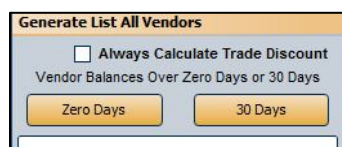
4. Click **OK** when prompted to verify you wish to create the list.

5. If you selected to generate the list for zero days and the system contains detail forward items, it will ask if you wish to include all such items posted through the date of the list creation. Click **OK** to continue.

    If you selected to generate the list for zero days and the system contains post-ahead entries, the system prompts you to indicate if you want to include the post-ahead entries. Click **YES** or **NO**.

6. The system displays the payables total for the compiled list. Click **OK**.

7. The current compiled list opens on your screen so you can review or print the list. (This is the same list you can view by clicking **View Current Active List**.)

Generate New List All Items Due

Use this compiling option to generate a list of vendors to pay based on the due date for that vendor. The due dates are pulled based on the terms entered in the vendor's trade payables file. (See Chapter 5 for information about vendor trade payables.)

1. From the Batch Checks menu, click **Generate List All Items Due**.

2. Type the date you want to use as the ending point for the search. The system will include all vendors with payments due through this date. You must enter the date as eight characters with or without slashes (mm/dd/yyyy or mmddyyyy). Press ENTER.

3. Click **OK** when prompted to verify you want to create the list.

4. The system displays the payables total for the compiled list. Click **OK**.

5. The current compiled list opens on your screen so you can review or print the list. (This is the same list you can view by clicking **View Current Active List**.)

Select Individual Vendors For List

Use this button to open the Select Vendors For List screen. Once you generate the vendor list, you use this screen to add vendors to the list. You also have the option of using this screen to manually create a list of the vendors you want to pay.

1. From the Batch Checks menu, click **Select Individual Vendors For List**.

2. Click **Generate New List** at the bottom of the screen.

3. Click **Yes** when prompted to verify you want to begin a new list.

4. The screen lists all of the vendors with an account balance and displays the aging of the balance.

5. Click the vendors you want to add to the list. The Pay column will change from "No" to "Yes" to indicate the vendors you select. You can click **Select To Pay All** to flag all vendors on the list as 'Yes."

6. If you want the system to calculate the trade discount (based on the discount entered in the Vendor Information for each vendor), click to select **Always Calculate Trade Discount**. Click again to clear this option.

7. When you are finished selecting the vendors, click **Done**.

8. The system prompts you to indicate what you want to do with the selected vendors. Click **This List Only** to save the list with just the vendors you selected on this screen, or click **Add To List** to add the selected vendors to a current list. (**Abort** will close the screen without saving the list).

9. The system will display the current compiled payables list totals. Click **OK**.

10. The current compiled list opens on your screen so you can review or print the list. (This is the same list you can view by clicking **View Current Active List**.)

Edit Generated List

Once you have a list of the vendors you want to pay, use this button to edit the list to change the payment amount, to add discounts, or to remove a vendor from the list.

```
Edit Generated List   (ABC Motors)   Posting Date: 04/13/2016
┌─────────────────┬──────────────────────────────────────────────────────────────────┐
│                 │ Account  Payment  Discount  Compiled  Balance   Vendor             │
│   Edit List     │ 1284   1   780.00            780.00   780.00   XXXX/Serv.Payable    │
│                 │ 22     1    30.00             30.00    30.00   COMPTON/50           │
│ ☐ Always Calculate │ 36   1    25.00             25.00    25.00   CUSIC/27           │
│   Trade Discount│ ADAI42 1    10.00             10.00    10.00   ADAIR COUNTY CLERK   │
│                 │ ANDR36 1     1.89              1.89     1.89   ANDREW AUTOMOTIVE     │
│                 │ AUTO79 1    50.00             50.00   540.39   AUTOZONE             │
│                 │ BOTT01 1   -20.00            -20.00   580.00   BOTTOMS AUTOMOTIVE    │
│  Click from List│ DOUG   1   934.93            934.93   934.93                        │
│                 │ MONTY  1   140.00            140.00   140.00   MONTY                │
│ Account: [    ] │                                                                    │
│ Payment: [    ] │                                                                    │
│ Discount:[    ] │                                                                    │
│                 │                                                                    │
│   Save Edit     │                                                                    │
│                 │                                                                    │
│ View Vendor     │                                                                    │
│   Account       ├──────────────────────────────────────────────────────────────────┤
│ Remove This     │ LN G/L   Doc.     Description      Invoice   Payment   Disc.  Debit │
│   Vendor        │                                                                    │
│                 │                                                                    │
│                 │                                                                    │
│  Refresh List   │                                                                    │
│                 │                                                                    │
│    Done         │                                                                    │
└─────────────────┴──────────────────────────────────────────────────────────────────┘
```

Tip: The system will keep the last set of unposted batch checks and give you the option to pull them to this screen when it opens. Click **Yes** to edit the last list of checks or **No** to continue with other checks. This allows you to pull the last edited list in the event the checks did not print properly so you do not have to go through the editing process again.

Editing the Payment Information

1. Click **Edit Generated List**. The screen displays all of the vendors on the list.

2. Click a vendor. The bottom of the screen displays information for the check that will be written for the vendor.

3. Click **View Vendor Account**. A list of the vendor's invoices opens.

4. Click the invoices you want to pay, or click **Select To Pay All** to select all of the invoices. The **Total Selected** field displays the total amount of the selected invoices.

5. Click **OK**. Only the selected invoices appear on the Edit Generated List screen.

6. If you want to edit the amount you are going to pay per invoice, click the invoice.

7. The **Payment** field displays the total amount due for the invoice. Edit the payment amount.

8. If you enter a payment amount less than the total amount due for the invoice, the **Discount** field automatically fills in with the difference between the invoice amount and payment amount. If this is the correct discount amount, leave the amount. If a different discount amount applies, enter the amount. If no discount applies, enter 0 (zero) as the discount.

9. Click **Save Edit**.

10. The system will notify you that the change has been saved. Click **OK**.

11. The Payment column reflects the amount specified for the invoice.

12. Continue to edit the payment amounts for the vendor's invoices as needed.

13. Click **Refresh List** to update the list to ensure it reflects all recent edits.

14. When you are finished, click **Done** to close the screen.

Removing a Vendor

1. Click the vendor in the list.

2. Click **Remove This Vendor**.

3. Click **OK** when prompted to verify you want to remove the vendor from the list.

View Current Active List

Use this button to view a list of the vendors on the current list. The same list opens when you generate the list and after you finish adding vendors to the list. The list will display the vendor's account number and name, due amount, paid amount, and discounts applied. Use the **Print** button to print the list as needed.

Print Batch Checks

Once you are finished editing the vendor list, you use the **Print Batch Checks** button to print the checks. If necessary, you can specify the range of accounts that you wish to print.

> **Warning:** Make sure the checks are properly loaded in the printer before you select to print. Once the checks print, the system files the journal entry.

1. From the Batch Checks menu, click **Print Batch Checks**.

2. The right side of the screen displays the current list of vendors.

3. Verify the check date. If the date is not correct, you must return to the Journal Entries menu and change the posting date.

4. In **Start With Account**, type the account you want to use as the starting point for the printing of the checks, or drag and drop the vendor from the list on the right side of the screen.

5. The **End With Account** field defaults to the vendor number for the last vendor in the list. If you want the print job to stop at a specific account, type the account number in this field, or drag and drop the vendor from the list on the right side of the screen.

6. Once all of the fields contain the correct criteria, press ENTER.

7. Click **OK** when prompted to verify your printer is ready.

8. A warning will prompt you to ensure that the checks are properly loaded in the printer. Once you've verified this, click **OK** to continue.

Print File Copies

If you entered a **Y** in the Disbursements Printer Setup to print the check copies with the checks, the copies printed when you printed the checks. If you entered an **N** in the setup not to print the copies with the checks, you use this button to print file copies of the checks you write. Select **To Printer** or **To Screen** and click **Print**. The system prints the number of copies you specified in the Printer Setup. One copy prints per page. The copy displays a copy of the check and all of the posting information associated with the check (posting date, check number, general ledger accounts, control numbers, memo text, and credit and debit amounts). The system displays a warning if you attempt to exit the Disbursements menu after printing checks if copies did not print.

Print Proof Of Entries

Use this button to print a complete journal entry proof of any checks that have been written but that have not been posted to the general ledger. Click **Print Proof Of Entries**, select **To Printer** or **To Screen**, and click **Print**. For each check, the printout lists the check number, posting date, vendor's name, general ledger accounts, controls, descriptions, and debit and credit amounts posted. The end of the printout lists the total debits and credits posted for all of the checks.

View List Of Active Checks

Use this button to view a list of the active checks in the system. For each check, the screen lists the check number, posting date, vendor name, and check amount.

View Check Register

Use this button to view the complete check register. For each check, the screen lists the check number, posting date, vendor name, check amount, and any memo information attached to the check. By default, the list displays all checks in the register.

The **Today's Checks** button on the bottom of the screen allows you to view only those checks posted for the current day. After clicking **Today's Checks**, the bottom of the screen displays the **Previous Day** and **Next Day** buttons, which will allow you to view the checks posted the day before or after those showing in the list above. Click **Print List** if you wish to print a copy of the register for that day. Select **To Printer** or **To Screen** and click **Print**.

You can reconcile the check register from the Schedules and Documents menu. This allows you to mark the returned checks. If you do not reconcile the check register, the register will continue to grow. (See Chapter 6, page 6:13, for instructions on reconciling the check register.)

Tip:	If you selected to direct post, the system prompts you to select the month you want to post to when you click **Exit** on the Disbursements menu. Select the appropriate month or click **Batch** to batch post.

Standard Entries

Standard Entries allow you to create entry templates for repetitive postings that are the same every time you post them. These would be postings for things such as rent, taxes, customer leases, or rental charges. You can create 99 entry sets, and each set can have up to 9999 transaction lines. Like all journal entries, the debit and credits for the set must balance, or the system will not post the set. It is useful to print the proof of entries for a set before posting it to ensure you do not have to edit any information that may have changed for the set since the last time you posted.

Input Standard Entry Sets

You begin by creating the entry sets you want to use. This involves entering the general ledger account number, control number, description, and debit or credit amount for each transaction line you want to create in the set. Once you create the set, you only have to use this menu option to create new sets or to edit an existing set.

Creating a New Set

1. From the Standard Journal Entries menu, click **Input Standard Entry Sets**.

2. Type the **Set Number** you want to assign the entry set you are creating. The set number can be 1-99.

3. Type the **Journal** number for the set. The journal number for the standard entries is usually 80; however, you can enter a different journal number if you want the set to post to a specific journal.

4. In **Line No.**, type the line number you are entering. The line number determines the order in which the lines post and print on the proof.

5. Type the general ledger account for the line in **G/L Account**. If you enter a scheduled account, you must enter the control for the line.

6. The **Description** field defaults to the description for the general ledger account. You can edit the description as needed.

7. Type the debit or credit amount that should post for the line.

8. Click **Save Line**. The line appears in a list on the right side of the screen.

9. Continue to enter transaction lines. Remember, the credits and debits for the set must balance, or the system will not post the set.

Deleting a Set

1. If the set is not displayed on the screen, type the set number or click **List Sets** to select the set from a list of sets that have been entered. The information for the selected set fills in on the screen.

2. Click **Delete Set**.

3. Click **OK** when prompted to verify you want to delete the set.

4. The system displays a "Completed" message when it is finished. Click **OK** to acknowledge the message.

Deleting a Line from the Set

1. Select the set.

2. Type the line number, or click the line in the list on the right side of the screen you want to delete. The line information populates the screen.

3. Click **Delete Line**.

4. Click **OK** when prompted to verify you want to delete the record. The line is removed from the set.

Print Worksheet/Proof of Entries

Before you post a set, you should print the worksheet/proof. The printout lists every line in the set and displays the general ledger account, control, description, and debit or credit amount for each line. You use the printout to double-check the lines to ensure the information that will post is correct. The printout helps you identify any information in the set that must be edited before posting.

1. From the Standard Journal Entries menu, click **Print Worksheet/Proof Of Entries**.

2. Type the set number you want to print, or leave the field blank to print all sets.

3. Select your print criteria and click **Print**.

Post Standard Entry Normal

After verifying the proof, you can post an entry set to the journals. The system checks the set to verify it balances before posting it. If the set does not balance, the system will not post it. You have the option of posting one set or all available sets.

Posting One Set

1. From the Standard Journal Entries menu, click **Post Standard Entry Normal**.

2. Type the set number for the set you want to post. (Press ENTER if necessary.)

3. If you post directly to the general ledger, click the button that corresponds to the month to which you are posting.

   If you batch post, click **OK** when prompted to verify that you want to post the set.

4. The system displays a message that the set has been posted. Click **OK** to acknowledge the message.

Important: If you batch post, you will still need to post the standard entries to journals. Although the message reports the set has been posted, your batch posts are awaiting the final steps in the batch-posting process.

Posting All Available Sets

1. From the Standard Journal Entries menu, click **Post Standard Entry Normal**.

2. Click to select **Post ALL AVAILABLE Sets**.

3. If you post directly to the general ledger, click the button that corresponds to the month to which you are posting.

   If you batch post, click **OK** when prompted to verify that you want to post the set.

4. The system displays a message that the set has been posted. Click **OK** to acknowledge the message.

> **Important:** If you batch post, you will still need to post the standard entries to journals. Although the message reports the set has been posted, your batch posts are awaiting the final steps in the batch-posting process.

Post Standard Entry Reverse

Use this option to post a reversal entry for a selected set. It posts the selected set in reverse.

1. From the Standard Journal Entries menu, click **Post Standard Entry Reverse**.

2. Type the set number for the set you want to post. (Press ENTER if necessary.)

3. If you post directly to the general ledger, click the button that corresponds to the month to which you are posting.

   If you batch post, click **OK** when prompted to verify that you want to post the set.

4. The system displays a message that the set has been posted. Click **OK** to acknowledge the message.

> **Important:** If you batch post, you will still need to post the standard entries to journals. Although the message reports the set has been posted, your batch posts are awaiting the final steps in the batch-posting process.

Delete ALL Standard Journals Posted

If you batch post, you can use this utility to delete all of the Standard Journals posted by the current operator before you post the journals to the books.

1. From the Standard Journal Entries menu, click **Delete ALL Standard Journals Posted**.

2. Click **OK** when prompted to verify you want to delete all of the entries posted.

3. Once you post the journals to the books using the **Post Entries To Journals** button on the Journal Entries menu, you must enter an adjusting journal to undo the entries.

Factory Receivable Statement

The Factory Receivable Statement allows you to input entries from the Factory Receivable Statement with little keyboard entry. The Factory AR Statement is usually a document that lists items such as warranty claims the manufacturer paid. The system automatically displays all of the documents for the selected schedule, so you can easily select the documents from the schedule list and quickly make adjustments as needed. You can exit this screen after posting a partial entry. This is a useful feature if you need to research an entry because the entry does not balance.

Making a Factory Receivables Entry

1. In **Document**, type the document number from the factory statement.

2. In **Journal**, type the journal number. Generally, you will use journal 75 (General Purchases) or journal 50 (Cash Receipts).

3. In **Schedule**, type the general ledger account for the desired schedule. A list of the items in the schedule will display at the top of the screen. The list is in document number order.

4. In **Adjustments**, type the general ledger account number used to post adjustments for the schedule. When a claim is not fully paid, and you do not expect to receive the remaining balance, you can write off the balance.

5. Click a line from the schedule list at the top of the screen, or enter the control number, and the detail will populate the working line.

6. The balance of the control fills in as the paid amount.

   If the paid amount is correct, click **Click Here to Accept Entry** under the schedule list to file the line (or press ENTER).

   If the paid amount is incorrect, type the amount paid from the statement. The difference fills in the **Debit** field. The general ledger account entered for adjustments will be used to post this debit and may be changed if needed.

   Usually, if the difference is minimal, it is adjusted to a service expense. In the case of a partial payment for a claim where the rest will be paid later, the Adjustment account should be the Schedule account, and the control will automatically default as the document number. Type a description for the adjustment, noting why the claim was not paid as submitted.

7. When you are finished selecting lines, press ENTER when the cursor is resting in the blank **Control** field.

8. The cursor advances to the **Debit** field, and the field automatically populates with the balance of the transaction. Press ENTER.

9. Type the general ledger account where the amount should post, and the control number for the vendor.

10. Click **Save Transaction** or **Post Transaction**. The button label changes based on the posting method you selected. (You can also press ENTER in a blank **G/L** field).

11. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch post.

12. If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No, Not Yet** to continue working.)

Tip: The **Factory Payments** button allows you to pull factory receivable statements from your manufacturer and automatically post them. Currently, this feature is available for Chrysler, Ford, General Motors, and Toyota/Lexus dealers. Click **Factory Payments** and select your manufacturer. Once you select your manufacturer, press F1 to read instructions about how to retrieve and automatically post the statements for the selected manufacturer.

Removing a Line

1. Click the line you wish to remove from the list on the bottom portion of the screen under the entry fields.

2. Click **Click Here to Remove Entry** under the schedule list.

3. An alert will warn you that you are about to remove a line from the transaction. Click **Remove** to continue.

Deleting a Factory Receivable Entry

1. If necessary, type the document number or click **List** to recall the entry.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the entire entry.

Integrated Entries

If you integrate with Parts Inventory, Service Writing, or the Daily Rental module, use the Integrated Entries menu to post entries for counter sales, service sales, or rental sales that have been updated from the other modules to the Accounting module. Since the complete entry updates to Accounting, all you have to do is review the posting.

The first three buttons open submenus. All of the submenus provide the same options for managing your integrated entries. Therefore, you post all of your integrated entries the same way.

Printing and Viewing the Document Lists

Each menu contains two printing and one viewing option. The exception is the Post Integrated Service Sales menu, which has an additional viewing option. Below is a brief explanation of the options.

- The **List Tickets To Post**, **View/Print List R/O's**, and **View List Contracts To Post** buttons allow you to view a list of the closed counter tickets, repair orders, or rental contracts. You can click a document in the list to view the complete detail.

- The **Print List** button prints a list of the parts tickets awaiting posting, closed repair orders, or rental contracts.

- The **List Active Counter Tickets** button allows you to view and print the counter tickets that are still open in the system.

- The **Print Parts Work In Process** button allows you to print a list of all the counter tickets and repair orders that have parts on them.

- The **Print Work In Process** or **Print Open Rental Contracts** buttons print a list of the open repair orders, counter slips, and rental contracts.

- The **View Re-Prints** button appears on the Post Integrated Service Sales and Post Integrated Counter Parts Sales menus. This option allows you to view a list of the repair orders or counter slips that were reprinted after closing. When viewing repair orders, use the tabs and the combo list to filter the list to displays only the R/Os you want to view. Click a repair order to view the list of reprints for that R/O. Click one of the reprint lines to view the reprinted repair order. For counter sales, click a counter slip in the list to view a summary of the sale.

- The **History** button appears on the Post Integrated Counter Parts Sales and Post Integrated Service Sales (**R/O History**) menus. For parts sales, use this button to view a list of closed counter slips that have been updated to Accounting. For service sales, use this button to view a customer's repair order history.

Reviewing Sales

When the Parts, Service, or Rental Departments update the closed documents to Accounting at the end of the day, the system pulls the Integrated Parts Posting Parameters, Integrated Service Parameters, or Daily Rental Parameters set in the Accounting System Setup. Use the first button on each of the integrated entry menus to review the documents (**Post Parts Sales**, **Post Service Sales**, and **Post Daily Rental Contracts**, respectively). Most updated documents should not require adjustments. Typical corrections include changing a sale that started as a cash sale but turned into a charge sale. If you find that you are correcting too many documents, review your parameters to ensure you do not need to edit them.

The Integrated Entries screens that open when you click the **Post Parts Sales**, **Post Service Sales**, or **Post Daily Rental Contracts** buttons on the corresponding Integrated Entries submenu function the same way. Use the following instructions to review and edit documents from the corresponding Integrated Entries screen.

1. In the **Document** field, type the counter ticket number, repair order number, or contract number. You can click **Document List** or **Transaction List** to select the document from a list of updated entries. (You can also scroll forward or backward through the list entries by pressing the arrow buttons on either side of the button.)

2. If a default journal number is not available from the parameters, type the journal number in the **Journal** field.

3. The information for the document populates the screen.

4. To edit a line, click the line to bring the information to the working fields. Edit the line as needed.

5. When you are finished with the document, click **Post**.

6. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month (or click **Batch** to batch the entry). If you selected to batch post, click **Batch** when prompted to verify you want to file the entry. (Click **Cancel** to continue working.)

Deleting or Voiding a Document

You have the option of deleting a document or voiding it on the entry screen. Deleting the document removes it from the transaction list. You cannot recall a document once you delete it. Voiding a document flags it as voided. The document remains in the transaction list. The document posts to the journals as a void.

Important:	If a password is required to delete a document, you must enter the password before you can delete the document. Your System Administrator can set the password using the Password option in the Accounting Utilities.

1. Select the document.

2. Click **Delete Doc** on the bottom of the entry screen.

3. The system prompts you to indicate what you want to do with the document. Click **Delete** to delete it or **Void** to void it.

Putting a Document on Hold

You can use the **Hold** button to place a document on hold indefinitely. The document is flagged as "Hold" in the document list and remains in the list until you process it. The system will not post the document until you process it using the **Save Doc** or **Post Doc** button.

1. Select the document.

2. Click **Hold**.

3. Click **HOLD** when prompted to verify you want to hold the document indefinitely.

Posting Documents

Unless you are direct posting and posted each document as you reviewed it on the Integrated Entries screens, you post the entries using the Post buttons on each submenu when you are finished reviewing the documents. You must post the closed documents and the voided documents separately.

1. Click the **Post ALL** button on the menu (second button on each of the three integrated entries menus).

2. Click **ALL** to post all of the closed counter tickets, repair orders, or rental contracts, whether you have reviewed them or not, or click **VOIDED Only** to post only the voided counter tickets, repair orders, or rental contracts.

3. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month (or click **Batch** to batch the entry). If you selected to batch post, click **Batch** when prompted to verify you want to file the entry.

4. Click **OK** when the system indicates it is finished posting.

Un-posting Documents

If necessary, you have the option of un-posting all of the counter tickets, repair orders, or rental contracts for the current operator ID.

1. Click **Un-Post All Batch For This ID**.

2. Click **OK** when prompted to verify you want to un-post the documents.

3. Click **OK** when the system indicates it is finished un-posting.

Journal Utilities

The Journal Utilities menu provides tools you can use to manage your journal entries. You can view and print journal entries and reverse a journal entry posted during the current month. In addition, you can use this menu to move journal entries to and from the Holding Journals.
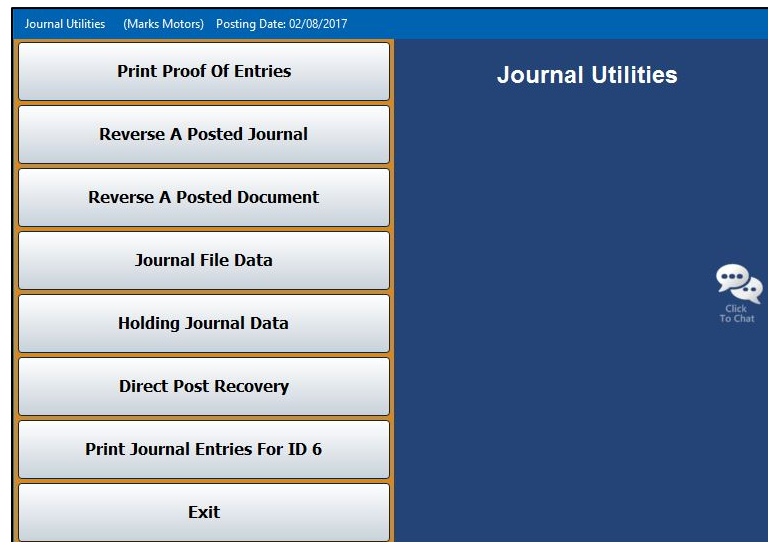

Print Proof of Entries

This button advances you to the Print Proof Of Entries menu. You use this menu to print a proof of entry before posting to the journals. This allows you to catch any posting errors. Simply click the button that corresponds to the proofs you want to print. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.
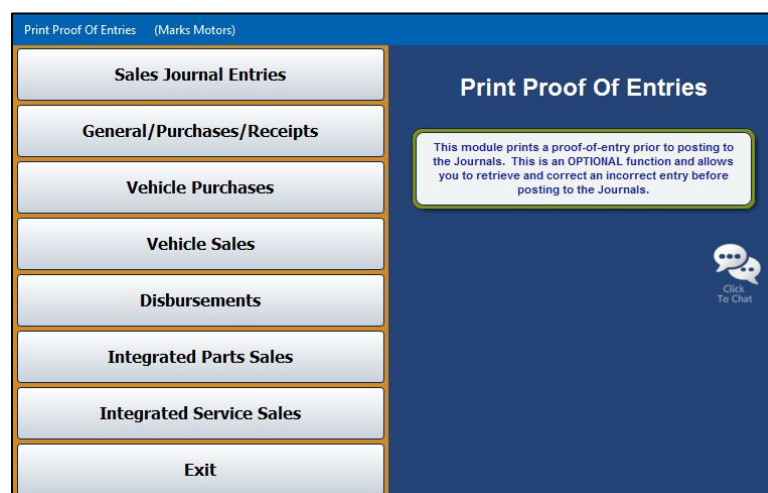
Reverse a Posted Journal

This button advances you to the Last Journals Posted menu, where you can select a specific journal to view and print. You can also reverse the posting from this menu. When you click the **Reverse a Posted Journal** button from the Journal Utilities menu, the system displays a list of available journals. Click the journal you want to select, and the detail for the journal displays on the screen. Click **Back** to close the detail. The remaining menu options all apply to the selected journal.
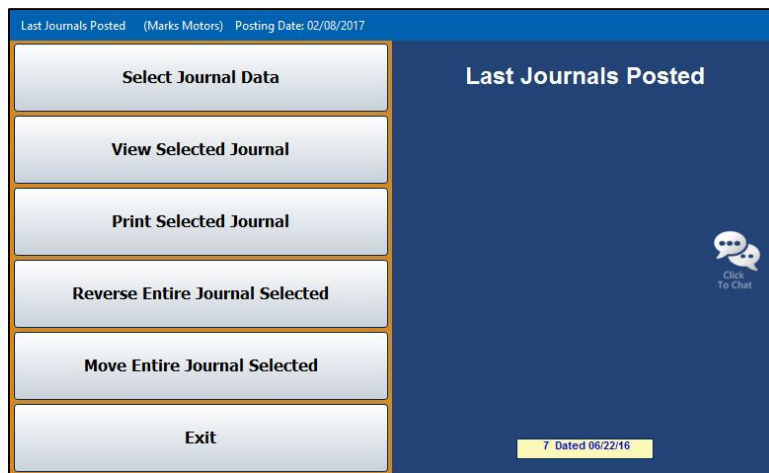
Select Journal Data

Use this button to select a journal. Click the journal you want to select.

View Selected Journal

Use this button to view the selected journal.

Print Selected Journal

Use this button to print the selected journal.

1. Click **Print Selected Journal**.

2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

3. Once you select your print type, click **Print**.

Reverse Entire Journal Selected

Use this button to reverse the posting of the selected journal. The journal will automatically reverse in the correct month. The system prints the information for your records. This feature is set to post directly, regardless of how your system is set to post.

1. Click **Reverse Entire Journal Selected**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

3. Click **OK** when prompted to verify you want to reverse the journal.

4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Move Entire Journal Selected

Use this button to move the selected journal from the current month to the post-ahead entries or from the post-ahead entries to the current month, depending on how the entry was posted. The system will make a reversing entry and repost the entry in the correct month. The system prints the information for your records. This feature is set to post directly, regardless of how your system is set to post.

1. Click **Move Entire Journal Selected**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

3. Click **OK** when prompted to verify you want to move the journal.

4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Reverse a Posted Document

Use this button to reverse or move a document (except for a vehicle sale) posted to the general ledger during the current month. All transaction lines for the journal must have been posted under the same document number. When reversing an entry, the document is automatically reversed in the correct month. When moving a document, the system moves the document from the current month to the post-ahead entries (next month) or from the post-ahead entries (next month) to the current month, depending on how the entry was posted. The system will make a reversing entry and print the information for your records. This feature is set to post directly, regardless of how your system is set to post.
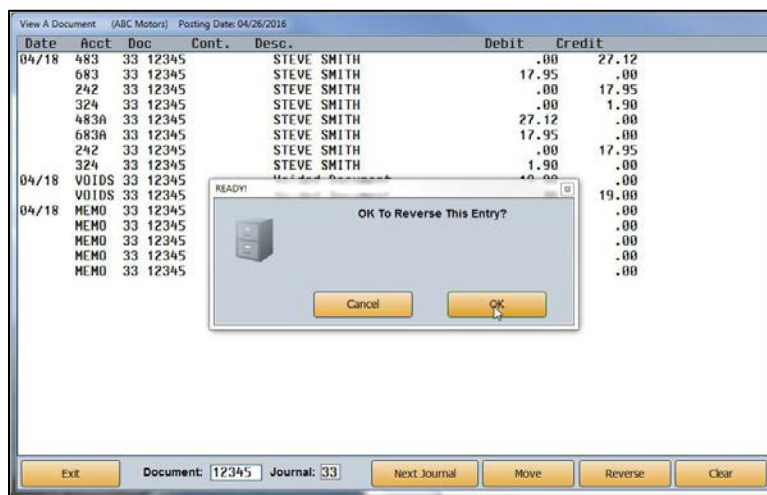

1. Click **Reverse A Posted Document**.

2. When the screen opens, the system displays a warning about the use of this utility. Read the warning, and click **OK**.

3. In the **Document** field, type the document number of the journal entry you want to reverse.

4. The screen displays the journal entry with the specified document number. (If the journal you are looking for is not in the list, click **Next Journal** to search more entries.)

5. Click **Reverse** or **Move**.

6. When prompted to verify your printer is ready, select your print criteria and click **Print**.

7. Click **OK** when prompted to verify you want to reverse or move the entry.

8. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Important: Only do this _once_. If you are batch posting, the reversing entry will not show up when you view the document until after you post the journal to the books.

Journal File Data

This button advances you to the Journal File Data menu. This menu allows you to delete and merge journals. You can merge the Daily Journal to and from the Holding Journal. The Holding Journal is a temporary journal that holds journal entries you do not want to post to the journals at this time. The entries remain in the Holding Journal until you merge them back to the Daily Journal and post them.
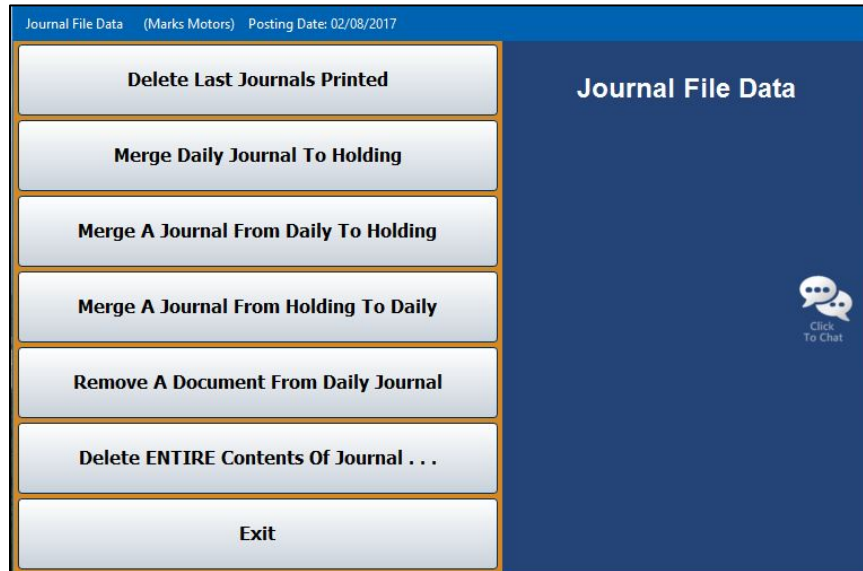
Delete Last Journals Printed

Use this button to delete the last journals that were printed.

1. Click **Delete Last Journals Printed**.

2. Click **OK** when prompted to verify you want to delete the journals.

3. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Merge Daily Journal To Holding

Use this button to merge all of the Daily Journal entries to the Holding Journal.

1. Click **Merge Daily Journal to Holding**.

2. Click **OK** when prompted to verify you want to merge the journals.

3. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Merge A Journal From Daily To Holding

Use this button to merge a specified journal from the Daily Journal to the Holding Journal.

1. Click **Merge A Journal From Daily To Holding**.

2. Type the journal number you wish to merge.

3. Click **OK** when prompted to verify you want to merge the journals.

4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Merge A Journal From Holding To Daily

Use this button to merge a specified journal from the Holding Journal to the Daily Journal.

1. Click **Merge A Journal From Holding To Daily**.

2. Type the journal number you want to merge.

3. Click **OK** when prompted to verify you want to merge the journals.

4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Remove A Document From Daily Journal

Use this button to remove a specified document from the Daily Journal.

1. Click **Remove A Document From Daily Journal**.

2. Specify the journal you want to remove.

3. Click **OK** when prompted to verify that you want to remove the journal.

4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Delete ENTIRE Contents Of Journal

Use this button to delete the entire contents of a specified journal.

1. Click **Delete ENTIRE Contents Of Journal**.

2. A list of the available journals opens. Click the journal you want to delete.

3. Click **OK** when prompted to verify you want to delete the journal.

4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

Holding Journal Data

This button advances you to the Holding Journal Data menu. This menu allows you to print Holding Journal information. Simply click the button that corresponds to the proofs you want to print. When prompted to verify your printer is ready, select your print criteria and click **Print**.
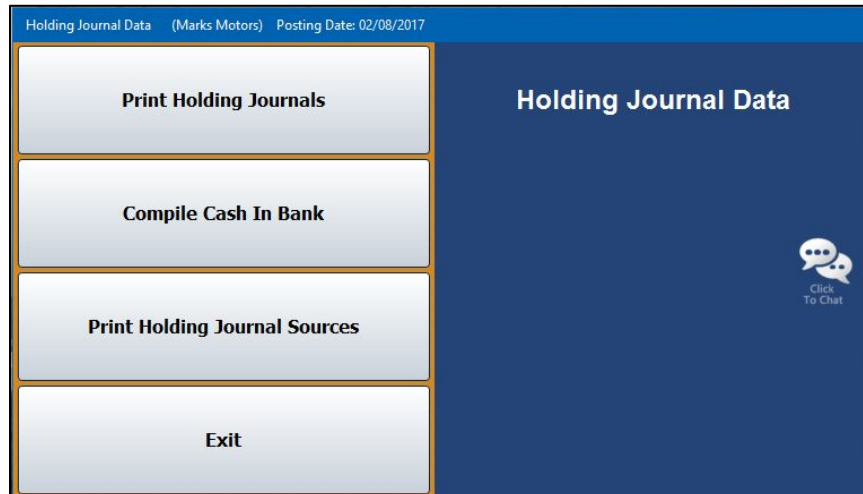
Print Holding Journals

This button prints all of the information in the Holding Journal. For each journal, the printout lists each transaction line. The end of the printout lists the total debits and credits posted to the Holding Journal.

Compile Cash In Bank

This button prints the Cash in Bank. This allows you to view what your bank balance would be with the entries in the Holding Journal. The printout lists the total debits and credits from the Holding Journal that are included in the bank balance.

Print Holding Journal Sources

This button prints the Holding Journal sources. This is a summary of the amounts posted to each general ledger account. For each account, the printout lists the debits and credits posted, the number of transactions posted, and the balance of the account.

Direct Post Recovery

This utility is for dealerships that have selected to post their journals directly to the general ledger. You will only use the Direct Post Recovery utility in the event of a network or power failure. Do not use this utility without assistance from an Autosoft Customer Support representative. Call support at 800.473.4630 for assistance. The Direct Post Recovery utility allows you to view and print an incomplete transaction and complete the entry from this screen.

Print Journal Entries For ID

If you use the post direct feature to post your journal transactions directly to the general ledger and schedules, you can use this feature to print the Daily Journal entries for the current operator ID.

1. Click **Print Journal Entries For ID #**. (# will be replaced by the current operator ID number.)

2. When the screen opens, it displays a list of the journal transactions posted by the current operator ID. The postings are in descending order by record number.

3. Click the box in front of the postings you want to print. A checkmark appears in the box to indicate you selected the posting. (You can also click **Select All** to select all the lines. Click **Select None** to uncheck the box and clear all the lines.)

4. When you are finished selecting the journals, click **Print Selected**.

5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

View All Active Journal Data

Use this button on the Journal Entries menu to view a list of all of the journal data that is in the system for every Operator ID. Click a journal in the list to view the detail for that posting. Use the **Back** button to close the detail and return to the journal list.

Batch Posting to the Journals

If you have selected to use batch posting, you will post the journals to the books once you are finished entering all of the journal entries. The posting process involves three steps: posting the entries to the journals, printing the journals, and posting the journals to the current month or next month.

Posting Entries to the Journals

First, you must post the entries to the journals using the **Post Entries To Journals** button. This opens the Post Daily Entries To Journals menu. This menu allows you to post all entries to the journals or selected entries.

Use the buttons on the left side of the menu to post the entries to the journals. Simply click the individual buttons, or click **All Above Entries For ID: #** to post all of the entries for the current operator (indicated by the ID number displayed on the button). Click **OK** when prompted to verify you want to post the selected entries.

If you select to post all of the entries for an operator, one of two things will happen based on the way you set up your Operating Parameters in the Accounting System Setup. If you selected to be prompted to print the Daily Journals, the system asks you if you want to advance to the Print menu once it is finished posting the entries. If you are finished posting entries, click **OK**, and you automatically advance to the Print Daily Journals screen. If you selected to always skip printing the Daily Journals, the system prompts you to select the month to which you are posting.

Use the first four buttons on the right side of the menu to post entries from the Cashier, Buy Here Payments, Daily Rental, and Payroll. If Cashier, Buy Here Payments, Daily Rental, or Payroll entries must be posted, the corresponding button will be red and display an "Active Data" message. Click the button, and click **OK** when prompted to verify you want to post the entries. When prompted, select the month to which you are posting.

The last two buttons on the right side of the menu are for the Holding Journal. These menu options are similar to the options available for the Holding Journals from the Journal Utilities. Remember, the Holding Journal is a temporary journal that holds entries so they do not post with the daily entries.

The **Post From Holding Journals** button posts all of the entries in the Holding Journal to the Daily Journal. The information will update to the books when you print and post the journals.
The **Post To Holding Journals** button opens the Post Daily Entries to Holding Journals menu. (This menu is similar to the Post Daily Entries to Journals menu.) When the menu opens, the system confirms that you are posting to the Holding Journal. Click **OK** to acknowledge the message. Click the button that corresponds to the journal you want to move to the Holding Journal, and click **OK** to verify you want to move the entries.

Printing the Journals

After posting the journals, you print the journal data. If you click **OK** when prompted to print the journals after posting all entries for the current operator, you automatically advance to the Print Daily Journals screen. If you posted the journals individually, you open this screen by clicking **Print Journals** on the Journal Entries menu.
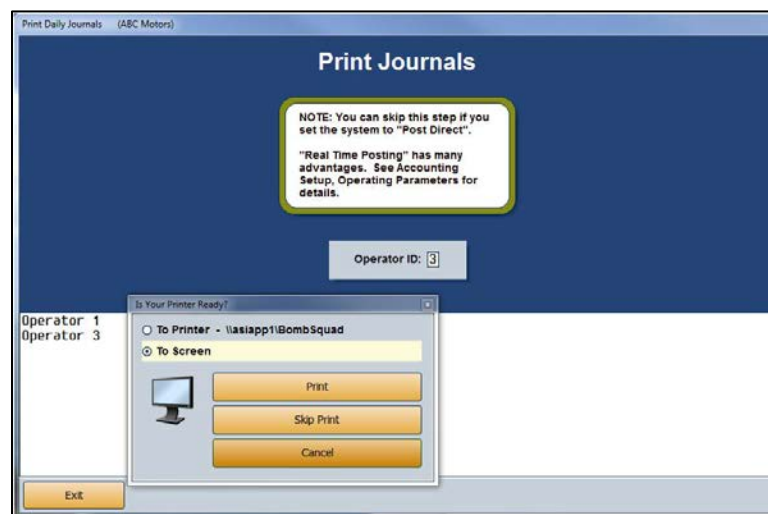
As soon as the screen opens, the system prompts you to print the journals. You can print the journals or skip printing the journals. You must choose an option. The system will not let you post the journals to the books if you do not select an option on this screen. If you choose not to print the journals at this time, make sure you print the complete set of journals at the end of the month to ensure you have hard copies of the journals for your permanent records.

The Operating Parameters in the Accounting System Setup allow you to specify if you want to always skip printing the journals or if you want the system to prompt you to select to print or skip the journals. If you select to always skip printing, you bypass this screen after posting the entries to the journals and automatically advance to the Post Journals screen.

Posting the Journals to the Books

Once you select your printing option, the system advances you to the Post Journals menu. The first button on the menu is for the current month, and the second button on the menu is for next month. Click the button that corresponds to the month you want to select. (You can restrict operators from posting ahead to next month using the Permission/Forms option on the Month-End Procedures menu. See Chapter 9 for information about month-end procedures.)

The system will open the appropriate posting screen for the month you select. Click **OK** when prompted to verify you are ready to post. The system posts the journals to the books for the month you specified.

It may take the system a few minutes to post the journals depending on the number of transactions. Once the system begins posting, do not interrupt it. When the system is finished posting, it returns you to the Journal Entries menu. Follow the same steps each time you need to post journals.