

# ULTRA



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## Operations Guide: CLIENT WRITE-UP

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# Client Write-up Operations Guide

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## Introduction

Welcome to CertiflexDimension Client Write-up!

This *Operations Guide* is designed to help you get started using the program. It is organized for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference to help you with day-to-day processing.

To get the most out of CertiflexDimension Client Write-up and guard against wasted time, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimensionSystemManagerGuide*. The *System Manager Guide* details the CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the Client Write-up program.

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## What You Need To Know First

CertiflexDimension Client Write-up is a Microsoft Windows® application. You must be familiar with Windows before using the Client Write-up program.

Before you begin working, make sure you have correctly installed CertiflexDimension. To install the program, refer to the Installation Instructions included in your package.

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## Start-Up Cycle

After you...

- install CertiflexDimension,
- read the CertiflexDimension System Manager Guide,
- read the Client Write-up Operations Guide,

...you are ready to add companies (clients) and begin processing. Use the following schedule of events for the proper steps in adding new companies to the CertiflexDimension Client Write-up program.

- **Design your client's chart of accounts numbering scheme on paper.** Read **Maintain Lists, Accounts** to fully understand how CertiflexDimension numbers accounts and what numbering scheme is best for your client's needs.



- **Create your client files.** Before the system will allow you to do anything in CertiflexDimension Client Write-up for your client, you must first create your client files. Refer to the **System Manager Guide, Create New Company** section to properly create your client files.
- **Define the Master Data.** A part of creating your client files is to define your client's Master Data. These instructions are found in the **Defining the Master Data** section. You must properly define the Master Data before you begin adding accounts.
- **Gather your client's account information.** This step is very important and is fairly involved. Please take the time to gather the information suggested in this step. It will make the account setup faster and easier.

- You must first prepare a year-to-date Trial Balance. A year-to-date Trial Balance is simply a listing that contains the account number, account name and year-to-date account balances (debit or credit) for each account on the client's chart of accounts. The Trial Balance must balance to zero.

Depending on the start-up date selected and your method of processing, you may also need to prepare a quarter-to-date Trial Balance.

Do not attempt to use a Balance Sheet or Income Statement for this process. You should use a balanced Trial Balance.

- Make sure that you have all the information you will need when defining the ledger accounts. When you define the ledger accounts, the system will ask you for the following information about each account:
  - Ledger Account Number
  - Account Name
  - Financial Statement Line Number
  - Print Status
  - Year-to-Date Account Balance (Prior Year is optional)
  - Budget Amounts for each period in the fiscal year (optional)

---

**NOTE:** This step is not necessary if you are converting from an older version, as the Chart of Accounts should transfer over. However, we do recommend that you compare the information in CertiflexDimension with that of your older software to insure that the data converted correctly.

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- **Add the ledger accounts.** Use the information you gathered in the step above to add the accounts. Refer to **Maintain Lists, Accounts** for instructions on adding ledger accounts.

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**NOTE:** This step is not necessary if you are converting from an older version, as the Chart of Accounts should transfer over. However, we do recommend that you compare the information in CertiflexDimension with that of your older software to insure that the data converted correctly.

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- **Print a General Ledger Chart of Accounts and Budget Maintenance Report.** Print these reports to verify that the information you entered for each account is correct.
- **Define the client's Payroll Codes and Tax Tables.** Client-Write Up's after-the-fact Payroll program allows you to flexibly perform several important functions. You can use this program to maintain FICA, FUTA and SUTA tables and to define and maintain Account Codes. The system uses certain Account Codes to speed up batch journal entry for payroll checks. Please refer to **Maintain Lists, Payroll Tax Tables and Codes** for a detailed explanation of these procedures.
- **Add the client's employees.** You must add all of the client's existing employees to the data files. Refer to **Maintain Lists, Employees** for a detailed explanation of this procedure. If you are starting this system in the middle of a calendar year, be sure to define each employee's current year-to-date earnings information. Existing YTD employee balances may be entered using the **Transaction, Manual Employee Checks** option.

- **Add the client's existing vendors.** You need to add all of the client's existing vendors to the data files. Refer to **Maintain Lists, Vendors** for a detailed explanation of this procedure.
- **Print Setup Reports.** Print the Payroll Setup Reports and Vendor Setup Reports to verify that all information entered is correct.
- **Make a Backup.** You have now added a great deal of information into the CertiflexDimension Client Write-up system. It is very important that you make a backup of the data files now to guard against the possibility of losing your work.

---

## Optional Start-Up Steps

The steps described below are entirely optional, depending on your processing methods and the features used. You can perform these steps as part of the startup process or at any time after you are processing and familiar with the system.

- **Change Your Client's Financial Statement Formats.** When you create your client's ledger files, the system will automatically assign the standard financial statement formats included with the system. These formats are quite comprehensive. However, if you have special needs for your financial statement presentation that go beyond the scope of the financial statement line number and print status assignments defined for each ledger account, you can make more detailed changes to the formats.

This step can involve simple to complex changes to the different options found in **Financial Statements**. Please be sure to read and fully understand this chapter before you attempt to make any changes to the financials.

- **Define One or More Consolidation Entities.** This step allows you to obtain a consolidated financial statement. The consolidation feature is very useful to users who process partnership accounting, joint venture accounting or accounting for holding companies.

Consolidation entity definition is described in **Consolidate Ledgers**. Please be sure to read and fully understand this chapter before attempting to add and use consolidation entities.

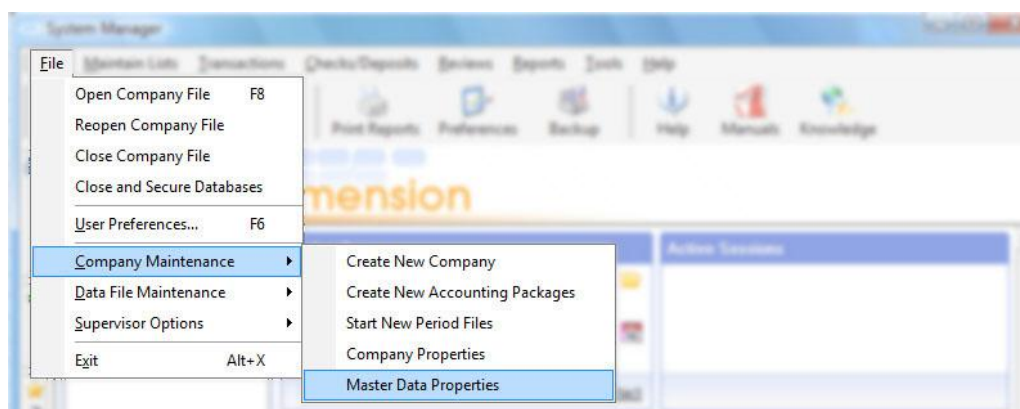
# Defining the Master Data – Client Write-up

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## Company Master Data

Company Master Data allows you to configure the Client Write-up system to fit your individual client's needs. The Master Data settings dictate how the system performs certain operations. Please read and understand this section so that you may define the Master Data in the manner best suited for your client.

To open the Master Data, click **>File >Company Maintenance >Master Data Properties**.



At the **Master Data Settings** screen, click on the **Client-Write-Up** button.

## Main

Select the **Main** tab to define the company's standard Master Data options.

The screenshot shows the 'Client Write-Up Master Data' dialog box with the 'Main' tab selected. The dialog is divided into several sections: 'Name & Address' with fields for company name, address, city, state, and zip; 'Ledger' with fields for Access Key, First I/S Line No., Default F/S Line Type, and Current Fiscal Year End; 'Default Accounts' with fields for Default Cash and Intercompany; and a right-hand column with various checkboxes. The 'Client Cycle Number' is set to 0. The 'Multiple Company JE' checkbox is checked. The 'Default Cash' is set to 100000 and 'Cash in Checking'. The 'Intercompany' is set to 140000 and 'Intercompany Account'. The 'Current Fiscal Year End' is set to 12/31/2012. The 'Access Key' is set to 'Account Number'. The 'First I/S Line No.' is set to 500. The 'Default F/S Line Type' is set to 'Summarized'. The 'Client Cycle Number' is set to 0. The 'Multiple Company JE' checkbox is checked. The 'Allow Company ID in Batch', 'Allow Project No. in Batch', 'Update Batch to Bank Rec.', and 'Show Checkwriter Options' checkboxes are unchecked. The 'Use Advanced Financials' and 'Auto Lower Case Names' checkboxes are also unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

- **Name & Address:** Enter the client's name and address information as it should appear on Forms W-2, 1099 and 941 and various company reports.
- **Access Key:** Throughout the program, users are prompted for General Ledger accounts. Select the format you want to use for the primary account index.
- **First I/S Line Number:** In the default Income Statement line listing, the first Income Statement line number is 500. The system will default to this line number when you open the screen for the first time.

If you make changes to the default line number file, you must change this field accordingly to generate correct financial statements for the company.

The system uses this field to determine which accounts to close to Retained Earnings when you perform the fiscal year end close. All accounts assigned to a line number equal to or greater than the number entered here are closed to Retained Earnings.

The system also uses this field for the proper printing of the Statement of Cash Flows.

- **Default Financial Statement Line Type:** This print type is used on each account to determine whether to present the account in a detailed or summarized format on the financial statements. Select the print type you want the system to automatically assign to new accounts.

If an account is set to **Summarized**, its balance is added with all other accounts sharing the same financial statement line number and summarized print status. This total is printed on a separate line on the financial statements. The description that prints for this account is the name defined for the financial statement line number.

If the print status for an account is set to **Detailed**, the unique account prints on a separate line on financial statements with account names and balances shown.

For example, assume we have checking accounts at five banks with a unique General Ledger account number for each. Set each of these five accounts to line number 10 (Cash on Hand) and set each account's print type to Summarized. With a \$1,000.00 balance in each account, the information appears on the Balance Sheet as:

Cash On Hand \$5,000.00

Given the same example, except with each account's print type set to Detailed, the Balance Sheet would show:

Cash - Bank A	\$1,000.00
Cash - Bank B	\$1,000.00
Cash - Bank C	\$1,000.00
Cash - Bank D	\$1,000.00
Cash - Bank E	\$1,000.00

Normal presentation assigns Balance Sheet accounts a print type of Summarized and Income Statement accounts a print type of Detailed.

- **Current Fiscal Year End:** This field displays the current fiscal year end for the company. This date may be reset to the end of the calendar year by pressing the **Reset** button.

---

**NOTE:** Changing the fiscal year end for an existing company is normally done under the direction of Technical support and not via the **Reset** button. Please contact Technical Support if you have any questions.

---

- **Client Cycle Number:** Enter the cycle number for the client. If you are not using the cycle feature, set this field to cycle 0 for all clients.

Some of the reports printed from CertiflexDimension Client Write-up allow printing for a specific cycle number. This feature can be useful in several ways.

For example, if your firm has several partners you could define each partner's clients with a specific cycle number. This gives you the capability to print reports for a specified partner. As another example, you might wish to assign all clients due a quarterly audit to a specific cycle number. Clients for whom you do an annual audit would be assigned a different cycle number.

- **Default Cash Account:** Select the main General Ledger cash account. The account defined here will be used when users balance a check type journal entry in **Record Journal Entries**.

---

**NOTE:** If you do not have a main cash account set up in the Chart of Accounts, go to the **Maintain Accounts** section and create this account.

---

- **Default Intercompany Account:** Select the General Ledger intercompany account. The account you define here will be used when making journal entries to multiple companies, keeping each company in balance.

It is important that this field be defined with the same intercompany account number for all companies to which you plan to post multiple company journal entries.

If you do not plan to use the intercompany feature, the system still requires that the intercompany account be defined. If this is the case, we suggest you define the intercompany account with a valid account not used in normal ledger transactions.

---

**NOTE:** If you do not have the intercompany account set up in the Chart of Accounts, go to the **Maintain Accounts** section and create this account.

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- **Use Advanced Financials:** Select this check box if you want the system to use advanced financial statement printing features. If you do not select this check box, the system will use the standard printing features.

Selecting this check box allows you to create financial statements in an almost unlimited number of formats. This feature also gives you the ability to report up to eight years of information on one report.

---

**NOTE:** If you originally created the company using advanced financial features and you manually deleted financial reports 10, 20, and 30, changing the company to standard financials will cause the financial reporting system to be inoperative. When setting a company to use standard financials, reports 10, 20, and 30 must exist. If these reports have been deleted, they must be restored before the company can successfully use standard financials.

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- **Auto Lower Case on Names:** Select this check box if you wish to automatically convert account names entered as all capital letters into upper/lower case format.

- **Multiple Company JE:** If you select this check box, you can make journal entries between companies (debit to one company and a credit to another) during **Record Batch Transactions**, or any other type of General Ledger transactions that support multi-company entries.
- **Allow Company ID in Batch:** Select this check box to allow a Company ID to be included in batch entries.
- **Allow Project No. in Batch:** Select this check box to allow a Project number in batch entries. For more information on Projects, please see the section on *Projects* in the *Maintain Lists* portion of this guide.
- **Update Batch to Bank Rec:** Select this check box to automatically update batch transactions to the Bank Reconciliation module when a batch is posted.

## Payroll/Vendors

Select the **Payroll/Vendors** tab to define Payroll/Vendor options.

The screenshot shows the 'Client Write-Up Master Data' dialog box with the 'Payroll/Vendors' tab selected. The dialog is divided into two main sections: 'Employee Access Key' and 'Vendor Access Key'. The 'Employee Access Key' section includes a 'Name' dropdown, an 'Employee Numbering' dropdown (set to 'Auto Numbering with User Override'), and three checkboxes: 'Accrue FICA/Medicare Expense' (checked), 'Accrue FUTA/SUTA Expense' (unchecked), and 'Accrue Expenses by Department' (unchecked). The 'Vendor Access Key' section includes a 'Name' dropdown, a 'Vendor Numbering' dropdown (set to 'Auto Numbering with User Override'), and a 'Minimum 1099' field set to '\$ 600.00'. On the right side, there are two tables for 'Employee Memo Field Descriptions' and 'Vendor Memo Field Descriptions', each with four rows for 'Memo One' through 'Memo Four' and a 'User Key' row. At the bottom right are 'OK' and 'Cancel' buttons.

- **Employee Access Key:** Throughout the program, users are prompted for employees. Select the format you want to use for the primary employee index.
- **Employee Numbering:** The system maintains all employees in both alphabetical and numerical order. Therefore, each employee must have both a name and a number. The system allows you to select between three different numbering methods.
  - **User Selects Number:** With this numbering type, the system does not automatically generate an employee number. You are prompted for the employee number when required. This numbering type allows you to design your own numbering scheme for employees.
  - **Auto-Numbering with User Override:** With this numbering type, the system selects an appropriate employee number based on the employee name and allows you to edit or change the number before assigning it to the employee. This numbering type allows the system to control the numbering scheme, but provides you the ability to adjust the number to fit your needs.

We recommend that you use this numbering type. If you use this numbering type and accept suggested numbers, employee reports will print in both alphabetical and numerical order, regardless of the index selection.
  - **Sequential Numbering:** With this numbering type, the system incrementally numbers a new employee based on the last employee number on file.

---

**NOTE:** Once the employee numbering type is selected and employees are added, it should not be changed.

---

- **Accrue FICA/Medicare Expense:** Select this check box if you want the system to automatically accrue the employer's portion of FICA and Medicare for the client. If you select this check box, this accrual automatically posts to the client's ledger file when the applicable batch file is updated.
- **Accrue FUTA/SUTA Expense:** Select this check box if you want the system to automatically accrue the employer's portion of FUTA and SUTA for the client. If you select this check box, this accrual automatically posts to the client's ledger file when the applicable batch file is updated.

- **Accrue Expenses by Department:** Select this check box if you wish to allocate employer expenses by department.
- **Vendor Access Key:** Throughout the program, users are prompted for vendors. Select the format you want to use for the primary vendor index.
- **Vendor Numbering:** The system maintains all vendors in both alphabetical and numerical order. Therefore, each vendor must have both a name and a number. The system allows you to select between three different numbering methods.
  - **User Selects Number:** With this numbering type, the system does not automatically generate a vendor number. You are prompted for the vendor number when required. This numbering type allows you to design your own numbering scheme for vendors.
  - **Auto-Numbering with User Override:** With this numbering type, the system selects an appropriate vendor number, based on the vendor name and allows you to edit or change the number before assigning to the vendor. This numbering type allows the system to control the numbering, but you have the ability to adjust the number to fit your personal needs.  
  
We recommend that you use this numbering type. If you use this numbering type and accept the suggested numbers, vendor reports will print in both alphabetical and numerical order, regardless of the index selection.
  - **Sequential Numbering:** With this numbering type, the system incrementally numbers a new employee based on the last employee number on file.

---

**NOTE:** Once a vendor numbering type is selected and vendors are added, it should not be changed.

---

- **Minimum 1099:** Enter the minimum amount your client must pay a vendor before the system will generate a Form 1099. The default amount is \$600.00. As of the printing of this manual, this is the minimum payment amount required.
- **Employee Memo Field Descriptions:** You can maintain up to four lines of information not already assigned for each employee. If you want to store information not already retained on an employee, define a memo line for the information. This section allows you to define the titles for the four memo lines.  
  
The system also allows you to define a user key to assign employees a code word easier to remember than the employee's name or number. You can then access the employee by the user key. In this section, you define the title of the user key.
- **Vendor Memo Field Descriptions:** You can maintain up to four lines of information not already assigned for each vendor. If you want to store information not already retained on a vendor, define a memo line for the information. This section allows you to define the titles for the four memo lines.  
  
The system also allows you to define a user key to assign vendors a code word easier to remember than the vendor's name or number. You can then access the vendor by the user key. In this section, you define the title of the user key.

## Additional Ledger Information

Select the **Additional Ledger Information** tab to define General Ledger printing information.



Client Write-Up Master Data		
Main Payroll/Vendors Additional Ledger Options		
<b>Audit Trail</b>		
Audit Trail Type	Two Column	
Consolidate Checks	Don't Consolidate	
<input type="checkbox"/> Consolidate Main Accounts Payable Account		
<input type="checkbox"/> Print One Account Per Page		
<b>Supporting Schedules</b>		
<input type="checkbox"/> Print Support Schedules		
<input type="checkbox"/> Print Account Numbers		
<input type="checkbox"/> Page Eject After		
<input type="checkbox"/> Print Defaults Only		
<b>1099 Ledger Withholding Accounts</b>		
F.I.T. Payable	210000	Federal Income Tax Payable
S.I.T. Payable	220000	Payroll Taxes Payable
<b>Ledger Memo Field Descriptions</b>		
Memo One	Acct Type	
Memo Two	Note Type	
Memo Three	Misc.	
Memo Four	Style	
User Key	User Key	
OK Cancel		

- **Audit Trail Type:** Select the way you want the company's audit trail report to print. Select between **One Column**, **Two Column**, or **One Column with Running Balances**.
- **Consolidate Checks:** Specify how you want check information printed on the audit trail. Select between **Don't Consolidate** (all check entries will print individually on the audit trail), **Consolidate All** (all check entries will consolidate into one transaction), and **Consolidate Cash** (all check entries to the cash account only will consolidate into one transaction).
- **Consolidate Main Accounts Payable Account:** Select this check box to consolidate Accounts Payable transactions to the main Accounts Payable account into one transaction on the audit trail.
- **Print One Account Per Page:** Select this check box to have each account included on the audit trail begin printing on a new page. This is useful for account reconciliation purposes.
- **Print Support Schedules:** Select this check box to automatically print supporting schedules when printing financial statements.
- **Print Account Number:** Select this check box to include the account numbers on supporting schedules.
- **Page Eject After:** Select this check box if you want to print each line number defined to print a supporting schedule on a separate page. If you do not select this check box, all supporting schedules will be included on one report.
- **Print Defaults Only:** Select this check box if you want to print supporting schedules, but only as defined on the individual line numbers. If you do not select this check box, you can specify which line numbers are included on supporting schedules.
- **1099 Ledger Withholding Accounts:** Specify the accounts you wish to use for Form 1099 withholding amounts.
  - **F.I.T. Payable:** Specify the general ledger account to post any FIT payable amounts from vendor 1099s.
  - **S.I.T. Payable:** Specify the general ledger account to post any SIT payable amounts from vendor 1099s.

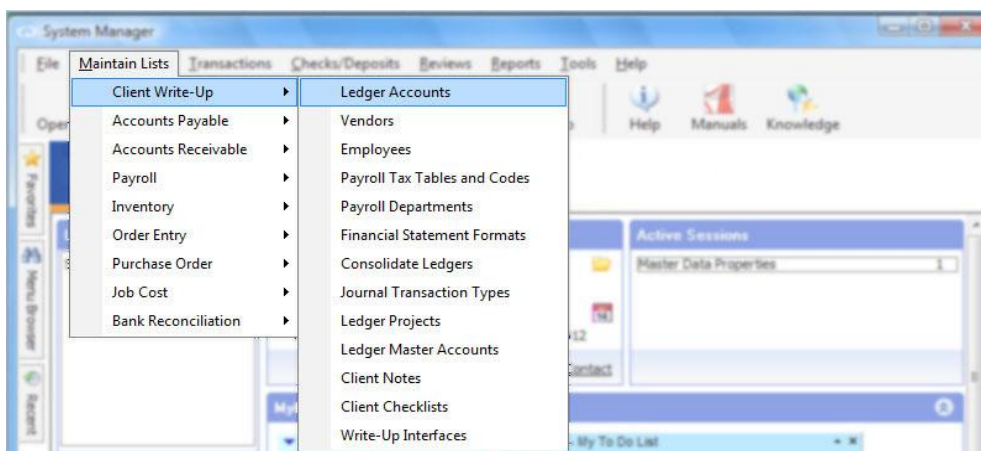
- **1099 Exempt Accounts:** You can universally set up to 10 Ledger accounts per company to be exempted from 1099 calculations. This is helpful for processing ATF 1099 vendor checks when only part of the check is subject to 1099 reporting. To add or change 1099 Exempt Ledger accounts, click > **Exempt Accounts**. The system will then display a window allowing you to enter up to 10 separate Ledger accounts. Once all your exempted accounts have been entered, click >**Save and Recalculate**. The system will access your vendor check history and adjust any existing checks for the calendar year using the exempted account data you have selected.

## Maintain Lists – Client Write-up

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### Maintain Ledger Accounts

This section explains how you can create, edit, delete, and renumber General Ledger accounts. To access Maintain Ledger Accounts, click **>Maintain Lists >Client Write-up >Ledger Accounts**.

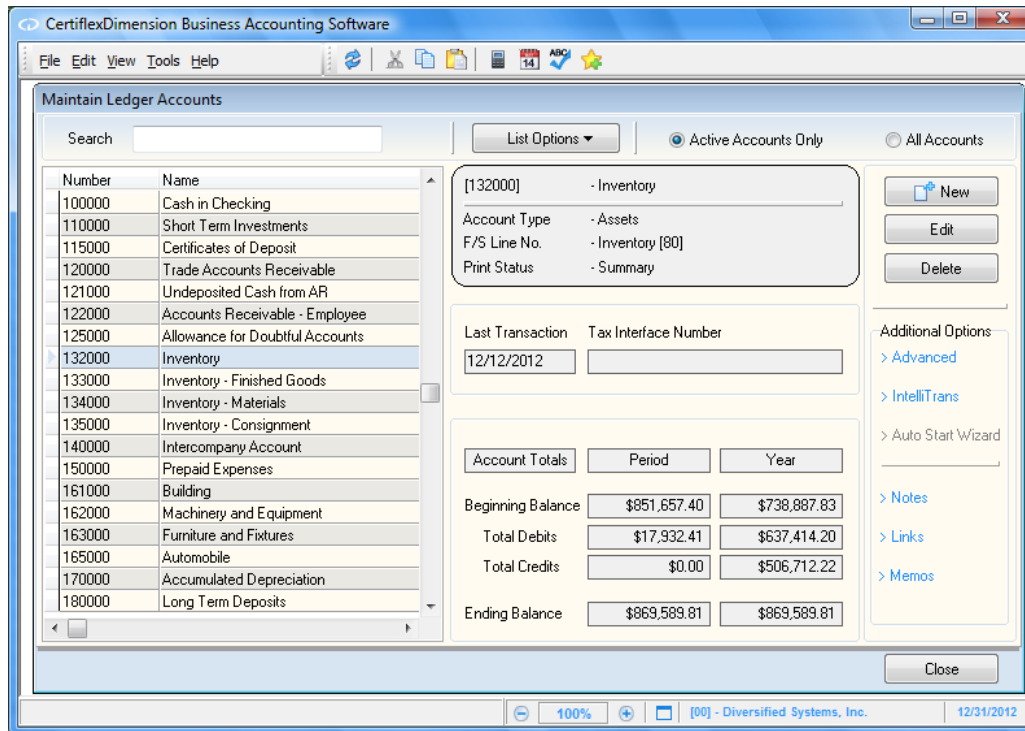


---




**NOTE:** If you're just getting started in a newly created company and you need to add accounts and/or balances to your Chart of Accounts, the **Auto Start Wizard** makes adding new accounts quick and easy.

---

## Accessing Ledger Accounts

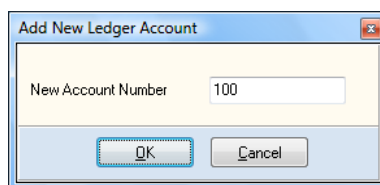


The **Maintain Ledger Accounts** system displays a primary Ledger Account listing that includes the following standard options:

- **Double-Click:** Double-click on a record to edit.
- **Search:** Enter a character string for the record you are searching for. The character search string must coincide with how the **Sort By** option is defined.
- **List Options –  Sort By:** Select the column you wish to sort your listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order. You can optionally select a column to sort by clicking on the column heading.
- **List Options –  Locate:** To refine your record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** You can filter any listing so that only matching records appear (i.e. Show only Ledger Accounts that contain the word “Payable” in their Account Name). For more information on using the CertiflexDimension Filter dialog, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include only active accounts in the account list.

## Adding a General Ledger Account

To add a new account, click **>New**. You will be prompted for the following:



- **Number:** Enter the number for the account you wish to add.

General Ledger account numbering is very flexible. Up to 12 alphanumeric characters are permitted for the account number.

CertiflexDimension's financial statement formatting is not dependent on this numbering scheme. This means that you can probably use your existing General Ledger account numbering scheme. However, before using your existing account numbering scheme, we recommend you read the following rules. You may decide to change your existing account numbering scheme to take advantage of some special features in the system.

CertiflexDimension Client Write-up account numbering rules:

- The maximum length allowed for a General Ledger account is 12 alphanumeric characters. The minimum length allowed is 3 characters.
- The way the financial statements print (positioning, summarization, headings, totaling, etc.) is entirely independent of the numbering scheme. Printing financial statements in the exact format desired is discussed in detail in the **Financial Statements** section.
- As mentioned above, you should be able to use an existing chart of accounts with no changes. However, if you want to take advantage of the departmental financial statement feature, you may need to alter the account numbering scheme before you define the chart of accounts.

You can gain access to departmental financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows) simply by using one or more characters of the account number to designate departments. A simple example with Income Statement accounts illustrates how this works.

Below is an excerpt of a company's Income Statement accounts:

610000	Sales
710000	Cost of Sales
800000	Salaries
810000	Rent
820000	Utilities
830000	Depreciation
840000	Interest Expense
850000	Postage
860000	Misc. Expense

- The company has two divisions - the Eastern region and the Western region. All sales and expenses for both regions are currently booked to the accounts shown above with no divisional breakdown. At the end of the month, their Income Statement shows a profit or loss for the two divisions combined. They would like to see Income Statements for each region separately, as well as together.

---

**NOTE:** If you use the departmental feature, you may want to take advantage of **Master Accounts**.

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- This can easily be accomplished by defining their accounts differently to take advantage of the departmental financial statement capability. Using an account suffix of 1 to indicate the Eastern region and 2 for the Western region, Income Statement accounts are defined as follows:

610001 Sales-East  
610002 Sales-West  
710001 Cost of Sales-East  
710002 Cost of Sales-West  
800001 Salaries-East  
800002 Salaries-West  
810001 Rent-East  
810002 Rent-West  
820001 Utilities-East  
820002 Utilities-West  
830001 Depreciation-East  
830002 Depreciation-West  
840001 Income Expense-East  
840002 Income Expense-West  
850001 Postage-East  
850002 Postage-West  
860001 Misc. Expense-East  
860002 Misc. Expense-West

- Using this account numbering scheme, each division's sales and expenses will be booked to different accounts and separate Income Statements can be prepared. The combined statement can still be printed as before.
- The company can use this same method regardless of the number of departments or divisions as long as the 12 character maximum account length is not exceeded.
- In the example, all Income Statement accounts have department designations. If you choose not to allocate rent and utilities to the two divisions, you could:
  - Leave the rent and utilities account numbers as 810000 and 820000, or...
  - Assign them to another department (i.e. 8100 and 8200) and simply not print a separate Income Statement for that department.

The example above shows only the Income Statement accounts. You can perform the same type of departmentalization for the Balance Sheet accounts.

The use of a single numeric digit as a suffix is not fixed. You can use multiple characters (numbers and letters) to designate departments. You can place the departmental designation in any position you choose in the account number. You can also use a separating character. For example, you could separate the department designation in the account numbers with a dash, resulting in account numbers 610000-1, 610000-2 or 1-610000, 2-610000, etc.

---

**NOTE:** If you use the departmental designation feature, make sure the position of the designator is in the same position for each account in which it is used.

---

- When you configure the financial statements for the company or print the Audit Trail, you can specify the account mask and select the accounts to print.
- In the example above, to get financial statements or an audit trail for the Western division, specify the account mask to consider only accounts with a 2 in the fourth position of the account number. If our account numbering scheme is more elaborate, we could specify a 2 in the fourth position, a 3 in the fifth position, and an A in the eighth position, as an example.
- All reports printing in account number order (i.e. Trial Balance, Chart of Accounts, Audit Trail, etc.) use the operating system's normal sort sequence to determine the print order of the accounts. In general, this sort sequence reads special characters first (\*, -, /, etc.), then numerical digits, and then alpha characters. The system left justifies when sorting accounts. For example, the computer would sort these account numbers in the following order:

/560000  
100000  
750000-03  
850001  
925000  
A650-001-01  
R90000

- Unless you are going to use an existing chart of accounts exactly as it is currently used, we recommend that you do at least some preliminary account number design on paper before setting up the accounts in Client Write-up. This can eliminate inconvenience and additional setup time caused by changing the numbering scheme after account balances and histories have already been established.

Once the account number has been assigned, click **>Ok** and the system will display the **Add New Ledger Account** window.

- **Account Name:** Enter the name for this General Ledger account.
- **Active Account:** The system will only allow you to enter transactions and maintain active accounts. Check this box to activate the account.

If there are transactions associated with an account for the current fiscal year, but you no longer plan to post to the account again, you might choose to clear this check box to make the account inactive, rather than deleting it from the system.

Most ledger reports will include an “Include Inactive Accounts” option to insure a full and accurate overview of historical tracking.

---

**NOTE:** The system will not allow you to deactivate an account if it is defined in the Master Data as the Cash or Intercompany account.

---

- **Print Status:** The print status field is used to determine whether to present the account in a summarized or detailed format on financial statements.
  - **Summarized:** The account balance is added with all other accounts sharing the same financial statement line number and summarized print status. This total will print on a line by itself on the financial statement. The description that prints for this financial statement line is the name defined for the financial statement line number used.
  - **Detailed:** The account prints separately on the financial statement, with its account name and balance shown.

For example, suppose we have checking accounts at five banks with a different General Ledger account number assigned for each bank. We set each of these five accounts to financial statement line number 10 (Cash on Hand from the default financial statement line number file) and give each a Summarized print status. The balance in each account is \$1,000.00. The information for these five accounts will appear on the Balance Sheet as:

Cash on Hand	\$5,000.00
--------------	------------

Given the same example, except that each account has a Detailed print status, the Balance Sheet would show:

Cash - Bank A	\$1,000.00
Cash - Bank B	\$1,000.00
Cash - Bank C	\$1,000.00
Cash - Bank D	\$1,000.00
Cash - Bank E	\$1,000.00



In simple account structures, normal financial statement presentation would be to assign Balance Sheet accounts a Summarized print status and Income Statement accounts a detailed print status.

When adding new accounts, the first account added will default to the print status defined in the Client Write-up Master Data. For each additional account added during the current session, the system will default to the same print status used for the last account.

- **F/S Line:** Enter the financial statement line for the account. The system uses this field to determine whether an account is an Income Statement account or a Balance Sheet account, and in what order to print the accounts on the financial statements.

For a detailed explanation of financial statement line numbers and their uses, refer to the **Financial Statements** section in this guide.

- **Quick Key:** This is an optional, user definable field. You can use this field as an indexed access key. For example, if you have code words you wish to use when accessing the account, define the key word here. When you access the account list, change the index to **Quick Key** and you will then be prompted for the assigned **Quick Key** to access the account.

Normally, you would only use the **Quick Key** access method for frequently accessed accounts. For example, if you post numerous transactions to Cash, you might define the **Quick Key** for the Cash Account as the letter C. Then, when you need to access the Cash account, change the index to **Quick Key** and enter C. Or, you can input an \*C to access the account by the **Quick Key** without changing the index.

- **User Key:** This is a user definable field that may be used as an indexed field. For example, if you would like to use code words for the accounts, you can define the code words here. When you access the account listing, you can change the index to **User Key**. Then, instead of accessing the account by number or name, you can access accounts by the code word you've assigned.
- **Tax Interface Number:** This field allows you to define a character code for exporting account balances to a tax preparation program. Each tax program has a unique set of tax interface numbers, so the code you assign depends on the tax program you use. Please refer to your tax software's reference manual for these numbers. These interface numbers are not available from TVG.
- **Transaction Restrictions:** You may optionally wish to restrict access to certain accounts from selection during transaction processing. For example, you may wish to stop all normal users from making journal entries to the "Retained Earnings Account", but allow higher level users this privilege. In this case, setting the Transaction Restriction for the "Retained Earnings Account" to be "Access Level 9 Required" will accomplish this goal.
- **Beginning of Fiscal Year Account Balance**  
**Beginning of Fiscal Year Account-to-Date Debits**  
**Beginning of Fiscal Year Account-to-Date Credits**

These fields allow you to maintain the beginning account balance as of the beginning of the current fiscal year. You can also maintain the accumulated total debits and total credits for the account since the account was created, or since the company started business, as of the beginning of the fiscal year.

---

**NOTE:** Unless you are beginning to process a new company at the start of the fiscal year, you should not use the **Beginning of Fiscal Year Account Balance** field to plug balances for the accounts. You can quickly and easily set accounts' beginning balances by using the **Auto Start Wizard**.

---

## New Accounts - Additional Options

### Alert Memos

Select the **>Alert Memos** option to maintain information that may not already be captured on an account. The headings for the alert memos are defined in the **Master Data**.

- **Memo Lines:** Enter the information in each appropriate field.
- **Alert:** You can use any or all four alert memo fields as automatic reminder fields. If you select the alert check box on any of the four alert memo lines, all text for the memo lines will display on the screen when the account is accessed during a transaction.

### Budgets

Select the **>Budgets** option to define the account's budget information.

Because the Balance Sheet always prints ending balances, you must define the budget figures for Balance Sheet accounts in the same way. To define a budget for a Balance Sheet account, enter the amount you expect the balance to be at the end of the period. The example below anticipates a larger balance during the middle periods of the year.

January	\$30,000.00
February	\$30,000.00
March	\$31,000.00
April	\$28,000.00
May	\$27,000.00
June	\$40,000.00
July	\$45,000.00
August	\$51,000.00
September	\$34,000.00
October	\$30,000.00
November	\$24,000.00
December	\$28,000.00

For Income Statement accounts, budget definition is performed on an individual period basis. For example, an Income Statement account for Rent with a budget of \$2,350.00 per period would be defined as:

January	\$2,350.00
February	\$2,350.00
March	\$2,350.00
April	\$2,350.00
May	\$2,350.00
June	\$2,350.00
July	\$2,350.00
August	\$2,350.00
September	\$2,350.00
October	\$2,350.00
November	\$2,350.00
December	\$2,350.00

If the period type is set to 12 periods, the system will display each month of the year in fiscal year order. If the year-end is December, the periods will list from January to December. If the fiscal year-end is September, the periods will list from October to September.

If the period type is set to any other type, the system will display each period as Period 1, Period 2, Period 3, etc. Period 1 represents the first period of the fiscal year, and so on.

The system displays three columns for budget information as **Original**, **Adjustments**, and **Revised**. You should enter the original budget amounts in the **Original** column. The system will automatically update the **Revised** column for you. If at any time after the budgets are defined you find you need to adjust the budget amounts, make the entries to the **Adjustments** column and the system will automatically update the **Revised** column. Or, make the adjustments to the **Revised** column and the system will update the **Adjustments** column. Original and adjustment entries should be kept in their appropriate columns. The budget reports and budget financial statements allow you to print original budget amounts or the revised budget amounts.

To add a budget amount, click **>Maintain**, or use the budget edit buttons to assist you.

- **Copy to All:** To copy an amount in a period to all periods following the period selected, click the period name (for example Period 3) to copy and then click **>Copy to All**. The system will then replace all periods following the period selected with the amount in the period you selected to copy.

For example, if Period 3 had an amount of \$4,000.00 and you wanted to copy that amount to Periods 4 through 12, you would click Period 3 and then click **>Copy to All**.

- **Split to All:** To split an amount of a period into all periods including and following the period selected, click the period name to split and then click **>Split to All**. The system will then replace the selected period and all periods following the selected period with the calculated amount of the period you selected to split.

For example, if Period 3 had an amount of \$50,000.00 and you wanted the system to split that amount into Periods 3 through 12, you would click Period 3 and then click **>Split to All**. Periods 3 through 12 would then each have a budget amount of \$5,000.00.

- **Copy:** If you want to copy one period to another period in any column of any account, click the period name to copy and then click **>Copy**. The system will store the amount copied on the clipboard. To retrieve this amount, use **Paste**.
- **Paste:** To paste a period, a column or all periods previously copied, click the period or column to copy the information to and click **>Paste**. The system will replace the period, column, or all periods with the amount stored on the clipboard.

- **Paste %:** This allows you to allocate yearly budgets for an account based on the percentage breakdown of the budget information defined for another account. For example, let's say we have an expense account that has a budget setup as follows:

Period 1	\$2,900.00
Period 2	\$5,800.00
Period 3	\$4,060.00
Period 4	\$2,320.00
Period 5	\$4,640.00
Period 6	\$8,700.00
Period 7	\$6,960.00
Period 8	\$5,220.00
Period 9	\$2,900.00
Period 10	\$5,800.00
Period 11	\$5,220.00
Period 12	\$3,480.00

If you total up the period budget amounts for this expense account, you will find an annual budget of \$58,000.00. If you calculate the percentage for each period, you will see a breakdown as follows:

Period 1	5%
Period 2	10%
Period 3	7%
Period 4	4%
Period 5	8%
Period 6	15%
Period 7	12%
Period 8	9%
Period 9	5%
Period 10	10%
Period 11	9%
Period 12	6%

In defining budgets, you may have several expense accounts with the exact same budget distribution between periods based on the above percentage breakdown. The only difference between the accounts is the annual budget amounts. Using the **Paste %** button, you can have the system determine the percentage breakdown by periods on one account and use the same breakdown on other accounts.

To continue our example, we would have the system determine the percentage breakdown of the account above by using the **Copy Column** button. Then move to the next account and click Period 1 of the **Original** column and click **>Paste %**. The system will ask for the base amount or annual budget amount for the account. If you entered \$93,000.00, the system would automatically create an annual budget for the account based on the percentage breakdown above.

Period 1	\$4,650.00
Period 2	\$9,300.00
Period 3	\$6,510.00
Period 4	\$3,720.00
Period 5	\$7,440.00
Period 6	\$13,950.00
Period 7	\$11,160.00
Period 8	\$8,370.00
Period 9	\$4,650.00
Period 10	\$9,300.00
Period 11	\$8,370.00
Period 12	\$8,580.00

To use **Paste %**, you must first access the account on which you wish to base the percentage distribution. Then move to the **Budgets** screen and click any period in the correct column to use (Original, Adjustments, or Revised). Next, click **>Copy Column**. The next step is to move to the account for which you wish to define budgets. Move to the **Budgets** screen and click the period name in the correct column (Original or Adjustments). Click **>Paste %**. The system will ask for the base amount. Enter the annual budget total. The system will then distribute that amount to each period based on a percentage calculated from the account you copied the column from.

---

**NOTE:** Due to rounding differences, percentage amount results may seem inconsistent if the system calculates uneven percentage amounts. The system places any adjustments for rounding in the last period. You may wish to edit the amounts after the allocation is performed.

---

- **Copy Column:** If you want to copy one column to another column of any account, click the column to copy and then click **>Copy Column**. The column information will be placed on the clipboard. To retrieve this column, use **Paste**.
- **Copy All:** If you want to copy all budget information from one account to another account, click any period name and then click **>Copy All**. The budget information will be placed on the clipboard. To retrieve this account's budget information, use **Paste**.
- **Clear Column:** If you want to delete all budget information for one column, click the column to delete and then click **>Clear Column**. All periods of the column will be set to \$0.00.
- **Clear All:** If you want to delete all budget information for the account, click any period name and then click **>Clear All**. All periods for all columns will be set to \$0.00.

To save the account, click **>Save**.

**CertiflexDimension Business Accounting Software**

File Edit View Tools Help

**Maintain Ledger Accounts**

Search: [ ] List Options: [v] Active Accounts Only (selected) All Accounts

Number	Name
100000	Cash in Checking
110000	Short Term Investments
115000	Certificates of Deposit
120000	Trade Accounts Receivable
121000	Undeposited Cash from AR
122000	Accounts Receivable - Employee
125000	Allowance for Doubtful Accounts
132000	Inventory
133000	Inventory - Finished Goods
134000	Inventory - Materials
135000	Inventory - Consignment
140000	Intercompany Account
150000	Prepaid Expenses
161000	Building
162000	Machinery and Equipment
163000	Furniture and Fixtures
165000	Automobile
170000	Accumulated Depreciation
180000	Long Term Deposits

[132000] - Inventory

Account Type: - Assets  
F/S Line No.: - Inventory [80]  
Print Status: - Summary

Last Transaction: 12/12/2012 Tax Interface Number: [ ]

Account Totals	Period	Year
Beginning Balance	\$851,657.40	\$738,887.83
Total Debits	\$17,932.41	\$637,414.20
Total Credits	\$0.00	\$506,712.22
Ending Balance	\$869,589.81	\$869,589.81

Additional Options:  
> Advanced  
> IntelliTrans  
> Auto Start Wizard  
> Notes  
> Links  
> Memos

New Edit Delete

Close

100% [00] - Diversified Systems, Inc. 12/31/2012

## Changing a General Ledger Account

To change an existing Ledger Account, either double-click the account or highlight the account and click **>Edit**. The system will display the information for the selected account. For detailed information on each field displayed, refer to the **Adding a General Ledger Account** section.

## Deleting a General Ledger Account

As a general rule, it is a good idea to delete accounts with a zero balance for a number of years if you do not anticipate ever using the account again. This can help reduce posting errors.

However, if you expect to use the account again, do not delete it. Additionally, you should wait to delete an account until the next fiscal year. For the current year, change the account's status to inactive by clearing the **Active Account** check box.

Use caution when deleting accounts. If you delete an account that does not have activity for the current fiscal year but did have activity in the prior year, and you print comparative financials, the system will not be able to print correct comparative financials for the deleted account.

There are several criteria that must be met before you can delete an account.

- The current period, quarter-to-date, and year-to-date balances for the account must be zero.
- There must be no current fiscal year transaction activity for the account.
- You cannot delete an account defined in the Master Data as the Cash or Intercompany account.

To delete an account, highlight the desired account and click **>Delete**.

## Additional Options

## Recalculate a General Ledger Account

Each Ledger account tracks an account balance for faster calculations and printing. In normal processing, the account balance is equal to the beginning account balance for the year, plus all the detailed transactions. If the account balance for an account has become inaccurate due to file corruption or partial updating, you may use this feature to recalculate an account's balances. To Recalculate an account, go to **Maintain Ledger Accounts** and select **>Advanced >Recalculate**. Select the Account you wish to recalculate and then click **>Update Now**.

## Renumbering a General Ledger Account

You would normally execute this option when first setting up a client or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain Accounts Payable and Payroll reports may continue to show old account numbers if you are interactive with these programs. The audit trail, however, will reflect the new account numbers.

To Renumber an account, go to **Maintain Ledger Accounts** and select **>Advanced >Renumber**. Select the Account you wish to renumber and then enter the new account number. To update the changes, click **>Update Now**.

When you renumber accounts, the option can take some time to process. The account heading information and all historical information (transactions) will be renumbered. The time required depends on the number of historical transactions for this account. If you are operating in a network environment, this process locks all General Ledger transaction files from other users.

---

**NOTE:** The system will renumber the account for the current fiscal year only. If you generate comparative financial statements, you may need to renumber this account for each fiscal year for which you report.

---

## Merging General Ledger Accounts

You would normally execute this option when first setting up a client or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain Accounts Payable and Payroll reports, if interactive, may continue showing old account numbers. However, the audit trail will reflect the new account numbers.

To merge an account, go to **Maintain Ledger Accounts** and select **>Advanced >Merge**. Select the Account you wish to merge from in the **Select Account** prompt. Select the Account you wish to merge to in the **Merger Account** prompt. To update the changes, click **>Update Now**.

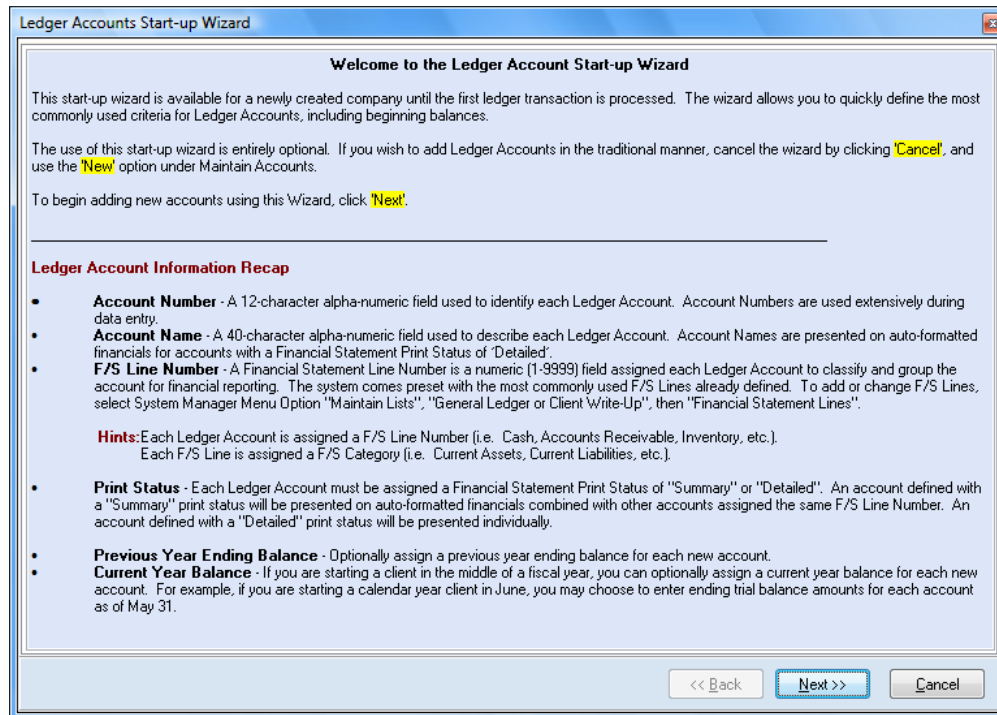
During this process, the account balance and all historical information (transactions) are merged. This may take some time. The length of time required to complete the merge depends on the number of historical transactions associated with the accounts.

Once the merging process is completed, the account you originally selected (**Select Account**) will be permanently removed. If you are operating in a network environment, this process locks all General Ledger transaction files from other users.

## IntelliTrans

CertiflexDimension IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options. IntelliTrans can be used to group, add or change Ledger Accounts. For more information on configuring and processing with IntelliTrans, please refer to your *System Manager Guide*.

## Auto Start Wizard



After creating a new company, the CertiflexDimension **Ledger Accounts Start-up Wizard** can help you create your Chart of Accounts. Using the wizard is optional, but very convenient. The wizard allows you to set up your ledger accounts and enter ending account balances for the prior year and the current year in an easy, straightforward manner.

To access the **Ledger Accounts Start-up Wizard** after creating a new company, go to **Maintain Ledger Accounts** and select **>Auto Start Wizard**.

- **Account Number:** A 12-character alphanumeric field used to identify each Ledger Account.
- **Account Name:** A 40-character alphanumeric field used to describe each Ledger Account. Account Names are presented on auto-formatted financials for accounts with a Financial Statement Print Status of 'Detailed'.
- **F/S Line Number:** A numeric (1-9999) field associated with each ledger account to classify and group the account for financial reporting. The system comes preset with the most commonly used F/S Lines already defined. To add or change F/S Lines, go to **>Maintain Lists >Client Write-up >Maintain Financial Statement Formats** and then select **>Maintain Financial Statement Lines**.

---

**NOTE:** Each Ledger Account is assigned an F/S Line Number (i.e. Cash, Accounts Receivable, Inventory, etc.). Each F/S Line is assigned an F/S Category (i.e. Current Assets, Current Liabilities, etc.).

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- **Print Status:** Each Ledger Account must be assigned a Financial Statement Print Status of "Summary" or "Detailed". An account defined with a "Summary" print status will be presented on auto-formatted financials combined with other accounts assigned the same F/S Line Number. An account defined with a "Detailed" print status will be presented individually.
- **Previous Year Ending Balance:** Optionally assign the previous year ending balance for each new account.
- **Current Year Balance:** If starting a client in the middle of a fiscal year, you can assign a current year balance for each account. For example, if you are starting a calendar year client in June, you may choose to enter ending balances as of May 31 for each account.

Click **>Next** to access the **Ledger Accounts** page.



**Ledger Accounts Start-up Wizard**

**Ledger Accounts** - To add new accounts, type in the new account information and click 'Accept'. To change an existing account, highlight the account you wish to change and select 'Edit'. **Hint:** You may optionally select an account for edit by simply double clicking on the desired account from the account list.

When you are finished, click **Next** to optionally record account balances.

100000 Cash on Hand 40 Summary Accept Edit

Account Number	Account Name	F/S Line	Print Status
100000	Cash on Hand	40	S
110000	Short Term Investments	60	S
115000	Certificates of Deposit	50	S
120000	Trade Accounts Receivable	70	S
125000	Allowance for Doubtful Accounts	70	S
132000	Inventory	80	S
150000	Prepaid Expenses	90	S
161000	Building	120	S
162000	Machinery and Equipment	130	S
163000	Furniture and Fixtures	150	S
165000	Automobile	140	S
170000	Accumulated Depreciation	180	S
180000	Long Term Deposits	190	S
190000	Trade Accounts Payable	210	S
210000	Federal Income Tax Payable	220	S
220000	Payroll Taxes Payable	220	S
230000	Other Accrued Expenses	230	S

<< Back Next >> Cancel

Cancel Edit Edit Delete

This page allows you to add, edit or delete accounts. As you are entering account information, click **>Accept** to save the information and move to the next account. If you are entering an account and need to make changes before accepting the line, click **>Clear** to remove any information entered on the current account.

To edit a line that has already been accepted, you can either double-click on the account, or highlight the account and click **>Edit**.

To delete an account, highlight the account from the list and click **>Delete**.

Once you have added your ledger accounts, click **>Next**. The system will prompt you to enter account balances.

The **Account Balances** page allows you to easily enter last year's and this year's ending balances. If you have entered last year's balances, the system will perform a fiscal year end close at the completion of the wizard.

**Ledger Accounts Start-up Wizard**

☒ 1 Ask Both Prior and Current Balances
 ☐ 2 Ask Prior Year Ending Balance Only
 ☐ 3 Ask Current Year Balance Only

**Account Balances**

Account	Account Name	F/S Line	Last Year Ending Balance	This Year Current Balance
100000	Cash on Hand	40	\$1,956,139.41	\$1,870,790.11
110000	Short Term Investments	60	\$595,300.00	\$204,451.27
115000	Certificates of Deposit	50	\$78,450.00	\$104,006.97
120000	Trade Accounts Receivable	70	\$637,986.46	\$1,036,232.25
125000	Allowance for Doubtful Accounts	70	\$45,029.00	\$39,875.45
▶ 132000	Inventory	80	\$193,991.45	\$745,700.49
150000	Prepaid Expenses	90		
161000	Building	120		
162000	Machinery and Equipment	130		
163000	Furniture and Fixtures	150		
165000	Automobile	140		
170000	Accumulated Depreciation	180		
180000	Long Term Deposits	190		
190000	Trade Accounts Payable	210		
210000	Federal Income Tax Payable	220		
220000	Payroll Taxes Payable	220		
230000	Other Accrued Expenses	230		
240000	Current Portion Long Term Debt	240		
310000	L T D Auto	250		
320000	L T D Mortgage	250		
Total Number of Accounts [55]			\$3,506,896.32	\$4,001,056.54

<< Back    Next >>    Cancel

When you are finished adding balances, click **>Next** to access the **Ledger Accounts Start-Up Wizard Finish** page.

**Ledger Accounts Start-up Wizard**

**Ledger Accounts Start-up Wizard Finish**

The system is prepared to create new Ledger Accounts for this company/client based on your selections. Answer any applicable additional information requested below and click **Finish** to create a new or updated Chart of Accounts.

**Primary Cash Account**

Main Cash Account Number: 100000    Cash on Hand

**Prior Year Journal Entry**

If you have entered Prior Year Ending Balances, the system will automatically perform a Fiscal Year closing. Please identify the Retained Earnings Ledger Account for this company. You can also change the prior year journal entry description.

Retained Earnings Account Number: 450000    Retained Earnings

Prior Year Journal Entry Description: Journal Entry - Ending Balance

**Current Year Journal Entry**

If you have entered Current Year Balances, please enter the date for the ending balances within the current fiscal year.

Date of Current Year Entry: 12/31/2012

Current Year Journal Entry Description: Journal Entry - Ending Balance

<< Back    **Finish**    Cancel

On this screen, you will be prompted for the following information:

- **Main Cash Account:** Enter the primary cash account for the company. The account defined here is used when you balance a check type entry.
- **Retained Earnings Account Number:** If you have entered prior year balances for the company, a fiscal year closing will be performed automatically. Enter the account number of your Retained Earnings account in this field.

- **Prior Year Journal Entry Description:** If you have entered prior year balances for the company, a fiscal year closing will be performed automatically. Enter the description for this fiscal year closing transaction. This description will appear on your ledger reports.
- **Date of Current Year Entry:** If you have entered current year balances for the company, an automatic journal entry will be recorded to set the balance for each account. Specify the date for these entries in this field.
- **Current Year Journal Entry Description:** If you have entered current balances for the company, an automatic journal entry will be recorded to set the balance for each account. Enter the description for these transactions in this field. This description will appear on your ledger reports.

Once you have set this information, click **>Finish**. Ledger accounts are now set up. You can begin processing ledger transactions.

---

**NOTE:** This account setup wizard is available in Maintain Accounts as long as there are no transactions on file. Should you need to access the wizard again, select **>Auto Start Wizard** from the main account window.

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## >Notes and >Links

The **>Notes** and **>Links** options allow you to organize and access additional account information. Notes can be used to document internal account information or additional descriptions on expense accounts. Links can be used to connect to budget analysis spreadsheets and account activity databases.

You can add Notes and Links in **Maintain Ledger Accounts** and review notes and links in **Review Ledger Accounts**. For detailed steps on adding Notes and Links, refer to the *CertiflexDimension System Manager Guide*.

## >Memos

Memos can be used to track reminders, special notes, secondary contacts, etc. Each memo line can be assigned an access level (1-10). If you do not have an access level equal to or greater than the one assigned to the memo line, you cannot edit the memo line.

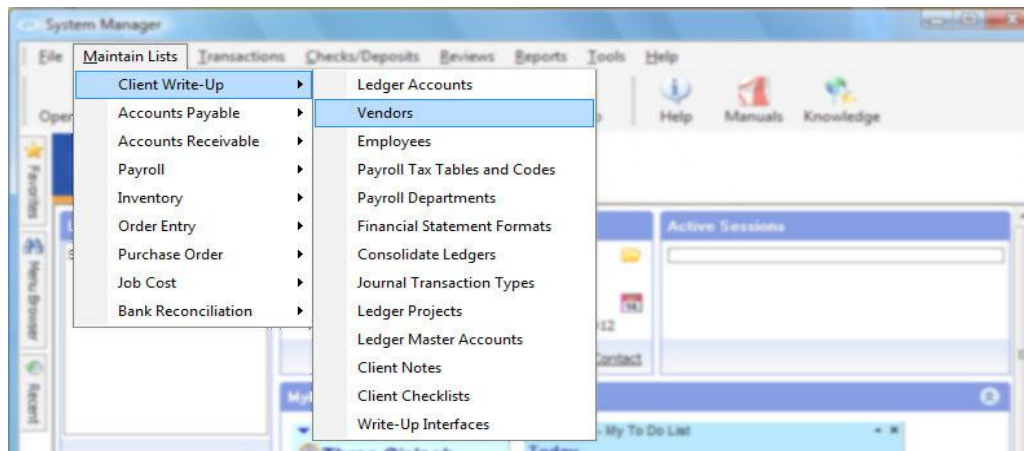
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**NOTE:** Memo labels, order and security access levels are all maintained within the CertiflexDimension **Configure Memos** option. To define memo configuration, click **>File >Supervisor Options >Configure Memos**. You must have Supervisor rights (access level 10) to be able to modify the memo headings in the **Configure Memos** option.

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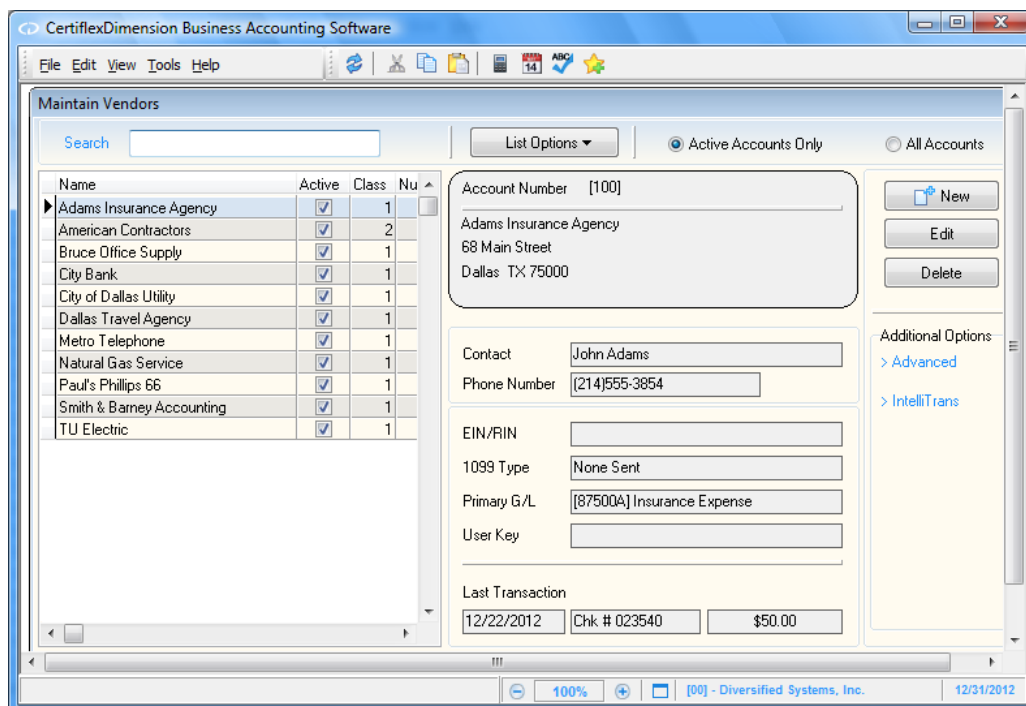
## Maintain Vendors

This section will explain how to set up Vendor information in CertiflexDimension Client Write-up. To access this option, click **>Maintain Lists >Client Write-up >Vendors**.






## Accessing Vendors

The **Maintain Vendors** screen displays a primary Vendor Account listing.



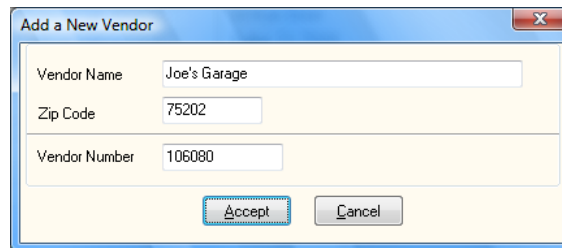
The following standard options are available:

- **Double-Click:** Double-click a record to edit.
- **Search:** Enter a character string for the vendor record you are searching for. The character search string must coincide with how the **Sort By** option is defined.

- **List Options –  Sort By:** Select the column you wish to sort your listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order and select a column to sort by clicking on the column heading.
- **List Options –  Locate:** To refine your record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** You can filter any listing so only matching records appear (i.e. Show only Vendor Accounts that contain the word “Acme” in their Vendor Name). For more information on using the CertiflexDimension Filter dialog, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include active vendors only in the vendor list.

## Adding a Vendor

To add a vendor, click **>New**. You will be prompted for the **Vendor Name** and **Vendor Number**.



- **Vendor Name:** If vendor numbering is set to Auto-Numbering with User Override, the system will alphabetize the vendor names based on the first letter of the name.  
For example, if you add a vendor named Doug Bowers, the system adds and searches for the vendor based on the D in the first name. If you want the vendor added and searched for on the B in his last name, you must add the vendor with the name Bowers, Doug.  
If you prefer to store and search for the vendor based on last name, but, you want to print the vendor's 1099 in first name/last name order, add the vendor under the name Bowers|Doug.  
When a vendor name is separated with a pipe symbol (|), the system prints everything to the right of the pipe symbol before anything to the left when printing 1099's. If the name happened to be Doug Bowers Jr., you would add his name as Bowers, Jr.|Doug. During routine processing, the vendor's name would be accessed as “Bowers.” However, the name will print on the 1099 as “Doug Bowers, Jr.”
- **Zip Code:** Enter the Zip Code for the new vendor. The system will use the Zip Code to set the vendor's city and state.
- **Vendor Number:** The vendor number format is defined in the company's Master Data settings.  
If vendor numbering is set to **Automatic with User Override**, the system will display the suggested vendor number. You can edit this number to a more appropriate number or accept the default.  
If vendor numbering is set to **User Selects Number**, the system will prompt you for the new vendor number.  
If vendor numbering is set to **Sequential Numbering**, the system will display the next available vendor number and allow you to edit the number or accept the default number.

The Client Write-up system maintains vendors in both alphabetical and numerical order. Therefore, the system does not care what numbers are assigned to vendors. However, when printing reports, if you want to always print vendors in both alphabetical and numerical order, the Master Data should be defined to number the vendors using the **Automatic with User Override** setting. With this numbering scheme, the system uses a number range to determine the suggested number. Using this numbering selection, the system will assign a number based on the first three letters of the name.

When adding vendors, the system will determine the vendor number based on the vendor name that you entered. The system will then find the vendor name above and below the one you are adding (based on the alphabetical name) and suggest a vendor number between those two numbers.

The system has no way of knowing how many vendors you are going to add in any particular order. The number the system assigns is based on a formula. While you must assign a number in the proper range, only you can determine if the recommended number is a good choice.

As a guideline, it is best to always assign vendor numbers ending in two zeros (22100, 22200, 14500, etc.) Using this method, you will always have at least 99 free vendor numbers between existing vendors. If you have more than 100 vendors to add in any letter of the alphabet, try leaving approximately 50 free vendor numbers between the vendors you are adding.

To accomplish this, you may need to put the vendor list in alphabetical order before you begin adding them and determine approximately how many vendors you have in each letter of the alphabet. In this manner, you can determine the most correct vendor number for each vendor, leaving adequate space between numbers for future use.

Although you are not required to alphabetize the vendor list yourself, you do need to be aware that your operating system does have special rules for alphabetizing. The system sorts name input in the following order:

- Blanks
- Symbols ( , ; ! @ # \$ % ^ & \* ( ) \_ etc.)
- Numbers
- Letters (in alphabetical order)

For example, the system will sort the input of J. R. Dow, depending on how you entered the name, in the following matter:

- J R Dow
- J.R.Dow
- J. R. Dow
- JR Dow

Regardless of the numbering technique you select, most vendor reports can be printed in any index order (name, number, etc.). The advantage of using the **Automatic with User Override** numbering scheme is that it allows reports to simultaneously print vendor listings in both alphabetical and numerical order.

Once you have entered this information, click **>OK** and the system will display the **Edit Vendor Account** window.

## Main

- **Active Vendor:** You will be allowed to enter transactions for a vendor only if this check box is selected. Not selecting this check box will make a vendor inactive if the vendor is no longer in use.

While you can generate maintenance reports for inactive vendors, the system will allow you to enter batch transactions for active vendors only.

To include inactive vendors on the primary Vendor Account listing, select **>All Accounts**.

- **Name:** Enter the name of the vendor in this field.
- **Address:** Enter the vendor's street or mailing address in these fields.
- **City, St, ZIP:** Enter the city, state, and ZIP code of the vendor in these fields.
- **User Key:** This is a user definable field that can be used as an index field. For example, if you wish to use code words for the vendor accounts, you can define the code words here. When you access the vendor listing, you can change the index to **User Key**. Then, instead of accessing the vendor by number or name, you can look up vendors by the code word you've assigned.
- **Contact:** You may enter a contact person for this vendor in this field. If you do not wish to specify a contact, leave this field blank.
- **Phone:** Enter the vendor's phone number in this field.
- **Class:** Specify the vendor class. The vendor class may be used for reporting purposes to sort reports or specify only certain vendors for which to report.
- **EIN/RIN:** Enter the vendor's Employee Identification Number (social security number) or Recipient's Identification Number.
- **Vendor 1099 Type:** Select the Form 1099 type this vendor will receive from the pull-down menu. If this vendor should not receive a 1099, set this field to None Sent. If this field is set to None Sent, any transactions entered for this vendor will show as non-1099 amounts.



## ***Additional Options – Add New***

### **>Ledger Accounts**

This screen will allow you to specify ledger account distributions for transactions made on this vendor. You may choose to distribute the vendor expense transaction to a maximum of 9 different ledger accounts. For example, if you have a travel agent handling travel expenses for all departments, you may choose to distribute the travel expense evenly between two different travel expense accounts.

- **Account No.:** Specify the account number where the transaction amounts will be expensed. You can select up to 9 expense accounts for this vendor.
- **% Distribution:** You can specify what percentage of the expense paid this vendor will be allocated to this account. If you define only one ledger account without a percentage of distribution, during batch entry the system will automatically retrieve this account and prompt for the dollar amount.

If you define multiple ledger accounts with a percentage distribution set for each account, the system will automatically split the amount to all accounts in accordance with the percentage defined on each account during batch input for the vendor. When you define multiple percentage distributions, the percentages do not have to equal 100 percent. If the distribution does not equal 100 percent, the system will only distribute the percentage you define here. Also, the percentages defined here do not have to be a positive percentage. The system allows you to define negative percentages to allow for credit postings.

During batch entry, if you have defined multiple ledger accounts and only portions of those accounts have a percentage distribution defined, the system will ignore those accounts that do not have a defined percentage.

### **>Alert Memos**

- **Vendor Memos:** These four fields are used for information purposes only. The descriptions for these four fields may be different from what we have listed here. You can maintain the description for these fields in the Client Write-up Master Data.
- **Alert:** You can use any or all four of the memo fields above as automatic reminder fields. If you check the alert box on any of the four memo lines, all text for that memo line will display on the screen anytime this vendor is accessed.

## **Editing a Vendor**

To change an existing Vendor information, either double-click the account or highlight the account and click **>Edit**. The system will display the information for the selected account. For detailed information on each field displayed, refer to the **Adding a Vendor** section.

## **Deleting a Vendor**

As a general rule, when you anticipate not using a vendor again, it is a good idea to delete the vendors having zero activity for a number of months (or longer). However, if you expect the client to use the vendor again, or if you need to print a 1099, or any other report for this vendor at any time, do not delete the vendor.

To delete an existing Vendor, highlight the account and click **>Delete**.

## ***Additional Options***

### **Recalculate a Vendor Account**

Each Vendor account tracks a 1099 account

Balance for faster calculations and printing. In normal processing, the 1099 should reflect the correct balance for the vendor account. If the balance for a vendor account has become inaccurate due to file corruption or partial updating, you can use this feature to recalculate a vendor account's balances. To recalculate a vendor account, select **>Advanced >Recalculate**. Select the vendor account you wish to recalculate and then click **>Update Now**.

## Renumbering a Vendor

You would normally execute this option either when first setting up a company or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain reports may continue show the old vendor number.

To renumber a vendor account, select **>Advanced >Renumber**. Select the vendor account you wish to renumber and enter the new vendor account number. To update the changes, click **>Update Now**.

When you renumber accounts, the option can take some time to process. The account heading information and all historical information (transactions) will be renumbered. The time required depends on the number of historical transactions for this account. If you are operating in a network environment, this process locks all Client Write-up transaction files from other users.

## Merging a Vendor

You would normally execute this option either when first setting up a company or at the beginning of a new fiscal year.

To merge vendors, select **>Advanced >Merge**. Select the vendor account you wish to merge from in the **Select Account** prompt. Select the vendor account you wish to merge to in the **Merger Account** prompt. To update the changes, click **>Update Now**.

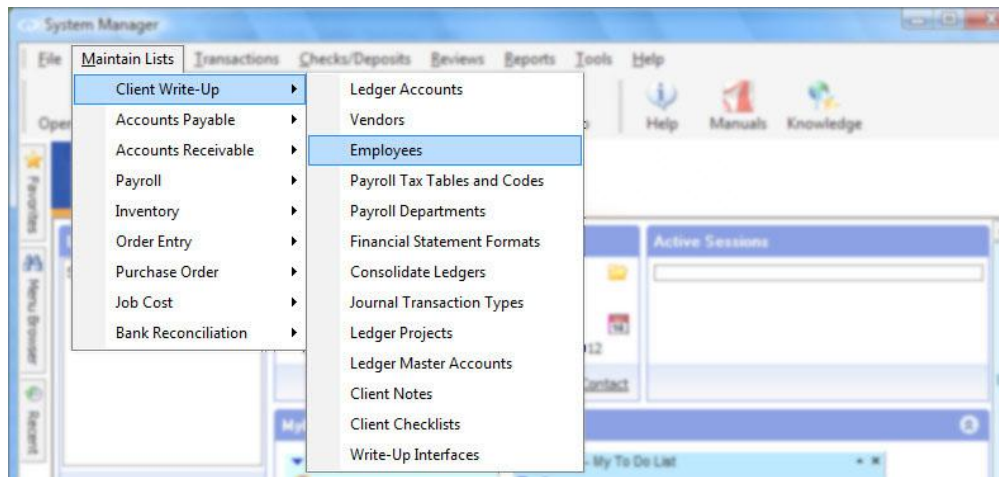
Merging vendor accounts can take some time to process. The account balance and all historical information (transactions) will be merged. Once completed, the account you originally selected (**Select Account**) will be permanently removed. The time required to successfully merge vendor accounts will depend on the number of historical transactions. If you are operating in a network environment, this process locks all Client Write-up transaction files from other users.

## IntelliTrans

CertiflexDimension IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options. IntelliTrans can be used to group, add or change Vendor Accounts. For more information on configuring and processing with IntelliTrans, please refer to your *System Manager Guide*.

## Maintain Employees

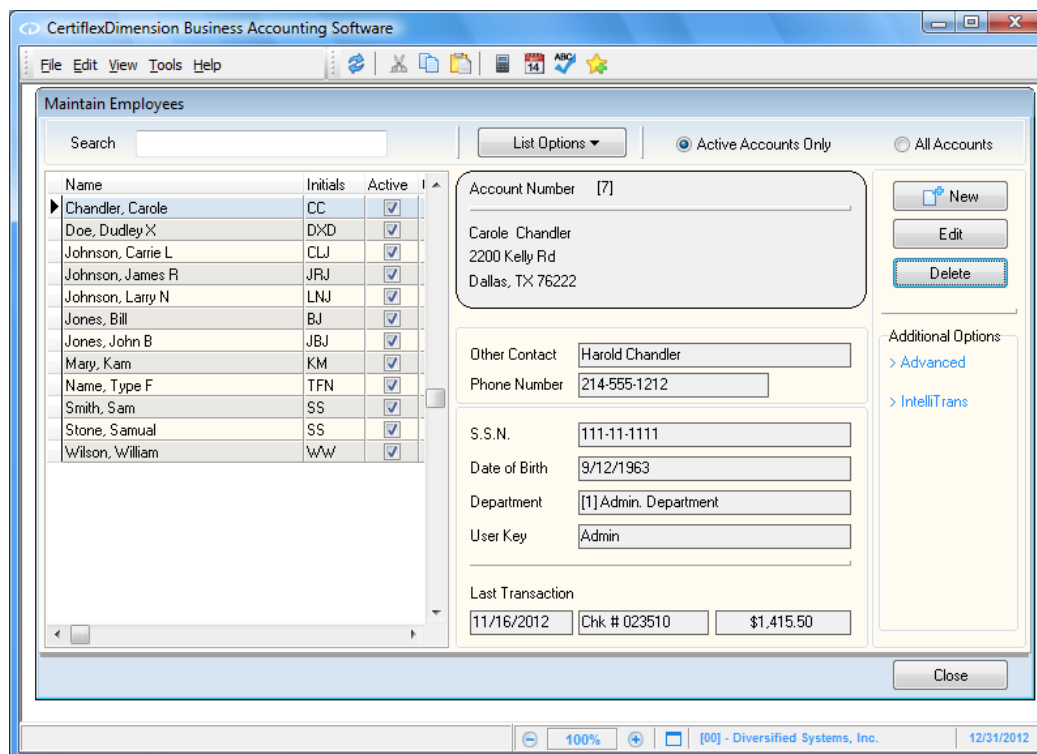
This section will explain how to set up Employee information within the CertiflexDimension Client Write-up program. To access this option, click **>Maintain Lists >Client Write-up >Employees**.



**NOTE:** Before adding employees for a company, you should set up **Payroll Tax Tables and Codes**.




## Accessing Employees

The **Maintain Employee** system displays a primary Employee Account listing.



The following standard options are available from the Account listing system:

- **Double-Click:** Double-click a record to edit.
- **Search:** Enter a character string for the employee record you are searching for. The character search string must coincide with how the **Sort By** option is defined.

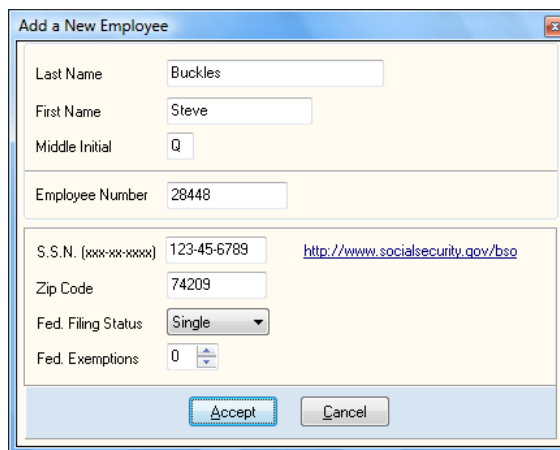
- **List Options –  Sort By:** Select the column you wish to sort your employee listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order and optionally select a column to sort by clicking on the column heading.
- **List Options –  Locate:** To refine your employee record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** You may filter any listing so that only matching records appear (i.e. Show only Employee Accounts that contain the word “Payable” in their Account Name). For more information on using this dialog, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”

**Active Accounts Only:** Select this option to include active accounts only.

**All Accounts:** Select this option to include all accounts, both active and inactive.

## Adding an Employee

To add an employee, click **>New**.



The system will prompt you for the following:

- **Last Name:** Enter the employee’s last name in this field.
- **First Name:** Enter the employee’s first name in this field
- **Middle Initial:** Enter the employee’s middle initial in this field.
- **Number:** The number displayed in this field depends on how the Client Write-up Master Data is defined for numbering.

If the employee numbering is set to **Auto-Numbering with User Override**, the system will display the suggested employee number. The suggested number will keep the employees in approximate alphabetical order. You can edit this number to a more appropriate number or accept the default number.

If the employee numbering is set to **User Selects Number**, the system will prompt you for the new employee number.

If the employee numbering is set to **Sequential Numbering**, the system will display the next available employee number on file and allow you to edit the number or accept the default number.

CertiflexDimension Client Write-up maintains employees in both alphabetical and numerical order. Therefore, the system does not care what numbers are assigned to employees. However, when printing reports, if you want the system to always print the employees in both alphabetical and numerical order, the Client Write-up Master Data should be defined to number the employees using the Auto-Numbering with User Override setting.

- **S.S.N.:** Enter the employee’s social security number in xxx-xx-xxxx format.

- **Zip Code:** Enter the zip code for the employee in this field.
- **Fed. Filing Status:** Enter the filing status for the employee in this field (i.e. Married or Single).
- **Fed. Exemptions:** Enter the number of exemptions the employee claims on the W-4 form.

After entering this information, click **>Accept** and the system will display the **Add New Employee Account** window.

## Main

- **Active Employee:** The system will only allow you to enter transactions for an employee if this check box is selected. Not selecting this check box will make an employee inactive should the employee no longer be employed by the client.

The system will allow you to generate maintenance reports for inactive employees. However, the system will not allow you to enter batch transactions for any employees if you do not select this check box.

To include inactive employees on the primary Employee Account listing, select **>All Accounts**.

- **First Name:** Enter the employee's first name in this field.
- **Middle Initial:** Enter the employee's middle initial in this field.
- **Last Name:** Enter the employee's last name in this field.
- **Address:** Enter the employee's street address in this field.
- **City, State, Zip:** Enter the employee's city, state, and Zip code in this field.
- **S.S.N.:** Enter the employee's Social Security number including dashes in this field.
- **Other Contact:** If the employee has provided emergency contact information, enter it in this field.
- **Phone:** Enter the employee's phone number in this field.
- **User Key:** This is a user definable field that you can use as an index field. For example, if you would like to use a code word for the employee, define those code words here. When you access the employee listing, change the index to User Key. Then, instead of accessing the employee by number or name, you can access by matches from this field.
- **Class:** Specify the employee class. Employee classes can be used for reporting purposes to help sort reports or specify only certain employees on which to report.

- **Department:** This field allows you to define the employee's main working department. If the system does not display any departments to choose from, this means that you have not previously defined departments for this client. You will need to first add the departments, and then return to this screen to define the correct department for the employee. For more information on Departments, please refer to the **Adding a Department** section.
- **Employee Sex:** Set this field to Male or Female.
- **E.E.O.C. Number:** This field allows you to enter the client's defined EEOC codes. The system does not use this field for any processing.
- **Termination Code:** This field allows you to enter the client's defined termination codes. The system does not use this field for any processing.
- **Date of Birth:** Enter the employee's date of birth in this field.
- **Date of Hire:** Enter the employee hiring date in this field. This field is necessary for Form 941 calculations.
- **Termination Date:** If this employee is not longer employed, enter the employee's termination date in this field.

## Additional Options – Add New

### >Pay Data Control

This section allows you to define the different tax tables and codes to be used on an employee.

- **Paid:** Select how often the employee is paid using the pull-down menu.
- **Regular Hours:** Specify the number of hours the employee will work during a pay period. This will be regular hours only and will not include any overtime or double-time hours.
- **Pay Type:** Specify the pay type of this employee, Hourly or Salaried, from the pull-down menu.
- **Hourly Rate:** Use this field to specify the hourly rate at which the employee is paid. If the employee is salaried, this field will be identified as **Salary Amount**.
- **Tax Tables:** This tab shows the tax tables assigned to this employee. Before assigning tax tables to an employee, you must first set them up in the Client Write-up program. For information on setting up tax tables and codes, refer to the **Payroll Tax Tables and Codes** section of this document.

To edit a tax table at any time, double-click on the table name.

- **Number:** This field shows the number designated by the system to the specific tax table.
- **Tax Table:** This field indicates the name of the tax table.
- **Tax Status:** This field shows the status of the tax table as it pertains to the employee. The tax table may show that the table is active for the Employee, Employer, Both, or that the employee is exempt from this particular tax. When you edit a tax table on an employee, you can choose to exempt any active tax.
- **Auto Ck. %:** The rate at which the employee is taxed appears in this field. This rate applies to the **Automatic Net Check Calculation** function in Client Write-up. When you edit a tax table with an employee withholding tax based on a wage bracket (Federal Income Tax or most State Income Tax), the system will allow you to enter a Tax Withholding Percentage for the employee. To insure enough tax is calculated, the percentage will normally be equal to or greater than the manually calculated withholding percentage for the employee's annualized wages without exemptions.
- **Earnings Codes:** This tab shows the earnings codes available for use on the employee. To set up earnings codes for the client, please refer to the Payroll Tax Tables and Codes section of this document.

To edit an earnings code at any time, double-click on the code name.

- **Number:** This field shows the number designated by the system to the specific earnings code.
- **Earnings Codes Type:** This field indicates the name of the earnings code.
- **Active:** All earnings codes in the system will appear in this tab. If you desire the earnings code to be applicable to this employee for every pay period, check the box to activate it.
- **Amount:** The amount that is applied to the employee's paycheck will be specified in this field. If the code is marked as active, but no amount is specified, you will be prompted to enter an amount during processing.
- **Percent:** If the earnings code amount is based on a percentage of the employee pay, the percentage will be specified in this field.
- **Other Comp. Codes:** This tab shows the other compensation codes available for use on the employee. To set up compensation codes, please refer to the Payroll Tax Table and Codes section of this document.

To edit a compensation code at any time, double-click on the code name.

- **Number:** This field shows the number designated by the system to the specific other compensation code.
- **Other Comp. Codes Type:** This field indicates the name of the compensation code.
- **Active:** All deduction codes in the system will appear in this tab. If you want the compensation code to be applicable to this employee for every pay period, check the box to activate it.
- **Amount:** The amount that is applied to the employee's paycheck will be specified in this field. If the code is marked as active, but no amount is specified, you will be prompted to enter an amount during processing.
- **Percent:** If the compensation code amount is based on a percentage of the employee pay, the percentage must be specified in this field.
- **Deduction Codes:** This tab shows the deduction codes available for use on the employee. To set up deduction codes, please refer to the Payroll Tax Table and Codes section of this document.

To edit a deduction code at any time, double-click on the code name.

- **Number:** This field shows the number designated to the specific tax table by the system.
- **Deduction Codes Type:** This field indicates the name of the deduction code.
- **Active:** All deduction codes in the system will appear in this tab. If you want the deduction code to be applicable to this employee for every pay period, check the box to activate it.
- **Amount:** The amount that is applied to the employee's paycheck will be specified in this field. If the code is marked as active, but no amount is specified, you will be prompted to enter an amount during processing.
- **Percent:** If the deduction code amount is based on a percentage of the employee pay, the percentage must be specified in this field.

## >W2 Settings

- **Statutory Employee:** Check this box if the employee is considered statutory for W2 reporting purposes.
- **Skip W2 Printing:** Check this box if you do not wish to print a W2 for this employee.
- **Locality Name:** If this employee will have local taxes on their W2, you may specify up to two locality names. These names will print in the appropriate boxes on the W2 form.

## >Alert Memos

- **Employee Memos:** These four fields are used for information purposes only. The descriptions for these four fields may be different from what we have listed here. You can maintain the description for these fields in the Client Write-up Master Data.
- **Alert:** You can use any or all memo fields above as automatic reminder fields. If you check the alert box on any of the four memo lines, all text for that memo line will display on the screen anytime the employee is accessed.

## Editing an Employee

To change an existing employee account, either double-click the account or highlight the account and click **>Edit**. The system will display the information for the selected employee. For detailed information on each field displayed, please refer to the **Adding an Employee** section.

## Deleting an Employee

As a general rule, it is not advisable to delete employees once they have received payroll checks. If the company no longer employs someone, simply set that person's employee account to inactive.

Inactive employees are skipped from transaction recording. Most wage based employee reports check to see if an employee has pay records within the reporting pay period before including the employee on payroll reports. For example, if an employee was fired at the end of 2010 and you deleted that employee in 2011, the employee history is also deleted from 2010, 2009, 2008, etc.

To delete an existing employee account, highlight the account and click **>Delete**.

## Additional Options

### Renumbering an Employee

You would normally execute this option either when first setting up a company or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain reports may continue to show the old employee number.

To renumber an employee account, select **>Advanced >Renumber**. Select the employee account you wish to renumber and enter the new account. To update the changes, click **>Update Now**.

When you renumber accounts, the option can take some time to process. The employee account heading information and all historical information (transactions) will be renumbered. The time required depends on the number of historical transactions associated with the employee account. If you are operating in a network environment, this process locks all Client Write-up transaction files from other users.



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## Payroll Tax Tables and Codes

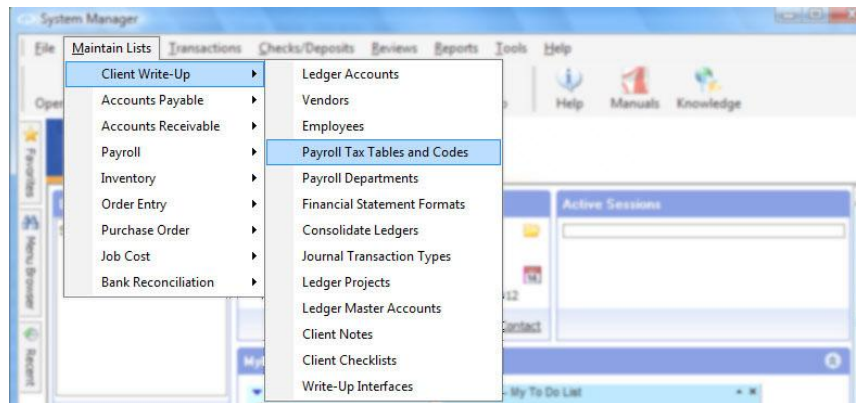
This section explains how you perform maintenance functions to the tax tables and account codes to obtain the most flexible use of the after-the-fact payroll section of the CertiflexDimension Client Write-up program. You can use this section of the program to maintain the FICA, FUTA and SUTA tables and to define and maintain account codes. The system uses account codes to speed data entry on the batch journal entry screen for payroll checks. Account codes are used :

- Gross Wages
- FICA
- Medicare
- Federal, State and Local withholdings
- Earnings and deductions such as reimbursements, insurance, employee advances, etc.
- Tips
- 401(k) plans

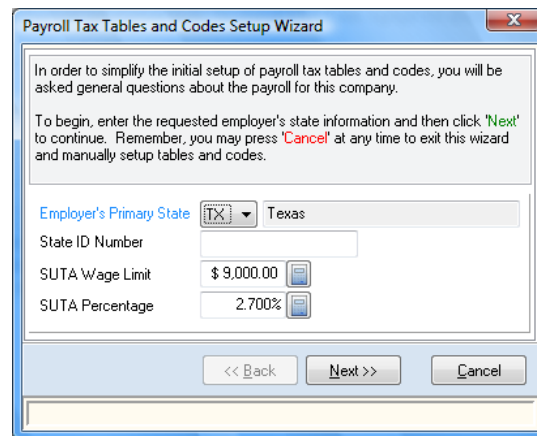
Define account codes with their corresponding ledger account number and descriptions. Then, during batch input for paychecks, you never need to remember the actual ledger account number for gross wages, FICA, Medicare, etc., you simply need to remember the account code numbers. This represents significant time saving while inputting paycheck information.

### Payroll Tax Tables and Codes Wizard

After creating a new company, click **>Maintain Lists >Client Write-up >Payroll Tax Tables and Codes**.



CertiflexDimension will launch the **Payroll Tax Tables and Codes Setup Wizard**. This wizard allows you to set up your Payroll Tax Tables and Codes with ease, as well as enter wage limits and dollar amounts for each tax table.



If there have been no checks recorded in the system, you can use the wizard to set up new codes or make changes to existing codes and code amounts. To invoke the wizard after codes are initially set up, access the **Auto Setup Wizard** from the **Options** menu at the top of the screen.

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**NOTE:** If pay data has been recorded for this company, it is strongly advised that you set up new codes or adjust existing codes manually rather than activating the wizard. Using the wizard will alter all primary codes for this company and could affect your existing employee pay data.

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- **Employer's Primary State:** Indicate the state where the employer is located. If the employer covers multiple states, you may add those state tables at another time.
- **State ID Number:** Enter the state tax ID number in this space. This ID number will appear on the employee tax reports.
- **SUTA Wage Limit:** Once you have selected the primary state, this field should automatically be completed with the new employer SUTA wage limit on file for that state. If you need to alter this limit, do so here.
- **SUTA Percentage:** Once you have selected the primary state, this field should automatically be filled in with the SUTA percentage on file for that state. If you need to change this percentage, do so here.

After making your selections, click > **Next** to move to the next screen. You will be prompted to set up a code for a Pension Plan.

- **Plan Type:** Select the type of pension plan to be used. You can select a **401(k)** plan, a **480(p) Simple** plan, or if the plan does not fit into these categories, select **Other**. If you do not wish to set up a pension plan at this time, select **None**.
- **GL Payable Account:** Select the Ledger Payable account associated with this pension plan. This account will be used to accrue employee contributions. If you need to set up an account for this, click on the flashlight button to display the Ledger Account list, then select **Add New** to set up a new ledger account for this purpose.

After setting up required pension plans, click > **Next** to move to the next screen. You will be prompted to set up a code for a Cafeteria Plan.

- **Plan Type:** If the employer offers a Cafeteria Plan to its employees, select the **Cafeteria Plan – Section 125** option on this screen. If you do not wish to set up a Cafeteria Plan at this time, select **None**.
- **GL Payable Account:** Select the Ledger Payable account associated with this cafeteria plan. This account will be used to accrue employee contributions. If you need to set up an account for this, click on the flashlight button to display the Ledger Account list and then select **Add New** to set up a new ledger account for this purpose.

After setting up required cafeteria plan codes for the employer, click > **Next** to move to the next screen. You will be prompted to set up other default Ledger Account for Payroll.

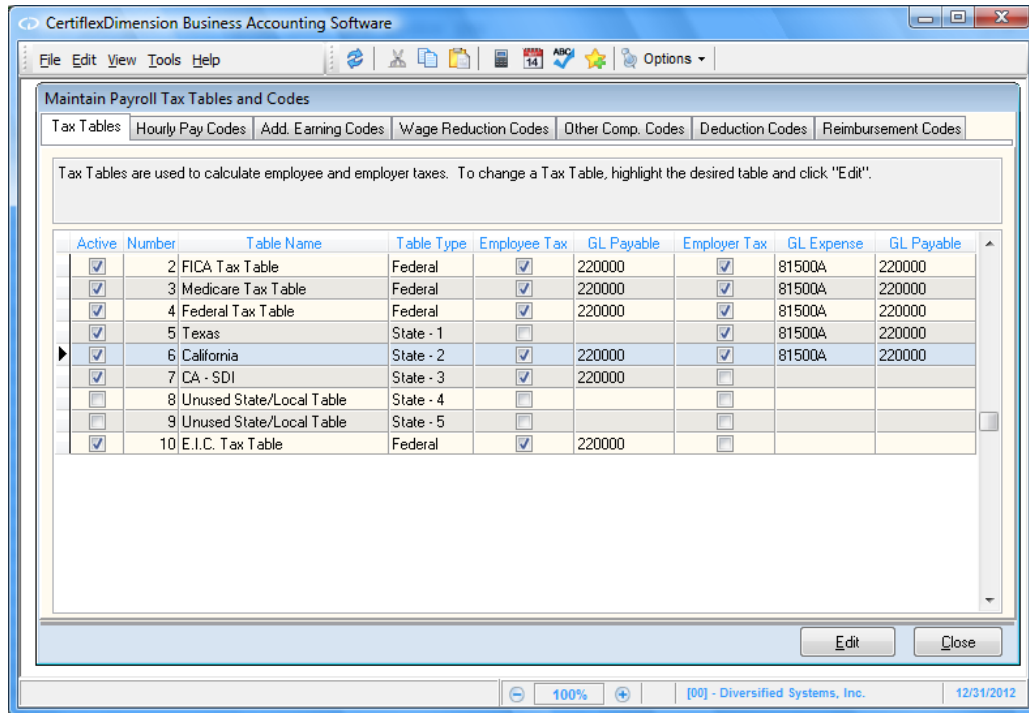
- **Salaries and Wages Expense Account:** Enter the default ledger account most commonly used for payroll salaries and wages. This account should be classified as an expense in relation to your financial statement lines. If you need to set up a new ledger account for this purpose, click on the flashlight button to display the Ledger Account list, and select **Add New** to create a new expense account.
- **Payroll Tax Expense Account:** Enter the default ledger account most commonly used for payroll taxes. This account should be classified as an expense in relation to your financial statement lines. If you need to set up a new ledger account for this purpose, you may click > on the flashlight button to display the Ledger Account list, and then select **Add New** to create a new expense account.
- **Payroll Tax Payable Account (Accrued Payroll Taxes):** Enter the ledger account you wish to use for the accrual of payroll taxes by employees. If you need to set up a new ledger account for this purpose, click on the flashlight button to display the Ledger Account list, and select **Add New** to create a new expense account.

After you have specified payroll accounts for this employer, click > **Next** to reach the final screen. Click > **Finish** to activate the tax tables and codes you have selected. After the wizard creates your selections, you can activate any additional Payroll Tax Tables or Codes you wish to use.

Some settings derived from this setup wizard are based on assumptions and should be reviewed and adjusted as necessary prior to processing. If you have selected to include a Pension Plan or Cafeteria Plan, make sure to check the taxable status for SUTA and SDI. The system assumes that state taxes follow standard federal guidelines for these plans. Some states may vary by specific plan types.

## Adding a Payroll Tax Table or Code

Once you have set up your initial tax tables and codes through the Auto Setup Wizard, you can manually add additional codes.



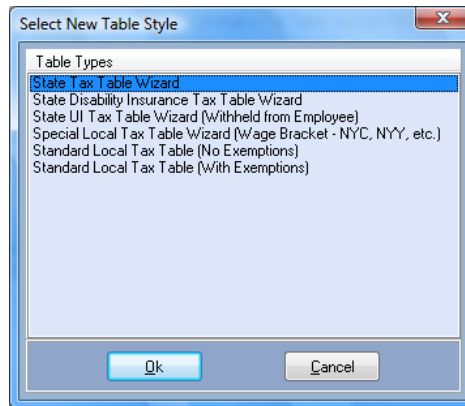
Within this program, you have the option to add different types of payroll codes, or make changes to default tax tables and codes. Select the type of tax table or code you wish to add from the tabs at the top of the Maintain Payroll Tax Tables and Codes window.

### Tax Tables



By default, you will have several federal tables listed here, as well as the state table for the state you specified in the Auto Setup Wizard. You will also have the option to add up to four more state and/or local tables.

Each federal and state table set up will include the current tax rate and wage limit information for the current tax year by default. These rates and limits will change automatically when necessary via periodic CertiflexDimension Software Updates. Also, each table will have Ledger Expense and Ledger Payable accounts automatically assigned according to the preferences you specified in the Auto Setup Wizard. Should you need to make any changes to these tables, double-click on the table you wish to edit, or highlight a table and click on the **Edit** button. Changes to individual employees must be done under Maintain Employees.

When you select to add a new tax table, or edit an existing table, a screen similar to the one below will appear:



Based on the type of table selected, the prompts on this screen can vary. This is dependent on the tax table type, whether it is an employer or employee tax, if wage limits are used, or if the table requires exemptions.

- **Tax Table Name:** This field will contain the name of the tax table. You may use up to 30 alphanumeric characters for the table name. Certain standardized tables, such as FICA and Medicare, will not allow you to edit the table name.
- **Advanced Withholding Options:** If the table requires additional withholding options, such as exemption amounts for FIT, there will be a  button next to the table name. Click the  button to set these advanced options. These advanced options should only be changed when a taxing entity changes their method of withholding. Contact Technical Support should you require assistance with this option.
  - **Needs Annualized Exemptions:** Select this check box if the current tax table will use the annual exemption value set on each employee for calculating the current tax to withhold. You normally would not change this field on any tax table added from the default list.
  - **Needs No. Exemptions:** Select this check box if the current tax table will use the number of dependants set on each employee for calculating the current tax to withhold. You normally would not change this field on any tax table added from the default list.
  - **Tax Withholding ID:** This field will contain the withholding ID for this tax table. This ID will indicate the type of tax table you are using, as well as specify the location of the tax amount on the employee W-2 forms.
  - **Execution Codes:** Execution codes 1 through 4 are normally used on withholding tables to direct the internal payroll programs in the execution of more complex withholding calculations. You should not change the current execution code setting without the assistance of our Technical Support staff.
- **Employee Tax Rate Percentage:** The rate at which the employee will be taxed will be in this field. For default tables, such as Medicare, the tax percentage for the current year will automatically appear when the table is created.
- **Employee Wage Limit:** If the tax table uses a wage limit such as FICA as part of the calculation, the dollar amount for this limit will appear in this field. For default tables, the wage limit for the current year will automatically appear when the table is created.

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**NOTE:** Federal tax amounts change annually. Currently over half of the states are changing their withholding formulas at least once a year. All standard federal or state tax table limits, percentages, and exemptions can be automatically updated as part of the software update service available for CertiflexDimension. For more information on automatic updates, please refer to your *System Manager Guide*.

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- **Employee Tax Withholding – General Ledger Payable Account:** If the current tax table's Withholding Status is set to withhold from employees, the system will allow you to define the General Ledger Payable account for the table. The Payable account specified by default is the account you defined in the Auto Setup Wizard.
- **Employer Tax Rate Percentage:** The rate at which the employer will be taxed will be in this field. For default tables, such as Medicare, the tax percentage for the current year will automatically appear when the table is created.
- **Employer Wage Limit:** If a tax table such as FICA uses a wage limit as part of the calculation, the dollar amount for the limit will appear in this field. For default tables, the wage limit for the current year will automatically appear when the table is created.
- **Employer Tax – General Ledger Payable Account:** If the current tax table's Withholding Status is set to withhold from the employer, the system will allow you to define the General Ledger Payable account for this table. The Payable account specified by default is the account defined in the Auto Setup Wizard.
- **Employer Tax – General Ledger Accrual Account:** If the current tax table's Withholding Status is set to withhold from employer, the system will allow you to define the General Ledger Expense account for the table. By default, the FICA and Medicare tables will accrue expense amounts automatically. The FUTA/SUTA tables will not unless specified in the Company Master Data. For more information on these settings, please refer to the **Master Data Settings** section of this manual.

If the type of tax table you are creating or editing is a state or local tax table, the following prompts will also be available:

- **State/Local E.I.N.:** Enter the Employer Identification Number for the state or local table in this prompt. This field will support a maximum of 20 characters.
- **W-2 Code:** Select how you want this tax to be treated for the purpose of W-2s. You can select **State**, **Local**, or **None** if you do not wish the table to be included on the employee W-2 forms.

You have the option to add up to 5 state or local tables within Maintain Payroll Tax Tables. In the table listing, these additional tables will be labeled **Unused State/Local Table**. To add a table, double-click on one of the tables. You will be prompted to select the type of state or local table you wish to add.

The various types of tables that can be added are as follows:

- State Tax Table
- State Disability Insurance Tax Table
- State Unemployment Insurance Tax Table (Withheld from Employee)
- Special Local Tax Table (Wage Bracket)
- Standard Local Tax Table (No Exemptions)
- Standard Local Tax Table (With Exemptions)

When adding a new state or local table, there are different types of configurations depending on your state's tax laws. The following examples will illustrate different types of state tables and their configuration within CertiflexDimension.

In the first example, we will set up a table that does not withhold from the employee, but accrues amounts from the employer for unemployment taxes (SUTA). The state table we will be setting up is the Texas state table.

At the prompt for the type of tax table to set up, choose a State Tax Table. This will open up a wizard with the following prompts:

- **State:** Select the state from the pull-down menu. In this example, we will select 'TX'.
- **State ID Number:** Enter the state tax ID number for this employer. For this example, we will use "75-123456"
- **SUTA Wage Limit:** The SUTA wage limit for the current tax year will be in this field. This is automatically entered into this field based on the state selected. The current wage limit for Texas is \$9,000.
- **SUTA Percentage:** The SUTA percentage for the current tax year will be in this field. This is automatically entered based on the state selected. The New Employer current percentage is 2.700%


After this information has been entered, click **>Next** to continue. You will then click **>Finish** to activate your state table selection.

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**NOTE:** Some settings derived from this setup wizard are based on assumptions and should be reviewed and adjusted as necessary prior to processing. Make sure to check the taxable status for SUTA and SDI tables for the correct taxable status setting for pension plans. The system assumes that state taxes follow standard federal guidelines for these plans. Some states may vary by specific plan types.

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The state table should now appear on your table listing. Double-click on the table, or highlight and click **>Edit** to access the table settings.

Because this tax table is a state table, the prompts for your State/Local Employer Identification Number and W-2 code will be available. Because Texas does not withhold state taxes from the employee, the fields for entering Employee Withholding information are not available on this screen. However, because SUTA amounts from the employer are accrued for this table, the prompts for Employer Accrual information are available. Also, because Texas accrues amounts based on exemptions, the  button is available to change advanced withholding options.

Our next example depicts a state that has employee withholding, as well as SUTA accruals from employers. We will use the State of California for table.

The procedure for setting up this table via the wizard is very much like setting up the State of Texas table as mentioned above, but the end result is very different.

As you can see, this window includes additional prompts due to complexities of the California tax table. You are prompted for an Employee Tax Withholding account for the posting of state taxes withheld. There is not a prompt for a withholding percentage, because California uses a procedure similar to FIT taxes that bases the tax rate on the number of employee exemptions with no fixed percentage or wage limit.

California also requires a special state tax for State Disability Insurance, or SDI. This table is set up by selecting the **State Disability Insurance Tax Table** prompt in the State Table Wizard.

To set up this table, select this prompt. You will be asked for the following information:

- **State:** Select the state you are setting up a tax table for from the pull-down menu. For this example, selecting “CA”. This will show “California (SDI)” in the box next to the state abbreviation.
- **State ID Number:** Enter the state ID number for the tax table in this field. In this example, use “43-9876543”
- **SDI Wage Limit:** The SDI wage limit for the current tax year will be in this field. This is automatically entered based on the state selected. For this example, the wage limit is \$68,8210.00.
- **SDI Percentage:** The SDI percentage for the current tax year will be in this field. This is automatically entered based on the state selected. For this example, the percentage is 1.180%.

After this information has been entered, click **>Next** to continue. Then click **>Finish** to activate your state table selection.

The SDI table for California will appear in the tax table listing. Double-click on or highlight the table and click **>Edit** to bring up the table settings.

Because SDI withholds from the employee only, the Employer Accrual information is not visible on this screen. Only the Employee Withholding information is available to edit for this code. Also, because the withholding is based on a percentage amount until the employee reaches a certain wage limit, the Tax Percentage and Wage Limit prompts are available. Lastly, California SDI is considered a local tax, so the W-2 code is automatically set to Local upon creation.



## **Hourly Pay Codes**

The next area within Maintain Payroll Tax Tables and Codes deals with Hourly Pay Codes. These codes are used to record pay for hourly employees.

By default, the following codes are defined within the system:

- Standard Hours and Wages
- Regular/Salary Hours and Wages
- Overtime Hours and Wages
- Double-time Hours and Wages
- Units Hours and Wages
- Holiday Pay and Wages
- Vacation Hours
- Sick Time Hours
- Comp. Time Hours

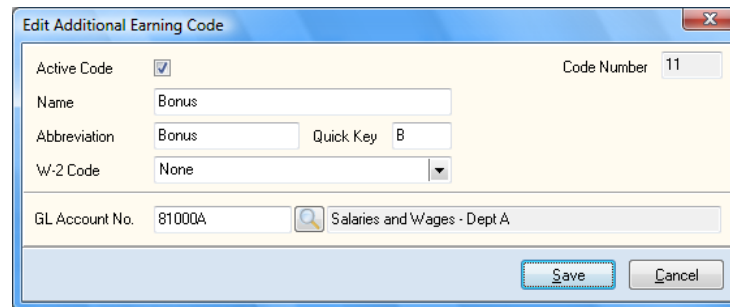
When recording pay data in the Client Write-up Batch, you will be asked by default for only Standard Hours and Overtime Hours. To be able to record other hours types, you will need to have the Detailed Line Entry option selected in Record Batch Transactions. For details on how to set this option, please refer to the Batch Transactions section of this document.

## Additional Earnings Codes

Additional earnings codes are used to record additional employee pay on a non-hourly basis. These earnings codes will add to the employees' taxable wages.

You will have the option to add up to fifteen additional earnings codes. To add a code, double-click on one of the **Additional Earning Code** lines, or highlight the line and click **>Edit**.

You will be prompted for the following:



- **Active Code:** Check this box to activate this earnings code for use on all employees. You do not have to enter an amount for this code when recording pay data.
- **Code Number:** This field contains the number assigned by the system to the earnings code and cannot be changed.
- **Name:** Enter the name of the earnings code in this box. This will support a 30 character alphanumeric code name.
- **Abbreviation:** Enter the abbreviation for the code in this box. This abbreviation can contain up to 10 alphanumeric characters.
- **Quick Key:** If you choose, you may designate a quick key for this code. This supports one character, and is used when recording pay data to make selecting an earnings code simple.
- **W-2 Code:** If the earnings code is to appear on the employee W-2 forms, select the appropriate box number from the pull-down menu.
- **GL Account No:** Select the Ledger Account number you wish to associate with this earnings code. If you need to set up a new account, click on the flashlight button and select **Add New** to create a new Ledger account.

Once you have set up the earnings code, click **>Save** to activate.

## Wage Reduction Codes

Wage Reduction Codes are used to deduct amounts from an employee's net pay and taxable wages. For example, an employee earns \$900 per pay period, and elects to contribute \$27 per period to a qualified Pension Plan. The employee would have their Federal Wages reduced to \$873, but FICA and Medicare wages would remain at \$900.

You have the option to add up to 10 wage reduction codes in the system. To add a code, double-click on one **Wage Reduction Code** lines, or highlight the line and click **>Edit**. You will then be prompted for the following:

- **Active Code:** Check this box to activate the wage reduction code for use on all employees. You do not have to enter an amount for this code when recording pay data.
- **Code Number:** This field contains the number assigned by the system to the wage reduction code and cannot be changed.
- **Name:** Enter the name of the wage reduction code in this box. This will support a 30 character, alpha-numeric code name.
- **Abbreviation:** Enter the abbreviation for the code in this box. This abbreviation can contain up to 10 alpha-numeric characters.

- **Quick Key:** If you wish, you may designate a quick key for this code. This supports one character, and is used when recording pay data to make selecting a wage reduction code simple.
- **W-2 Code:** If the wage reduction code is to appear on the employee W-2 forms, select the appropriate box number from the pull-down menu.
- **GL Account No:** Select the Ledger Account number you wish to associate with this wage reduction code. If you need to set up a new account, click on the flashlight button and select **Add New** to create a new Ledger account.
- **Tax Tables Affected By Code:** The wage reduction code that you have created may be taxable by certain tables, but not by others. Check the boxes of the tax tables that will be used on the code amount.

Once you have set up the wage reduction code in the manner you desire, click **Save** to activate the code.

## Other Compensation Codes

Other Compensation Codes are used to record other compensation such as Tips or other fringe benefits that affect taxable wages, but are not included in the Net Check.

You will have the option to add up to 10 compensation codes within the system. To add a code, double-click > on one of the lines labeled **Other Compensation Code**, or highlight the line and click **>Edit**. You will then be prompted for the following:

- **Active Code:** Check this box to activate this compensation code for use on all employees. You do not have to enter an amount for this code when recording pay data.
- **Code Number:** This field contains the number assigned to the compensation code by the system and cannot be changed.
- **Name:** Enter the name of the compensation code in this box. This will support a 30 character alphanumeric code name.
- **Abbreviation:** Enter the abbreviation for the code in this box. This abbreviation can be up to 10 alphanumeric characters.
- **Quick Key:** If you choose, you may designate a quick key for this code. This field supports 1 character, and is used when recording pay data to make selecting a wage reduction code simple.
- **W-2 Code:** If the compensation code is to appear on the employee W-2 forms, select the appropriate box number from the pull-down menu.
- **Tax Tables Affected By Code:** The compensation code you created may be taxable by certain tables, but not others. Check the boxes of the tax tables that will be used on the code amount.

Once you have set up the compensation code, click **> Save** to activate.

## Deduction Codes

Deduction Codes are used to deduct an amount from the employee's net check, but do not affect employee taxable wages.

You have the option to add up to 15 deduction codes. To add a code, double-click one of the lines labeled **Deduction Code**, or highlight the line and click **>Edit**. You will be prompted for the following:

- **Active Code:** Check this box to activate the deduction code for use on all employees. You do not have to enter an amount for this code when recording pay data.
- **Code Number:** This field contains the number assigned by the system to the deduction code and cannot be changed.
- **Name:** Enter the name of the deduction code in this box. This will support a 30 character alphanumeric code name.

- **Abbreviation:** Enter the abbreviation for the code in this box. This abbreviation can be up to 10 alphanumeric characters.
- **Quick Key:** If you choose, you can designate a quick key for this code. This field supports 1 character, and is used when recording pay data to make selecting a wage reduction code simple.
- **W-2 Code:** If the deduction code is to appear on the employee W-2 forms, select the appropriate box number from the pull-down menu.
- **GL Account No:** Select the Ledger Account number you wish to associate with this deduction code. If you need to set up a new account for this, click > on the flashlight button and select **Add New** to create a new Ledger account.

Once you have set up the deduction code in the manner you desire, click > on **Save** to activate the code.

### ***Reimbursement Codes***

Reimbursement Codes are used to reimburse employee paid business expenses, but do not affect the employee's taxable wages.

You will have the option to add up to 15 reimbursement codes within the system. To add a code, double-click on one of the lines labeled **Reimbursement Code**, or highlight the line and click **>Edit**. You will then be prompted for the following:

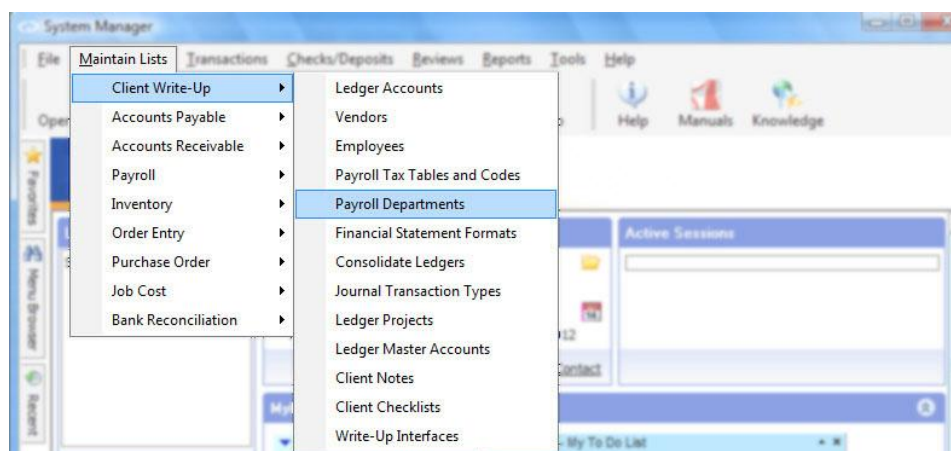
- **Active Code:** Check this box to activate this reimbursement code for use on all employees. You do not have to enter an amount for this code when recording pay data.
- **Code Number:** This field contains the number assigned to the reimbursement code by the system and cannot be changed.
- **Name:** Enter the name of the reimbursement code in this box. This will support a 30 character alphanumeric code name.
- **Abbreviation:** Enter the abbreviation for the code in this box. This abbreviation can contain up to 10 alphanumeric characters.
- **Quick Key:** You can designate a quick key for this code. This field supports 1 character and is used when recording pay data to make selecting a wage reduction code simple.
- **W-2 Code:** If the reimbursement code is to appear on the employee W-2 forms, select the appropriate box number from the pull-down menu.
- **GL Account No:** Select the Ledger Account number you wish to associate with this reimbursement code. If you need to set up a new account for this, click on the flashlight button and select **Add New** to create a new Ledger account.

After setting up the reimbursement code, click > **Save** to activate the code.

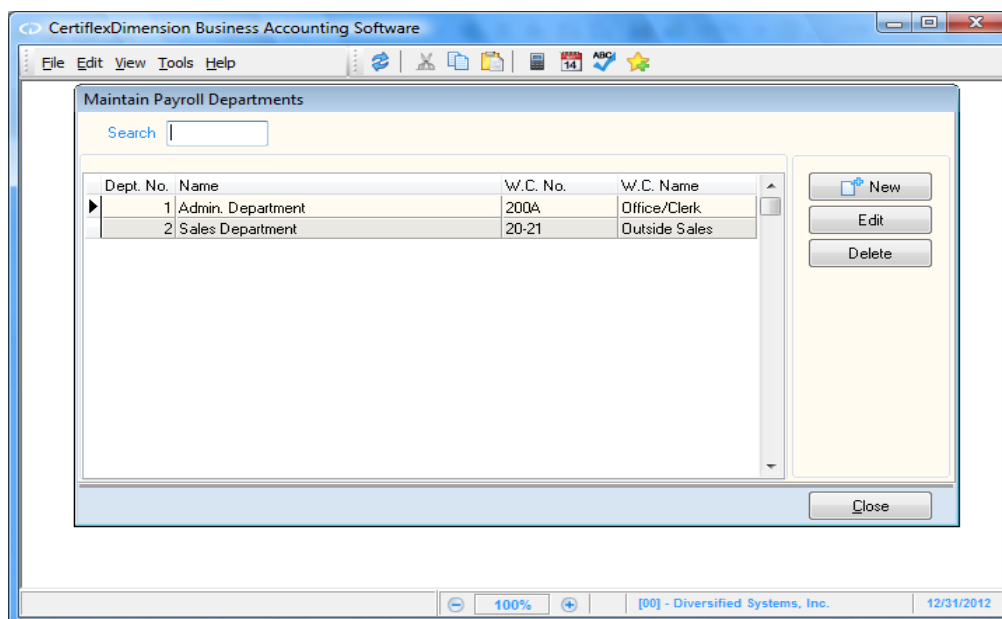
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## **Payroll Departments**

**Maintain Payroll Departments** will allow you to add, change or delete departments. The departmental features of CertiflexDimension are key to fine-tuning your payroll processing. Most key reports in Client Write-up are available by departments and can easily be set to allocate employer's taxes and more. To access Maintain Departments, click **>Maintain Lists >Client Write-up >Payroll Departments**.



The **Maintain Payroll Departments** screen displays the company's department list, and allows you to create new departments and delete or edit existing departments.



## Adding a Department

To add a new payroll department, click **>New**. The program will prompt you for a new department number. Select this number by using the arrow keys to scroll through the available numbers (1-99). By default, the next unused department number will be selected for you.

After entering a new, valid department number, the system will prompt you for the following:

Payroll Codes	Description	Default Account	Department Acct.
1	Standard Wages	81000A	81000B
1.1	Regular/Salary Hours and Wages	81000A	81000B
1.2	Overtime Hours and Wages	81000A	81000B
1.3	Doubletime Hours and Wages	81000A	81000B
1.4	Units Hours and Wages	81000A	81000B
1.5	Holiday Pay and Wages	81000A	
1.6	Vacation Hours	81000A	
1.7	Sick Time Hours	81000A	
1.8	Comp. Time Hours	81000A	
2	FICA Tax Table	81500A	
3	Medicare Tax Table	81500A	
4	Federal Tax Table	81500A	
5	Texas	81500A	
6	California	81500A	
11	Bonus	81000A	
12	Commissions	81000A	
30	Pension Plan - 401(k)	230000	
31	Cafeteria Plan - Section 125	230000	
50	Advance - Repayment	122000	
52	Health Insurance Premium Ded.	87500A	
70	Mileage Reimbursement	83000A	

- **Department Name:** Enter a name for the department. This department name can be up to 30 alphanumeric characters. The system will default the name to 'Department' followed by the department number.
- **Worker Comp. Code:** Enter the worker's compensation code, if any, for this department. This field can contain up to 8 alphanumeric characters.
- **Worker Comp. Description:** Enter the worker's compensation name, if any, for this department. This field can contain up to 20 alphanumeric characters.

Below this, the tables set up in Maintain Payroll Codes will appear, along with the default ledger accounts assigned to them. If you desire for certain codes in this department to be allocated to a different ledger account, specify them here.

To set up a departmental account for a code, highlight the code and click on the **Assign Account** button. You will be prompted to select the ledger account you wish to assign to the code. Click on the magnifying glass to bring up a list of ledger accounts. If you need to set up a new account, click on the **Add New** button to create a new account.

If you wish to remove a departmental account from a code, highlight the code and click on the **Delete Account** button. This will remove the account from the specified code. To remove all departmental accounts, click **Clear All**.

After setting up the department, click **>Save** to return to the main Maintain Payroll Departments screen.

## Edit a Department

You can edit an existing department within **Maintain Payroll Departments**. To edit an existing department, highlight the department from the list and click **>Edit**. This will allow you to make any necessary changes to the department name, worker's compensation names, and accounts.

To save any changes made to the department, click **>Save**.

## Delete a Department

If you are no longer using a department, or if you have never used a department and wish to delete it, you may do so through **Maintain Payroll Departments**. To delete an existing department, highlight the department on the list and click **>Delete**.



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## Format Financial Statements Overview

The CertiflexDimension Client Write-up program is unique in that the structure of the financial statements is entirely independent of the chart of accounts numbering scheme. In most accounting software, you are required to assign account numbers in a way that defines an account's type (Current Assets, Liability, etc.) and determines where the account will print on the financials.

The CertiflexDimension Standard Report Generator allows for complete flexibility, providing fully customizable financial statement report types, line listings and grouping files. You can define the chart of accounts in whatever manner you like. Financial statement presentation is controlled elsewhere. This means that you can use the existing chart of account numbers when you use CertiflexDimension Client Write-up, or you can redesign the numbering scheme to take advantage of other special features in the system, such as departmentalization.

Formatting the Balance Sheet, Income Statement, and Statement of Cash Flows in the CertiflexDimension Client Write-up system can be as simple or as complicated as your circumstances and professional preference dictate. When you begin using the CertiflexDimension Client Write-up system, you are provided with standard formats for each of these statements (via the standard financial statement line number listing and standard financial statement grouping files, which are discussed below). Using these standard formats is the simplest method.

You can customize these formats by defining your own financial statement lines and groupings. Between the two extremes is a middle ground, wherein you make changes to the standard formats without scrapping them entirely.

The majority of CertiflexDimension Client Write-up users can use the standard format without having to make many changes to it. This is because the standard format is designed to cover a wide variety of report situations. Also, you can determine the financial statement line number and print status that is assigned to each ledger account. The ability to define these two items (discussed in detail below), plus the comprehensive nature of the standard format, makes the system suitable for most of your needs.

While CertiflexDimension financial statements are completely customizable, more harm than good could come from attempting to make multiple adjustments to your financial statement formats before you have a full, working comprehension of the system. Therefore, we strongly recommend using the standard default formats before making any significant alterations to the structure of your financial statements. This will save you a great deal of time and effort in both initial definition and future usage.

### Financial Statement Formatting Considerations

It is extremely important to understand how financial statement formatting is accomplished in CertiflexDimension Client Write-up. The purpose of this section is to familiarize you with how this function works.

There are four initial considerations that determine how the format of the Balance Sheet and Income Statement will print. These four components are interrelated, and are discussed below:

- **The list of available financial statement line numbers:** Financial statement line numbers determine how accounts are grouped on the financial statements. The system comes with a standard list of financial statement line numbers, a copy of which is in the **Standard Sample Listing** section. You can make changes to this standard list if necessary. You can also create your own list of financial statement line numbers from scratch.

---

**NOTE:** If you create a new financial statement line number file, you might also need to create a new financial statement groupings file to accommodate it. Remember to take advantage of the auto-format financials option located in **Maintain Financial Statement Lines** when you are done adding your financial statements lines.

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- **The financial statement line numbers assigned to each account:** Each ledger account must be assigned a valid financial statement line number. You are asked for the financial statement line number each time you add a new account to the chart of accounts. How you assign these numbers will determine what accounts are grouped together on the Balance Sheet and Income Statement and in what order the groupings are printed. You can assign any number of Client Write-up accounts the same financial statement line. Conversely, you do not need to use all the financial statement line numbers to produce a complete financial statement.

For example, if you have five cash accounts, you would probably assign each of them to the financial statement's Petty Cash line number (line 30 in the standard list). If you do not have Inventory related accounts, you would probably not have any accounts assigned to the financial statement's Inventory line number (line 80 in the standard list). All of this holds true whether you are using the standard list of financial statement line numbers, have made changes to the standard list, or generated your own list of financial statement line numbers.

- **The print status you assign to each account in the chart of accounts:** In addition to assigning a financial statement line number to each account, the system also prompts you to define an account's financial statement print status as either **Detailed (D)** or **Summarized (S)**. The print status determines whether accounts with the same financial statement line number are listed individually (each one's account name and balance listed) or summarized (balances are added together and printed with the financial statement line number description as the caption).

For example, suppose we have checking accounts at five banks and a different General Ledger account number on the chart of accounts for each one. We set each of these five accounts to the financial statement line number associated with Petty Cash (line 30 in the standard list) and give each one a print status of S (Summarized). The balance in each account is \$1,000.00. The information for these five accounts appears on the Balance Sheet as:

Petty Cash	\$5,000.00
------------	------------

Given the same example except that each account has a print status of D (Detailed), the Balance Sheet would show:

Cash - Bank A	\$1,000.00
Cash - Bank B	\$1,000.00
Cash - Bank C	\$1,000.00
Cash - Bank D	\$1,000.00
Cash - Bank E	\$1,000.00

Regardless of the print status, accounts with the same financial statement line numbers are listed together on the financial statements.

- **The financial statement groupings that are defined:** The system includes a financial statement groupings file that gives the system more detailed information about how the Balance Sheet and Income Statement are formatted. You can define up to 9,999 groupings for each financial report.

Each grouping is a collection of financial statement line numbers or ledger accounts. As mentioned previously, the system comes with a standard grouping file defined. This standard grouping file uses the financial statement line numbers in the standard list, and is listed in the **Standard Sample Listing** section. You can make changes to the standard grouping file as well as the standard financial statement line number file. You do not need to do anything to use the standard grouping file, as the system will define it for each new company automatically.

If you used the standard list of financial statement line numbers and the standard grouping file to print the Balance Sheet and Income Statement and you determine that they are not printing exactly as you want, how can you make changes so that the financial statements will print as desired?

## Making Changes to Financial Statement Printing

If you determine that some changes are required to meet your needs, you should do the following:

- **Make sure you have used the standard formats correctly:** First, make sure that you have assigned the most logical financial statement line number to each account in the chart of accounts so that the accounts are grouped properly on the Balance Sheet and Income Statement. Second, make sure that you used the print status specification on each account (Detailed or Summarized) to your best advantage. For example, if the statements are showing too much or not enough detail, the problem is most likely the print status you assigned to individual accounts.

If you determine that you would like to change the financial statement line number or print status on one or more accounts, all you have to do is change it and reprint the financial statements. You can change this data and reprint the financial statements at any time.

- **Make changes to the financial statement line listing, the groupings file, or both:** The most common change you will make to the standard grouping file for a company is to change grouping headings and sub-total or running total captions. If you need to, you can change the financial statement line numbers included in what groupings, add your own groupings, or even change the grouping file completely.
- **Create your own financial statement line number listing and grouping file from scratch:** There is normally only one circumstance that would cause you to go to this step. No matter how you change the standard grouping file or the standard line number file for a company, you cannot get the financials to look the way you want them. In short, you need a completely customized list of financial statement line numbers and groupings.

To do this, select the option to create a financial statement line file from scratch for the company currently loaded. Then select the option to create a financial statement grouping file from scratch. You must define all financial statement line numbers you want to use, plus format the financial statements by defining all financial statement groupings. You must perform these steps for each company that is to have a custom financial statement line number and grouping file. You may still use the standard for any other company you wish, as changes made in this program will only affect the formats of one company at a time.

## Recap - Formatting Financial Statements

When you create each client's ledger files, the system will automatically assign the financial statement formats via a financial statement line listing file, a financial statement grouping file, and a financial statement reports file. If the client's ledger files are created from scratch, it is given the files for the standard financial statement formats. If the feature to copy an existing chart of accounts to a new company was used, the new company is given the same financial statement formats as the company used to copy from.

The system uses the following components to determine how the financial statements are printed:

- The financial statement line listing
- The financial statement line number assigned to each account in the chart of accounts
- The print status assigned to each account in the chart of accounts
- The financial statement groupings file
- The financial statement reports file
- The financial statement types file

These components (except for the types file) may be totally unique for each of the client's files, if necessary.

We recommend that you initially use the standard financial statement formats included in the system. If changes are necessary, try to keep them as simple as possible until you become familiar with all the features in the system.

If you need or want to design a new financial statement or make changes to an existing report, there are three components that make up how the report prints.

- The column definitions are controlled by the types file. The types file specifies what type of information will print in each column. For example, the types will specify a column as a text information column, Year-to-Date amounts column, variance percentage column, etc.
- The title of the report and how the title is displayed and the footnotes that print on the report and how they are displayed and controlled by the reports file.
- The information that is printed for each row is controlled by the groupings file. The groupings file tells the system whether to print a title, a total, a sub-total, or whether to group financial statement line numbers or accounts together for dollar amount printing.

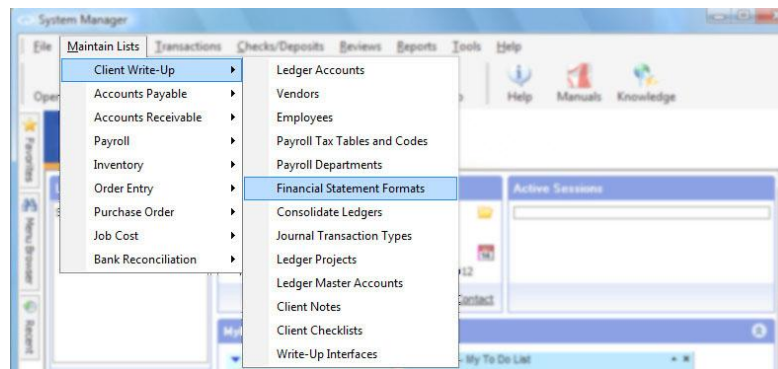
When designing or working on an existing report, we recommend that you sketch out how you want the report to look and map out where the amounts are coming from. If you have the report sketched on paper before you start on the system, it can save you some frustrations and definition time.

When defining a financial statement report from scratch, we also recommend that you define the types file first, then the reports file, then the groupings file, and then make changes, if necessary, to the line number file.

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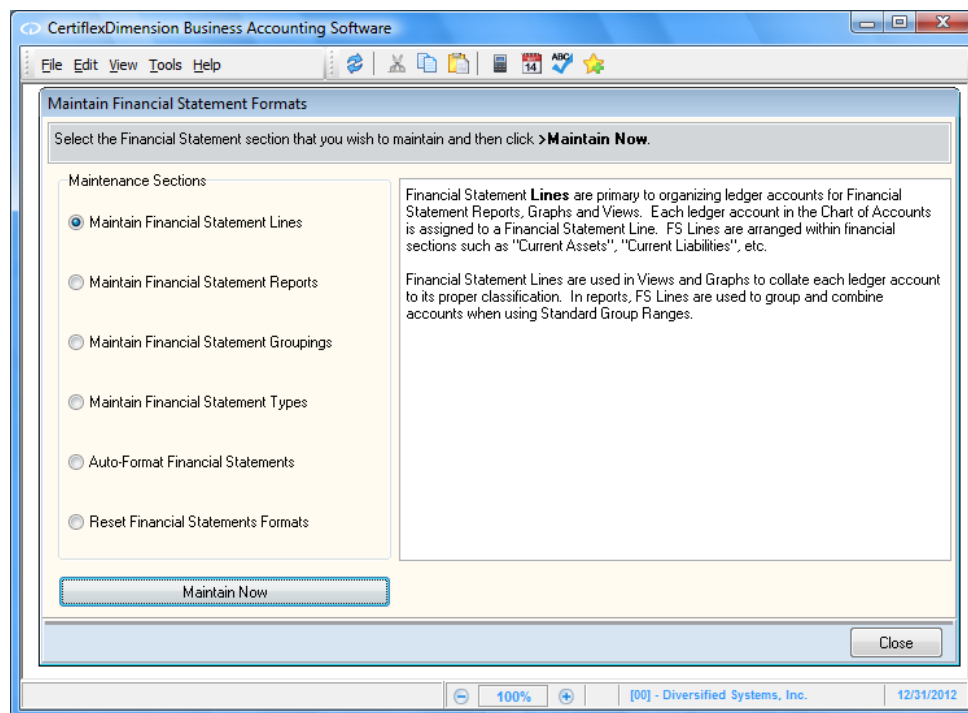
## Maintain Financial Statement Formats

All options for maintaining Financial Statement formats are located in one application. To access the Financial Statement format options, click **>Maintain Lists >Client Write-up >Financial Statement Formats**.



**Maintain Financial Statement Formats** is made up of six sections:

- Maintain Financial Statement Lines
- Maintain Financial Statement Reports
- Maintain Financial Statement Groupings
- Maintain Financial Statement Types
- Auto-Format Financial Statements
- Reset Financial Statement Formats.



## Financial Statement Lines

A standard set of financial statement line numbers is provided for you when you begin using the CertiflexDimension Client Write-up. When you create a client, the system will also assign financial statement line numbers and grouping files for the new client which will tell the system how the client's financial statements are to print. The system will normally assign the standard (default) financial statement line and grouping files for the new client, unless you are copying an existing chart of accounts to a new client and desire to use another client's special format.

As explained in the previous section, the list of available financial statement line numbers is used with the financial statement grouping file to determine how financial statements are formatted. Among other things, the grouping file defines the meanings of groups of financial statement lines.

For example, in the standard grouping file, grouping number 70 is defined "Current Assets" and includes financial statement lines 30-90. Therefore, you must be careful when adding or changing financial statement lines to ensure that you do so within the parameters of the existing grouping file (or change the grouping file, if necessary). In short, the two work together, so be careful when changing either one.

Before we describe the mechanics of changing a financial statement line, a general explanation of the use of financial statement lines is first.

### How Financial Statement Lines Are Used

The CertiflexDimension Client Write-up system uses the financial statement line numbers you assign to each account in the chart of accounts to determine how to group accounts on the financial statements.

Once the list of financial statement line numbers is set, you must determine what accounts to assign to what line numbers. (The financial statement line number is asked each time you define a new account to the chart of accounts.)

There is no limit to the number of accounts you can assign to the same financial statement line number. You can also have financial statement lines defined that have no accounts assigned to them. Let's show two examples, assuming you have decided to use the standard list.

- **Example 1**

On the standard list, line number 30 is Petty Cash. The client maintains five checking accounts. When defining the accounts in the chart of accounts, we could specify line 30 as the financial statement line number for each of the five checking accounts.

- **Example 2**

Line 60 in the standard list is Marketable Securities. The client has no accounts that fit this category, so no account in our chart of accounts is assigned a financial statement line number 60. There is no need to delete this line number from the standard list simply because we do not use it, unless we want to use line 60 for something else. If we did give another name to line 60 and assigned accounts to it, their balances would be in the Current Assets section between Savings & Certificates of Deposit (line 50) and Accounts Receivable (line 70).

In the standard grouping, all accounts with the same financial statement line numbers are grouped together on the financial statements. Whether accounts with the same financial statement line numbers are listed individually or are summarized on one line depends on the print status (D for detailed or S for summarized, specified at the time the account is defined).

For instance, in Example 1 above, we have five checking accounts all assigned to Petty Cash, financial statement line number 30. If every one of these accounts had S (summarized) as its print status, the Balance Sheet would print Petty Cash followed by the total of the balances in the five accounts.

On the other hand, if every account had D (detailed) as its print status, each one would print separately with its account name and balance, but they would all print together before anything else on the Balance Sheet (since financial statement line 30 is the first line number on the standard list). This would be true even if the accounts involved were spread throughout the chart of accounts. Accounts that share the same financial statement line number do not have to be grouped together in the chart of accounts.

---

**NOTE:** You can change the list of financial statement lines, the grouping file, an accounts' financial statement line number or its print status at any time.

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If you have multiple accounts assigned to the same financial statement line number and each account has a print status of Detailed (D), the accounts will print together on the financials in account number order.

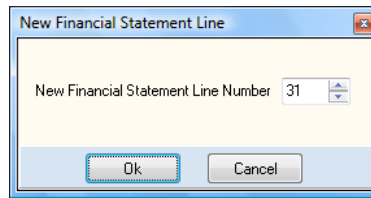
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To maintain financial statement lines, select **>Maintain Financial Statement Lines** option and then click **>Maintain Now**.

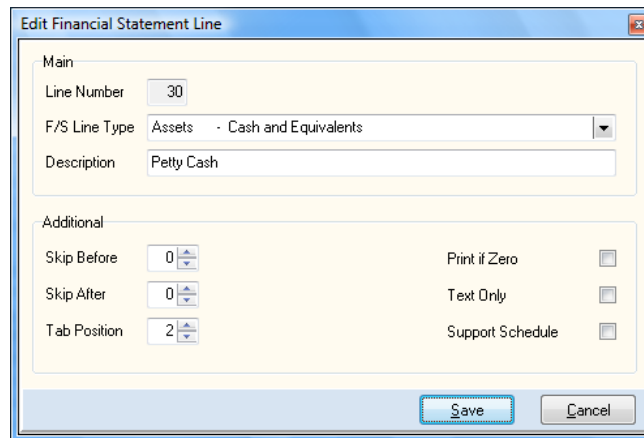
Number	Description
30	Petty Cash
40	Cash in Banks
50	Savings & Certificates of Deposit
60	Marketable Securities
70	Accounts Receivable
80	Inventory
90	Prepaid Expenses
100	Investments
110	Land
120	Buildings
130	Equipment
140	Vehicles
150	Furniture & Fixtures
160	Leasehold Improvements
170	Other Equipment
180	Less Accumulated Depreciation
190	Other Assets

## Adding a Financial Statement Line

To add a new financial statement line, click **>New**. The system will prompt you for the following:

A small dialog box titled "New Financial Statement Line". It contains a text field labeled "New Financial Statement Line Number" with the value "31" entered. Below the text field are two buttons: "Ok" and "Cancel".

- **Line:** Enter a new financial statement line number and click **>Ok**.

A larger dialog box titled "Edit Financial Statement Line". It is divided into two sections: "Main" and "Additional".  
In the "Main" section:  
- "Line Number" is set to "30".  
- "F/S Line Type" is a dropdown menu showing "Assets · Cash and Equivalents".  
- "Description" is a text field containing "Petty Cash".  
In the "Additional" section:  
- "Skip Before" is set to "0".  
- "Skip After" is set to "0".  
- "Tab Position" is set to "2".  
- There are three checkboxes: "Print if Zero" (unchecked), "Text Only" (unchecked), and "Support Schedule" (unchecked).  
At the bottom right of the dialog are "Save" and "Cancel" buttons.

- **F/S Line Type:** Select the type that best classifies the financial statement line. The F/S Line types are used extensively in auto-formatting financials and printing of financial graphs and views.
- **Description:** Enter the description for the new financial statement line number. The description you enter here will print on the financial statements for any account assigned to this financial statement line number with a print status of summarized.

If the description you enter is the same as an account number name, you can have the system pull that name for you automatically. Simply press the period and type the account number and the system will automatically insert that account's name.

- **Skip Before:** Select the number of lines you want skipped on the financial report BEFORE this financial statement line number. You can use this option to place extra lines between the other financial statement line numbers. This is beneficial in creating a customized financial statement.

If you select 99, it indicates to the system that you want the line number to begin printing on a new page.

- **Skip After:** Select the number of lines you want skipped on the financial report AFTER this financial statement line number. You can use this option to place extra lines of space between the other financial statement line numbers. This is beneficial in creating a customized financial statement.

If you select 99, it indicates to the system that you want the line number to begin printing on a new page.

---

**NOTE:** The lines you enter for **Skip Before** and **Skip After** are for this line number only. If this line number is used in a grouping that also has skip lines associated with them, the system will skip those lines in addition to the lines you specify here.

---

- **Tab:** This option allows you to define the tab position for this financial statement line number's description on the financial statements. For customizing the financial statements, you can assign tab positions for selected financial statement lines to indent the description for visual groupings.



Using a tab position of zero will left justify the description. The tab position you assign here only affects the financial statement line's description. The dollar amount associated with this line will remain in its proper column.

The maximum input here is the number of character positions the reports file will support for the description type column.

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**NOTE:** This tab position number is added to the tab position for the financial statement line's grouping. Normally you will customize the tab position in the grouping file and leave the tab position for the financial statement line number set to 0.

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- **Print If Zero:** Select this check box if you want the system to print this line number's information even if the line number's balance equals zero.
- **Text Only:** Select this check box if you want this financial statement line number to be used for text purposes only. You can use text only lines as section headings, additional descriptions for a prior line, etc.

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**NOTE:** The system will not allow you to assign accounts to a text only financial statement line number. If you have accounts assigned to a line number and you change the line number to **Text Only**, the financials may go out of balance.

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- **Support Schedules:** Select this check box if you want this line number to be included on the default supporting schedule reports.

## Changing a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number you wish to change from the F/S Line listing and click **>Edit**. The system will display the information for the selected line. For detailed information on each field displayed, refer to the **Adding a Financial Statement Line** section.

## Deleting a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number to delete from the **F/S Line** the F/S Line listing. The system will display the information for the selected line. Click **>Options** and then click **>Delete This F/S Line**.

---

**NOTE:** Before deleting any financial statement line, you should first make sure that none of the ledger accounts are assigned to that financial statement line number. You will not be able to obtain financial statements if any ledger accounts are defined with an invalid (non-existing) financial statement line number.

It is not necessary for you to delete financial statement lines for those lines that have no General Ledger accounts assigned to them.

---

## Renumbering a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number to renumber from the F/S Line listing. The system will display the information for the selected line. The system will allow you to renumber lines in two ways. You can renumber a specific line to a new number or you can renumber all the lines.

If you need to renumber the current line to a new line number, click **>Renumber**. The system will prompt you for the new line number.

If you need to renumber all lines, click **>Renumber All**. The system will prompt you for the first line number to use, in what increment to renumber the lines, and what line number represents the first Income Statement line number. This option is used when you need to insert new lines, but do not have available line numbers between existing lines.

---

**NOTE:** If you renumber all financial statement lines, the system will give you the option to automatically renumber the financial statement lines defined on the ledger accounts also. However, you may need to modify the groupings for those groupings using the financial statement line numbers that were renumbered.

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## Moving a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number to move. Then click **>Up** or click **>Down** until the selected line reaches the desired location.

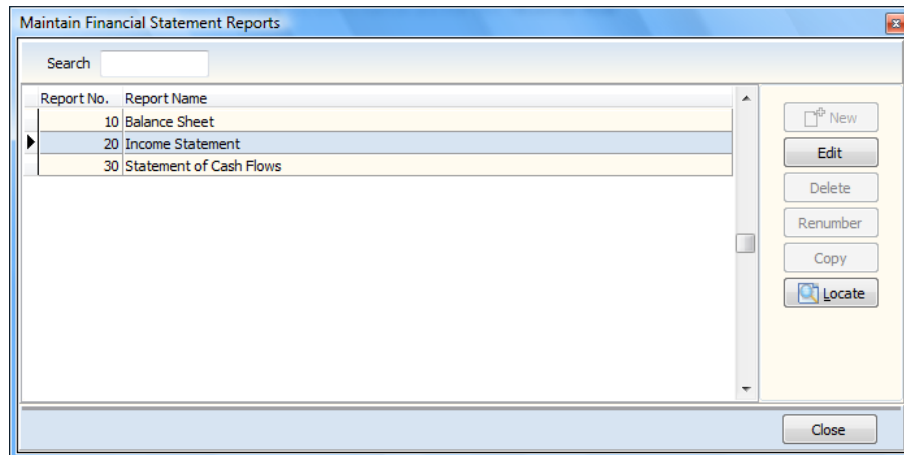
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## Financial Statement Reports

Use financial statement report files to define how and where the heading and footnote information will print on each report. The operation of this program will depend on whether you have **Advanced Financials** selected in the Client Write-up Master Data.

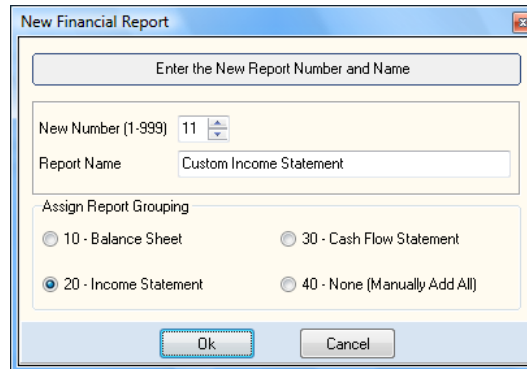
If **Advanced Financials** is selected, the system will allow you to add, change, delete, renumber, and copy report files.

To maintain financial statement report, select **>Maintain Financial Statement Reports** and then click **>Maintain Now**.



## Adding a New Financial Statement Report

To add a new financial statement report, click **>New**. Only advanced financials allow adding new reports. The system will prompt you for the following:



The 'New Financial Report' dialog box contains the following fields and options:

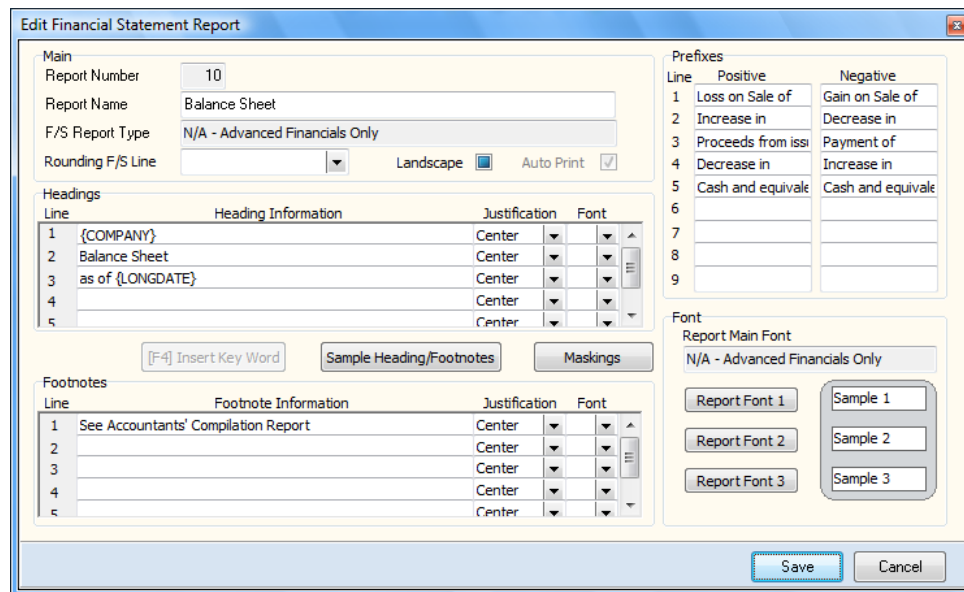
- Enter the New Report Number and Name:**
  - New Number (1-999): 11
  - Report Name: Custom Income Statement
- Assign Report Grouping:**
  - ☐ 10 - Balance Sheet
  - ☐ 30 - Cash Flow Statement
  - ☒ 20 - Income Statement
  - ☐ 40 - None (Manually Add All)
- Buttons: Ok, Cancel

- **F/S Report Number:** Enter the new financial statement report number.
- **F/S Report Name:** Enter the name for this report. The name you enter here is for your use only and is used in the near match lists for identification purposes. This name will not display on the financial reports.
- **Assign Report Grouping:** Select the predefined report groupings to be assigned to the new report.

---

**NOTE:** If you choose **40 – None (Manually Add All)**, then the report's general format will be established, but no groups will be associated. You would then have to create or copy the groupings in a separate step. See **Adding a Financial Statement Grouping** for detailed information on this process.

---



The 'Edit Financial Statement Report' dialog box contains the following sections:

- Main:**
  - Report Number: 10
  - Report Name: Balance Sheet
  - F/S Report Type: N/A - Advanced Financials Only
  - Rounding F/S Line: [Dropdown]
  - Landscape: ☒ Auto Print: ☒
- Headings:**

Line	Heading Information	Justification	Font
1	{COMPANY}	Center	[Dropdown]
2	Balance Sheet	Center	[Dropdown]
3	as of {LONGDATE}	Center	[Dropdown]
4		Center	[Dropdown]
5		Center	[Dropdown]
- Footnotes:**

Line	Footnote Information	Justification	Font
1	See Accountants' Compilation Report	Center	[Dropdown]
2		Center	[Dropdown]
3		Center	[Dropdown]
4		Center	[Dropdown]
5		Center	[Dropdown]
- Prefixes:**

Line	Positive	Negative
1	Loss on Sale of	Gain on Sale of
2	Increase in	Decrease in
3	Proceeds from iss	Payment of
4	Decrease in	Increase in
5	Cash and equiva	Cash and equiva
6		
7		
8		
9		
- Font:**
  - Report Main Font: N/A - Advanced Financials Only
  - Report Font 1: Sample 1
  - Report Font 2: Sample 2
  - Report Font 3: Sample 3
- Buttons: Save, Cancel

- **F/S Report Type:** Select the appropriate report type for this report file. The report types are maintained in the **Adding a Financial Statement Type** section.
- **Rounding Financial Statement Line:** This field allows you to specify what financial statement line number the accumulated rounding difference should apply to for this report, if this report is rounding the amounts.

The line number you specify here must exist in the financial statement groupings that print on the financial statement reports. We recommend you select a line number that any rounding difference will not overly affect the grouping's total. Such as Owner's Equity or Capital Stock. You would not use the cash grouping line number for the rounding difference. In addition, if you use a line number that is not assigned to any accounts appearing on the financial statement or to a line number that calculates a zero balance and zero balances are being suppressed from the financial statement, the rounding difference will not appear on the financial statement, causing the financial statement to be out of balance.

- **Landscape:** Select this option if you wish to change the page orientation to landscape when this report is printed.
- **Auto Print:** Select this check box if you want the system to automatically print this report when you choose to print the financials. This allows you to group together reports that you always want to print when you print the financial statements, eliminating the need to print them individually.

### **Headings and Footnotes**

Click the **Headings** and **Footnotes** tab to define how the headings and footnotes will print for this report.

- **Heading and Footnote Information:** The system will allow you to enter up to six lines of information with 72 characters allowed per line. If 72 characters per line is not enough for your needs, you can enter the pipe symbol (|), the shift of the backslash key on most keyboards, at the end of a line. This will cause the system to merge the line with the next line not to exceed a total print capacity of 254 characters.

The system will allow you to use keywords in the report heading and footnotes. Keywords are merge commands you can use with the heading and footnote information. When you print the report, the system will merge the appropriate responses for the keywords with the other information. For example, if we have a heading of

```
{COMPANY}
Balance Sheet
{DATE}
```

and we printed the report; the system will automatically insert the company name and the processing date for the two keywords. This lets you define one report heading and footnote shell that you can use for any company.

Available keywords include:

Keyword	Used In
{DATE}	B
{LONGDATE}	B
{YEAR}	B
{MONTH}	B
{PERIODS}	B
{LONGPERIOD}	B
{LONGPERIODS}	B
{DESIGNATION}	B, FCS
{COMPANY}	B, FCS
{CONTACT}	B, FCS
{PHONE}	B, FCS

Keyword	Used In
{FAX}	B, FCS
{ADDRESSLINEONE}	B, FCS
{ADDRESSLINETWO}	B, FCS
{CITY}	B, FCS
{STATE}	B, FCS
{ZIP}	B, FCS
{MISC}	B, FCS
{FEDERALTAXID}	B, FCS
{SALESTAXID}	B, FCS
{PERIOD}	B, FCS
{NOTES1}	B, FCS
{NOTES2}	B, FCS
{NOTES3}	B, FCS
{NOTES4}	B, FCS
{NOTES5}	B, FCS
{BLANKLINE}	B
{DAY}	CL
{LMONTH}	CL
{ACTUALDATE}	CL
{PAGE}	F/S
{RUNDATE}	F/S
{TIME}	F/S
{USER}	F/S
{PRINTEXTRA}	<i>F/S - the system will print the extra text line entered in the <b>Additional Subtitle</b> field of the print dialog box.</i>
{PRINTTYPE}	<i>F/S - the system will print words such as Comparative or Budget when printing these types of reports. The words that will print are defined on the <b>Adjust Titles</b> field discussed below.</i>
{DMDATE}	<i>F/S - the system will print the current processing date instead of the period ending date.</i>
{LONGDATE}	<i>F/S - the system will print the current processing date in the long format instead of the period ending date.</i>

Keyword	Used In
{DM}	<i>F/S - Used for departmental column masking. This allows you to have a multiple column financial with a different department in each column. The {DM} keyword is placed in the <b>F/S Report</b> field when maintaining the financial statement Reports file. Under the <b>Masking</b> tab, you would enter a masking for each department to include on the report.</i>
Used In	
B	These keywords are available for both the financial statements and cover letters.
FCS	These keywords are maintained in the File Control System.
CL	These keywords are only available for cover letters. They are not available for financial statements.
F/S	These keywords are only available for financial statements. They are not available for cover letters.

- **Justification:** This field allows you to define the justification for each line headings and footnote line. The justification choices are:
  - **Center:** This will center the line on the page.
  - **Center 80:** This will center the line within the first 80 characters of a page. This allows for wide reports to be folded to 8½” wide and the line to be centered on the visible page.
  - **Left:** This will print the line flush left.
  - **Right:** This will print the line flush right.
  - **Right 80:** This will print the line flush right at the 80<sup>th</sup> character position.
  - **Lean Left:** This will print the line centered between the paper center and the left margin.
  - **Lean Right:** This will print the line centered between the paper center and the right margin.
  - **Tab Position:** This will print the line at a specific location that you define.
- **Font:** This field allows you to define which font to use for the selected line. You can choose to use the normal font or custom fonts 1, 2, or 3. Custom fonts are described below.

---

**NOTE:** To see an example of how keywords will be presented in heading and footing, click **>Sample Heading and Footings**.

---

## Maskings

Click the **Maskings** button to define this report to print only for accounts with common digit locations. This way you can print reports for departments.

The system will allow you to assign up to 10 different maskings per report. If you leave this section blank, the system will print for all accounts.

For example, if you need a report that will print for all accounts that have a 3 for the fifth digit in the account number, you will define **Account Mask 1** as \_ \_ \_ \_ 3 with a **Type** of **Normal**.

If you needed a report that will print all accounts except those with a 3 for the fifth digit, you will define **Account Mask 1** as \_ \_ \_ \_ 3 with a **Type** of **Filter**.

If you need a report that will print all accounts with a 3 in the fifth digit that also have an A in the sixth digit, but that do not have a 1 in the first digit, you will define the mask as follows:

	Account Mask	Type		Account Mask	Type
1	3	Filter	6		
2			7		
3			8		
4			9		
5			10		

?

Ok

---

**NOTE:** The system will allow you to override the masking defined here when you print the financials.

---

## Prefixes

A prefix is used to print as a leader phrase in front of the currently defined grouping type title for this report. You can set a prefix to print for each grouping on this report.

Prefixes are usually used in the Statement of Cash Flows report.

## Fonts

- **Report Main Font:** Select the default font to use for the financial statement if a Report Font 1, 2, or 3 was not specified for the report in the Headings, Footnotes, or Groupings. This option is only available if the Master Data field **Use Advanced Financials** is selected.
- **Report Font 1:**  
**Report Font 2:**  
**Report Font 3:**  
These are three default fonts that you can assign to each report. The Headings and Footnotes refer to these fonts, as well as the Groupings. However, the Groupings also have the option to use a specific font for each grouping that can be different from these three fonts. These three fonts should be the three most often used fonts for the report, besides the standard default font assigned to the Print Financials program itself, in **Print Reports**.

## Changing a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, select the report you wish to change and click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Financial Statement Report** section.

## Deleting a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, select the report you wish to delete and click **>Delete**.

## Renumbering a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, select the report you wish to renumber and click **>Renumber**.

Enter the report file number to renumber in the **F/S Reports** field. When a valid financial statement report file number is entered, the system will display the information for the selected report. Click **>Options >Renumber This Report**. The system will prompt you for the new report number.

## Copying a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, enter the report file number to copy from in the **F/S Reports** field. When a valid financial statement report file number is entered, the system will display the information for the selected report. Click **>Options** and then click **>Copy This Report**. The system will prompt you for the company to copy it to and the new report number.

## Standard Financials

If the Client Write-up Master Data field **Advanced Financials** is not selected, the system will only allow you to define the report file information for the three standard financial statement reports, #10 - Balance Sheet, #20 - Income Statement, and #30 - Statement of Cash Flows. For detailed information on each field displayed, refer to the **Adding a Financial Statement Report** section.

---

## Financial Statement Groupings

Financial statement groupings are used to assign data to print on each line of the financial statements and where the data will print. For example, a grouping can be a title of section. It can be a group of information such as Current Assets. It can be a subtotal of a grouping. Or, it can be a calculated amount of other groupings.

To maintain a financial statement grouping, select **>Maintain Financial Statement Grouping** and then click **>Maintain Now**.



**Maintain Financial Statement Groupings**

Financial Statement Groups control what is presented on each row in the body of a financial statement. Financial Statement Groups control when to print titles, totals and sub-titles. They also control the order which information is presented within the financial statement body and the capability to combine or group FS line numbers and accounts.

To maintain the groupings assigned to a financial statement, select the statement and click **Edit Groupings**.

When using the Advanced Financial option, a report grouping can be assigned to another report by clicking on **Assign Groupings**. To cancel a grouping assigned to another report, select the report from which the assignment was made and click **Cancel Assignment**.

Report Number	Report Name	Assigned To
10	Balance Sheet	Not Assigned
20	Income Statement	Not Assigned
30	Statement of Cash Flows	Not Assigned
40	Income Statement - Comparative Year	Not Assigned
50	Income Statement Budgeted	Not Assigned

**Edit Groupings**

**Assign Groupings**

**Cancel Assignment**

**Close**

## Edit Grouping

To change the grouping of a Financial Statement report, select a report and click **>Edit Grouping**.

Note: You may optionally assign a report grouping to another report. By using this option, if you wish to add or change a grouping that will affect other reports as well, you only have to make the change once to the **Assigned To** report. Any reports that are defined to use that **Assigned To** report will automatically be changed as well. To assign a report grouping to another report, highlight the report you wish to assign and click **>Assign Grouping**. The system will give you a list of reports to choose from. To cancel an assignment, highlight the desired report and click **>Cancel Assignment**.

The Financial Statement Groupings are maintained in a batch update process. All changes and additions to groupings for a specific report are not updated until you select **>Save**.

**Edit Financial Statement Grouping - [10] : Balance Sheet**

Maintain the F/S Groupings for the selected report by clicking the appropriate New, Edit, Delete, Renumber and Move buttons. When finished, click **Save** to retain the changes, or click **Cancel** to discard. To preview the effected Financial Statement before saving the changes, click **Preview F/S**.

Group Number	Description	Type	Active
20	ASSETS	Text Only	<input checked="" type="checkbox"/>
40	Current Assets	Standard - (D)	<input checked="" type="checkbox"/>
60	Total Current Assets	Total Level 2	<input checked="" type="checkbox"/>
80	Long-Term Investments	Standard - (D)	<input checked="" type="checkbox"/>
100	Total Long-Term Investments	Total Level 2	<input checked="" type="checkbox"/>
120	Property and Equipment	Standard - (D)	<input checked="" type="checkbox"/>
140	Total Property and Equipment	Total Level 2	<input checked="" type="checkbox"/>
160	Other Assets	Standard - (D)	<input checked="" type="checkbox"/>
180	Total Other Assets	Total Level 2	<input checked="" type="checkbox"/>
200	Total Assets	Total Level 5	<input checked="" type="checkbox"/>
220	Clear All Totals	Clear All	<input checked="" type="checkbox"/>
240	LIABILITIES AND EQUITY	Text Only	<input checked="" type="checkbox"/>
260	Current Liabilities	Standard - (D)	<input checked="" type="checkbox"/>
280	Total Current Liabilities	Total Level 2	<input checked="" type="checkbox"/>
300	Other Liabilities	Standard - (D)	<input checked="" type="checkbox"/>
320	Total Other Liabilities	Total Level 2	<input checked="" type="checkbox"/>

**Renumber All** **Preview F/S** **Save** **Cancel**

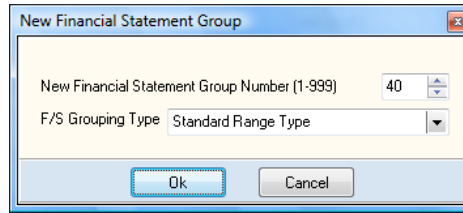
**New** **Edit** **Delete** **Renumber** **Locate**

**Move F/S Group**

**Up** **Down**

## Adding a Financial Statement Grouping

To add a new financial statement grouping, click **>New**. The system will prompt you for the following:



- **F/S Group Number:** Enter the new grouping number.

The number you define here tells the system in what order to include this grouping. When printing a financial statement, the report will print the grouping information in grouping number order. We also recommend that you leave at least a range of ten grouping numbers free between the grouping numbers you add. This allows room for future growth, if needed.

- **F/S Grouping Type:** This field allows you to define what type of information this grouping will print. You will usually use **Standard Range Type**, except when you are defining a report similar to the Statement of Cash Flows where each grouping is a different type.
  - **Standard Range Type:** Select this type when you are grouping for a range of financial statement line numbers. This type will only group line numbers. Normally, you should use this grouping type as it allows the greatest flexibility with the least amount of formatting using the financial.

---

**NOTE:** The column amount styles used with the **Standard Range Type** are defined by the report column type (QTD Ending Balance, YTD Ending Balance, Etc.) If you need to mix multiple styles within a single column (Beginning Balance and Ending Balance), use the Specialized Amount Type described below. For more information on report column types, refer to the **Maintain Financial Statement Types File** section.

---

- **Heading & Description Type (Text Only):** This grouping is used for lines that are text only lines. This would include the section titles, headings, etc. No amounts will print for these lines.
- **Total Level Type:** Select this type if the grouping is to be followed by a running total or if you are clearing the running total.
- **Specialized Amount Type:** Select this type if the group is to be a specialized amount (Calculated amount, Input Value, Etc). This group type also allows you to override the column defined amount styles and is commonly used in Statement of Cash Flows formatting.
- **Special Toggle Type:** Select this type if the group is to be used to toggle dollar signs, underscores or three-column balance sheet spacing. For a full detail of using special toggles, refer to the **Special Toggle Types** defined below.

**Edit Financial Statement Group**

**Main**  
 F/S Group Number: 40  
 F/S Group Description: Current Assets

**Additional**  
 F/S Standard Grouping Type: ☒ Detailed ☐ Summarized  
 Tab Position: 0 Skip Before: 1 Print if Zero: ☐  
 % Group: 0 Skip After: 0 Active: ☒  
 Desc Prefix: None Change Font

**Accumulators**

Type	From	Desc.	To	Desc.	Accum. Sign	Print Sign
F/S Line 30	Petty Cash	50	Savings & Certi	+	+	
F/S Line 60	Marketable Secu	90	Prepaid Expense	+	+	

New Edit Delete  
Ok Cancel

- **F/S Group Description:** Enter the name for this grouping. The information you enter here will print on the financial statement for this grouping.

### **Standard Additional – All Group Types**

- **Tab Position:** The tab position is used to indent lines when the report is printed.
- **Percent Group:** This field is used if the current grouping should calculate a percentage based on another grouping. For example, on an Income Statement you might want the current grouping to print a percentage based on Total Sales.
- **Description Prefix:** Prefixes are used to print a leader phrase in front of the current defined grouping type title. This is especially useful in the Statement of Cash Flows report. If no prefix is needed, select **None**.
- **Skip Before:** Select the number of lines you want skipped on the financial report BEFORE this grouping line. This option is most commonly used for the top of a new section or for a totaling line, where you want to skip lines before the current line.

If you select 99, it indicates to the system that you want the current grouping to begin printing on a new page.

- **Skip After:** Select the number of lines you want skipped on the financial report AFTER this grouping. If you select 99, it indicates to the system that you want the next grouping to begin printing on a new page.

---

**NOTE:** The lines you enter for **Skip Before** and **Skip After** are for this grouping only. If this grouping will contain financial statement line numbers that also have skip lines associated with them, the system will skip those lines in addition to the lines you specify here.

---

- **Print if Zero:** Select this check box if you want the system to print this grouping if the grouping's calculations equal zero.
- **Active:** If you clear this check box, the system will set the grouping to inactive. The grouping is not deleted and you may reactivate it again at any time.
- **Change Font:** This button allows you to define which font to use for this grouping.
  - **Font Options:** Select to use the normal report font, custom fonts 1, 2, or 3, or to create a new font specifically for this grouping. Custom fonts 1, 2, and 3 are defined in the **Maintain Financial Statement Reports File** section. If you select "Custom Grouping Font," click **>Define Custom Font** to select the custom font.

- **Use on Grouping Detail Lines:** Select this check box if you want the system to use the selected grouping font for the detail line information. If this check box is not selected, the system will use the selected grouping font for the grouping heading lines only.
- **Use on Amount Columns:** Select this box if you want the system to use the selected grouping font for the amounts. If you do not select this check box, the system will use the default report font for amounts.

### **Additional - Standard Group Type**

- **Grouping Type:** You may set a standard Group type to be either **Detailed** or **Summarized**. A standard group type set to “Summarized” will add all accumulators into a single line. A standard group type set to “Detail” will detail all accumulator lines. If accumulator lines include F/S lines that contain ledger accounts with a “Detailed” Print Status, each account will be printed. If the accumulator lines include F/S lines that contain ledger accounts with a “Summarized” Print Status, these accounts will be added together and printed with the description of the F/S line.
- **Accumulators:** The system will allow you to accumulate financial statement lines or accounts to arrive at this grouping’s total.

To add a new accumulator line, click **>New**.

- **Type:** This tells the system what you will group together for this accumulator line. Select either **F/S Line Numbers** or **Ledger Accounts**.

---

**NOTE:** If the grouping is set to **Standard Range Type**, the system will only accumulate for financial statement lines. Even if you select Ledger Account, and define the ranges, the system will not accumulate for the Ledger Accounts.

---

- **Beginning Financial Statement Line Number (From):** Select the beginning financial statement line number or ledger account for the range of line numbers or accounts for this accumulator line. If the input is located, its description will display.

The system WILL allow you to make an entry that does not actually exist on the company’s financial statement line listing or the chart of accounts. This is so you can add new line numbers or accounts within the specified range without having to change the report formats.

- **Ending Financial Statement Line Number (To):** Select the ending financial statement line number or ledger account for the range of line numbers or accounts for this accumulator line. If the input is located, its description will display.

The system WILL allow you to make an entry that does not actually exist on the company’s financial statement line listing or the chart of accounts. This is so you can add new line numbers or accounts within the specified range without having to change the report formats.

- **Accumulator Sign:** This option tells the system how to accumulate the amounts. If you select **Use Accumulated Amounts**, when the system computes this accumulator total it will total the amount in the same sign as it was computed. If you select **Reverse Sign On Amount**, when the system computes the accumulator total it will total the amount in the opposite sign as it was computed.
- **Print Sign:** This option tells the system how to print the accumulated amount. If you select **Use Accumulated Amounts**, when the system prints this accumulator total it will print the amount in the same sign as it was computed. If you select **Reverse Sign On Amount**, when the system prints the accumulator total it will print the amount in the opposite sign as it was computed.

---

**NOTE:** Normally, the sign for an accumulator adding and printing should be the same, but in certain cases they may need to be opposite to get the desired results.

---

To change an existing accumulator, highlight the accumulator you wish to change and click **>Edit**. To delete an existing accumulator, highlight the accumulator you wish to delete and click **>Delete**.

### ***Additional - Total Levels***

- **Total Level:** Select a total level 1 through 50 or select to clear all total levels.

When the financial report is printed, the total level amounts (for all total levels) are increased by the amount of each grouping line. Each total level is increased by the same amount. The only difference between total levels 1-50 is what happens to them after they are printed or cleared.

Unless a total level is printed or cleared, it will continue to add the amount of each grouping line to its previous total as groupings are encountered. Therefore, depending on how much of the current report's amounts you want included in a total, you should select a total level that was cleared immediately prior to the grouping that should be included in that total.

---

**NOTE:** If you assign the Net Income grouping of the Income Statement a total level of 50, the Retained Earnings Statement groupings will not print percentages in the percentage column.

---

To help illustrate this, suppose that total levels are adding machines and we have 50 adding machines sitting side-by-side on a table. When the system totals a grouping, the system will enter that amount on all 50 adding machines. For example, suppose the total for the first grouping is \$100. The system enters \$100 on all 50 adding machines. The next grouping total is \$50. The system enters \$50 on all 50 adding machines. Now, all 50 adding machines have a total of \$150. Let's say at this point we have a grouping that prints and clears a total. For this, we chose total level 10 (adding machine number 10). The next grouping our system totals is for \$200. The system enters \$200 on all 50 adding machines. Now, adding machines 1-9 and 11-50 have a total of \$350 and adding machine 10 has a total of \$200 because we cleared adding machine number 10 in the last grouping.

- **Print Currency Sign:** Select this check box if you want the system to print the currency sign for the total level if the total level is defined to print an amount.
- **Switch Amount Sign:** Select this check box if you want the system to change the normal print sign for the total level to its opposite sign, if the total level is defined to print an amount. This is useful when you want sales amounts to print as a positive number even though they are typically credit amounts.
- **Print Status:** This section allows you to define what the system should do with this total level when it is encountered. The system will allow you to define this total level to print its total and then clear the total level's balance to zero, to clear the total level's balance to zero but not print the total, or to print the total level's balance but not clear the total level. The last option gives you the ability to print sub-totals.

- **Underscore:** This section allows you to define the underscore printing conventions for this total level, if the total level is defined to print an amount. The system will allow you to select no underscore printing, single underscore printing, or double underscore printing.

### ***Additional - Specialized Amount Types***

- **Grouping Type:** Select the specialized grouping type from the following:
  - **Net Activity in Accounts:** If you use this type, the system will calculate the net activity in all accounts and financial statement lines specified. Net activity refers to the difference of total debits less total credits or it refers to the net difference between the beginning balance and ending balance of the account(s).
  - **Beginning Balance:** If you use this type, the system will print the beginning balance for all accounts/financial statement lines specified.
  - **Total Debits:** If you use this type, the system will print the total debits for all accounts/financial statement lines specified.
  - **Total Credits:** If you use this type, the system will print the total credits for all accounts/financial statement lines specified.
  - **Ending Balance:** If you use this type, the system will print the ending balance for all accounts/financial statement lines specified.
  - **Input Value:** If you use this type, the system will ask you to enter the amounts for each column when the option to print this financial report is executed.
  - **Net Income from Income Statement:** If you use this type, the system will print the net income amount from the company's chart of accounts. You must have the company's first income statement line number properly set in the Client Write-up Master Data for this type to work correctly.
  - **Calculated Amount:** If you use this type, the system will allow you to define a calculation. You can use the calculated amount types to print ratio reports, if you desire. The system will allow you to add two groupings together, subtract a grouping from another grouping, multiply a grouping by another grouping, divide a grouping by another grouping, total groupings together, or calculate the average of a group of groupings and present the total in dollar amount format.
  - **Retained Earnings Beginning Balance:** This grouping type works like the **Beginning Balance** type described above, except this grouping type will also automatically compensate for the fact that the Net Income for the year to date prior to the current period being printed has not yet been closed to Retained Earnings.
  - **Retained Earnings Reconciling Items:** This type is used for the retained earnings statement for items that affect Retained Earnings, Dividends Paid, etc.
- **Accumulators:** The system will allow you to accumulate financial statement lines or accounts to arrive at this grouping's total. For more detail on accumulators please refer to **Standard Group Types** above.

### ***Additional - Special Toggle Types***

- **Underscores:** Underscores are normally controlled by total level groups. You can however, override the presentation of underscores by adding a special toggle type and selecting one of the following:
  - **Force Underscore on:** Turn on single underscore.
  - **Suppress Underscore:** Turn off single underscore.
  - **Double Underscore on:** Turn on double underscore.

- **Suppress Double:** Turn off double underscore.
- **Dollar Signs:** Dollar signs are normally controlled by total level groups. However, you can override the presentation of dollar signs by adding a special toggle type and selecting one of the following:
  - **Force Dollar Sign on:** Turn on dollar sign.
  - **Suppress Dollar Sign:** Turn off dollar sign.
- **Three Column Balance Sheet:** The Financial Generator gives you the ability to print a three column Balance Sheet. You can force amounts to print in the left column, middle column, or right column.
  - **Begin Far Left Column (Bal. Sht.):** Start left most column printing.
  - **End Far Left Column (Bal. Sht.):** Stop left most column printing.
  - **Force Middle Column (Bal. Sht.):** Start middle column printing.
  - **End Force Middle Column (Bal. Sht.):** Stop middle column printing.
  - **Force Right Column (Bal. Sht.):** Start right column printing.
  - **End Force Right Column (Bal. Sht.):** Stop right column printing.

## Editing a Financial Statement Grouping

To change an existing Grouping, highlight the Group and click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Financial Statement Grouping** section. To delete an existing Grouping, highlight the Group and click **>Delete**.

To renumber an existing Grouping, highlight the Group and click **>Renumber**. The system will prompt you for the new Group number. You can optionally renumber all groups by clicking **>Renumber All**. The **Renumber All** option will prompt you for the first grouping number to use and in what increment to renumber the groupings. This option is used when you need to insert new groupings, but do not have available grouping numbers between existing groupings.

To move a Grouping, highlight the Group you wish to move and click **>Up** or **>Down**.

## Preview Financial Statement

You may preview how your Financial Statement Group changes will look even before saving your changes by clicking **>Preview F/S**. The system will launch the Print Financial Statement application in a special mode which will automatically use the temporary financial formats group files that you are currently working with.

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## Financial Statement Types

You use financial statement types to define each report column's type, length, location, heading, and what to print for each column. You assign these financial statement types to each report used by the system. You may often have one financial statement type assigned to many reports, but each report defined on the system can only be assigned to one financial statement type.

The CertiflexDimension Client Write-up program was shipped with many different financial statement types already created. They are:

TYPE	TYPE DESCRIPTION
BS	Balance Sheet - standard (multiple columns)
BSBN	Balance Sheet - budgeted with no variance
BSBP	Balance Sheet - budgeted with percentage
BSBV	Balance Sheet - budgeted with variance
BSBYV	Balance Sheet - budgeted with yearly totals and variance
BSCM	Balance Sheet - comparative with previous month
BSCY	Balance Sheet - comparative with previous year
BSROUND	Balance Sheet - standard but rounded (multiple columns)
CS	Statement of Cash Flows – standard
CSROUND	Statement of Cash Flows – standard but rounded
IS	Income Statement - standard
IS12	Income Statement - 12 periods side-by-side with year ending totals
IS12PTOT	Income Statement - 12 periods side-by-side with totals
IS12PWIDEDESC	Income Statement - 12 periods with wider descriptions
IS3PQY	Income Statement - 3 periods with QTD & YTD
IS4QY	Income Statement - 4 quarters with YTD & year end totals
ISBNOVM	Income Statement - budgeted with no variance, MTD
ISBOVY	Income Statement - budgeted with no variance, YTD
ISBP	Income Statement - budgeted with percentages
ISBV	Income Statement - budgeted with variances
ISBYDEPTMTDP	Income Statement – Depts. side-by-side with percentages, MTD
ISBYDEPTNOP	Income Statement – Depts. side-by-side with no percentages, MTD & YTD
ISBYDEPTYTDP	Income Statement – Depts. side-by-side with percentages, YTD
ISBYV	Income Statement - budgeted, yearly totals with variance
ISCAP	Income Statement - comparative to average with percentage variance
ISCAV	Income Statement - comparative to average with variance
ISCNOVM	Income Statement - comparative with no variance, MTD



<b>TYPE</b>	<b>TYPE DESCRIPTION</b>
ISCNOVY	Income Statement - comparative with no variance
ISCP	Income Statement - comparative with percentages
ISCPV	Income Statement - comparative with percentage variance
ISMQY	Income Statement - MTD, QTD & YTD with percentages
ISNOP	Income Statement - no percentages
ISPFA	Income Statement - percentages follow amounts
ISROUND	Income Statement - standard, rounded with wider descriptions
ISROUNDMOREDESC	Income Statement - standard, rounded with wider description
ISW	Income Statement - standard but wider
ISWMQY	Income Statement - week-to-date, MTD, QTD & YTD
ISWPFA	Income Statement - percentages follow amounts and wider
ISY	Income Statement - YTD only
ISYCP	Income Statement - comparative YTD only with percentages
ISYCV	Income Statement - comparative YTD only with variance

To maintain financial statement types, select **>Maintain Financial Statement Types** and then click **>Maintain Now**.

Name	Number
Balance Sheet (Budgeted w/ No Variance)	BSBN
Balance Sheet (Budgeted w/ No Variance)	BSBN-TEST FONT
Balance Sheet (Budgeted w/ Percentage)	BSBP
Balance Sheet (Budgeted w/ Variance)	BSBV
Balance Sheet (Budgeted w/ Variance)	BSBV-DAVID
Balance Sheet (Compared w/ Previous Month)	BSCM
Balance Sheet (Compared w/ Previous Year)	BSCY
Balance Sheet (Budgeted - Yrly Totals w/ Variance)	BSBYV
Balance Sheet - Standard (multiple columns)	BS
Balance Sheet - Standard but Rounded (mult. col.)	BSROUND
Income Statement (%s follow amounts & wider)	ISWPFA
Income Statement (%s follow amounts)	ISPFPA
Income Statement (12 Periods Side-by-Side-Y.E.)	IS12P
Income Statement (12 Periods Side-by-Side-Y.E.)	DAVID12COMPANY
Income Statement (3 Periods w/ Q-T-D & Y-T-D)	IS3PQY
Income Statement (4 Quarters w/ Y-T-D @ Yr. End)	IS4QY
Income Statement (Budgeted w/ Percentages)	ISBP
Income Statement (Budgeted w/ Variances)	IS=BM

Buttons: New, Edit, Delete, Renumber, Copy, Locate, Revert F/S Type to Default, Current F/S Type, Entire F/S Types File, Close

## Adding a Financial Statement Type

To add a new financial statement type, click **>New**. The system will prompt you for the following:

New F/S Type Number: BS

Buttons: Ok, Cancel

- F/S Type Number:** Enter the new financial statement type number. We recommend that you use alpha abbreviations for the type number. For example, Balance Sheet = BS, Balance Sheet Budgeted with Percentages = BSBP. This allows for all Balance Sheet type reports to begin with BS and be grouped together on the financial statement type listings.

Number: BS Description: Balance Sheet - Standard (multiple columns)

You can move to any column by selecting a column number from the drop down list or by clicking on a header column number.

To edit a column, select the column number and click **>Edit** or double-click on the header column number.

Report Columns	1	2	3	4
Description of F/S Group or Line	\$100,000,000,000.00	\$100,000,000,000.00	\$100,000,000,000.00	\$100,000,000,000.00

Buttons: Font, Column Options (Column No. 1, Insert, Append, Edit, Delete, Copy), Mult-Column Headings, Save, Cancel

- Font:** Click **>Font** to define the three custom fonts. The system will allow you to define up to three different fonts for column printing.

- **F/S Type Name:** Enter the name for this report type. The name you enter here is for your use only and is used in the near match lists for identification purposes. This name will not display on the financial reports.

## Report Columns

Each Financial Statement Type consists of 1 to 30 columns. To change an existing column, double-click on the header of a column or select the **>Column No.** and then click **>Edit**.

- **Column Type:** This field allows you to define what type this column will be. The system will allow you to select from one of the following:
  - **Net Activity in Account:** Select this type if the column is to display the net activity of the ledger account(s)/financial statement lines specified.  
Net activity refers to the difference of total debits less total credits or the net difference between the beginning balance in the account(s) and the ending balance.  
You would use this column type for Income Statement type reports.
  - **Beginning Balance:** Select this type if the column is to display the beginning balances of the specified accounts/financial statement lines.
  - **Total Debits:** Select this type if the column is to display the total debit amounts of the specified accounts/financial statement lines.
  - **Total Credits:** Select this type if the column is to display the total credit amounts of the specified accounts/financial statement lines.
  - **Ending Balance:** Select this type if the column is to display the ending balances of the specified accounts/financial statement lines.
  - **Percentage Type:** Select this type if the column is to print the amounts in a percentage format.
  - **Description Type:** Select this type if the column is to be a text column.

Description type columns are used to print the financial statement line and grouping descriptions as the report is printed. Since the first column is used to set the original report margins, you should always assign the first column as a description type. If you do not want the first column to print, set the **Tab Position** and the **Column Width** of this first column to zero. You may then add an additional description column anywhere in the report.

For example:

Column 1	Column 2	Column 3	Column 4
Description	MTD	Description	YTD

*If the descriptions are truncating (dropping characters), you may need to change the column width (explained below).*

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**NOTE:** If **Description Type** is used in more than one column, it will still print the same information each time. This allows you to put the **Description Type** column as the first column and as the last column for wide reports so the descriptions will be on both sides, making it easier to read the report, especially if the report is folded.

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- **Budget Balances To Date:** Select this type if the column is to print the revised budget balances for the specified accounts/financial statement lines.  
If the report is printing for the fourth period of the year – for example the year-to-date column, the report will print the total for the four periods.
- **Budget Yearly Totals:** Select this type if the column is to print the yearly revised budget total for the specified accounts/financial statement lines.  
This type will print the entire year's budget amount in the year-to-date column no matter what period is printed. The quarter-to-date column will print the entire quarter also.
- **Original Budget to Date:** Select this type if the column is to print the original budget balances for the specified accounts/financial statement lines, as opposed to the revised budget amounts.
- **Original Budget Yearly Total:** Select this type if the column is to print the yearly original budget total for the specified accounts/financial statement lines, as opposed to the revised budget amounts.
- **Calculated Amount:** Select this type to calculate an amount for multiple columns. When you choose this type, the system will allow you to define a calculation. The system will allow you to add two columns together, subtract a column from another column, multiply a column by another column, divide a column by another column, total a group of columns together, or calculate the average of a group of columns and present the total in dollar amount format. This type of column is used for many purposes, including comparative variances or ratio analysis.
- **Calculated Percentage:** Select this type to calculate a percentage of multiple columns. When you select this type, the system will allow you to define a calculation. The system will allow you to add two columns together, subtract a column from another column, multiply a column by another column, divide a column by another column, total a group of columns together, or calculate the average of a group of columns and present the total in a percentage type format. This type of column is for comparative variance percentages or percentage ratios analysis.
- **Group Defined (Cash Flow):** Select this type if the column is to have different definition types for each line within the same column. If you select this type, the system will use the grouping type assigned to each grouping for this report to decide what to print in the column. This is normally used for a Statement of Cash Flows type report.
- **Multiple Columns (Balance Sheet):** Select this type for a multiple column Balance Sheet type of report (normal amounts in one column and subtotals and totals in another column).  
If you use this type, the system will automatically print a multiple column Balance Sheet. You will only need to define one column for this type of report.
- **Spacer Column:** Since every column automatically retrofits all tabs to the right most setting of the previous column, you may use the Spacer Column type to add blank space between two columns, if desired.

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**NOTE:** In case of conflicts in **Column Type** versus **Grouping Type**, the type you assign here will override the grouping type assigned in **Maintain Financial Statement Groupings** unless you assigned a **Custom Grouping Type** (column defined) type. **Custom Grouping Type** will use the grouping type assigned for each grouping in that report.

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- **Column Width:** This field defines the width of the column.

If you are defining a **Description Type** or **Spacer Type** column, the system will ask for the column width. Enter a width that is wide enough not to truncate the descriptions. If you are defining any other type of column, the system will allow you to choose the format of the printing amounts, with or without cents, and the maximum length. The system will allow you to print for a maximum dollar amount of \$999,999,999,999.99 – giving the column a total width of 20 characters. The system will allow you to choose between different amount widths. Therefore, the columns will not have to use the full 20 characters. Select the format that best fits your needs.

You can also adjust the width of the column by clicking the left or right arrow at the heading of each column.

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**NOTE:** Since every column automatically retrofits all tabs to the right most setting of the previous column, you may use the Spacer Column type to add blank space between two columns, if desired.

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- **Print Column:** If you select this check box, the system will print the column. If you do not select this check box, the system will not print the column and the column's location is transparent.

You would set a column to not print when you are using that column to gather information for the use of another column. For example, let's say columns, 1, 2, and 3. Column 3 is a calculated column that will print the sum of columns 1 and 2. The information in columns 1 and 2 are not needed for our report, only the sum. Therefore, set column 1 and 2 to not print and set column 3 to print. The information in columns 1 and 2 is still gathered by the system, but not printed.

- **Heading Line:** Select this check box if you want the system to print an underscore between the column heading and the first report line.

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**NOTE:** If you select this check box and you are using a custom report font that is also marked to print an underscore, the report will have two lines printed between the heading and the first report line.

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- **Column Period:** This field allows you to define what period this column will print. The system will allow you to print for the current period, the last period, and any prior period up to 98 prior periods.

The system will also allow you to specify a column that is based on the total dollar amount of the transactions in a specified date range. To do this, select **Custom Period**. At the time of financial statement printing, if a **Custom Period** column is detected, the system will automatically prompt you for the date range. The system will only ask for this date range once, so you should have only one **Custom Period** column per financial.

The **Custom Period** feature provides the ability to print weekly, daily, etc. columns on the financials. The date range is limited to the current fiscal year. Using a date range column will take additional time to create the financials. The system will read the actual transactions created on each account to arrive at the final totals. Date range columns are for total transactions only, not for debit or credit only columns.

- **Amount Font:** This field allows you to define which font to use for the dollar amounts printed for this column. You can select to use the normal font or custom fonts 1, 2, or 3. Custom fonts are defined below under **Fonts**.
- **Amount To-Date:** This field allows you to define what types of amounts that will print in the column: **Month-to-Date**, **Quarter-to-Date**, **Year-to-Date**, **Account-to-Date**, or **Not Applicable**. If this column is not printing amounts, such as a **Description Type** column, you can assign this field to **Not Applicable**. For Balance Sheet accounts, refer to the amount for an account that is NOT cleared at year-end closing.

- **Company:** This field allows you to specify which company this column will print for. This option is used for defining financial reports that list different companies' information side-by-side.

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**NOTE:** If you use multiple companies on the financial statement, each company assigned should have the same or similar chart of accounts, financial statement line listing, groupings, etc.

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## Headings

- **Heading Information:** This section allows you to define the headings for each column. The system will allow you to enter up to 6 lines of information with 15 characters per line for a column.

If 15 characters is not enough for one line, you can enter the pipe symbol | (the shift of the backslash key on most keyboards), at the end of a line. This will cause the system to merge the line with the next line for the column. You can continue this function for a total capacity of 90 characters on one line. However, each heading line can be no wider than the width of the column.

The system will also allow you to use keywords in the column heading. Keywords are merge commands you can use with the column heading information. When you print the report the system will merge the appropriate responses for the keywords with the other column heading information. For example, if we had a heading of

For Period Ending:  
{LONGDATE}

the system would automatically insert the processing date for the keyword {LONGDATE}. This allows you to define one column heading shell that you can use for any company and date. For a list of available keywords, refer to the **Maintain Financial Statement Reports** section.

- **Justification:** Use this field to define how you want each line of the heading to be presented on the report.
  - **Center:** This will center the line in the column.
  - **Left:** This will print the line flush left in the column.
  - **Right:** This will print the line flush right in the column.
  - **Lean Left:** This will print the line beginning between the column center and the left margin.
  - **Lean Right:** This will print the line beginning between the column center and the right margin.
- **Font:** This field allows you to define which font to use for each heading line for this column. You can choose to use the normal font or custom fonts 1, 2, or 3. Custom fonts are defined in below.

To insert a new column, click >Insert. The system will insert a column into the Each Financial Statement Type consists of 1 to 30 columns. To change an existing column, **double-click** on the header of a column or select the >Column No. and then click >Edit.

- **Other Column Options:**
  - **Insert:** Insert a duplicate column at the current column position.
  - **Append:** Add a new column to the end of the column list. To change the newly appended column after adding, click >Edit.
  - **Delete:** Delete an existing column.
  - **Copy:** The system will insert a new column at the current column position based on the selected column to copy.
  - **Multiple-Column Headings:** You can make column headings span over multiple columns on the Financial Statements. Column headings are specified in the Financial Statement Types.

- **Heading:** Type the new heading name.
- **Heading Line Number:** Select the line number where the heading will be displayed.
- **Justification:** Select the alignment of the heading.
- **Font:** Select the font that you want applied to the heading.
- **From Column Number:** Type the column number where the heading will start.
- **To Column Number:** Type the column number where the heading will end.

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**Note:** You can define as many column headings (to span over several columns) as you have columns. If you have defined a multi-column heading for certain columns, the system will overwrite the existing heading with the specified multi-column heading. Therefore, you do not need to delete the existing heading.

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## Changing a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to change and click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Financial Statement Type** section.

## Deleting a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to delete and click **>Delete**.

## Renumbering a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to change and renumber and click **>Renumber**. The system will next prompt you for the new type number.

## Copying a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to copy and click **>Copy**. The system will prompt you for the new type number.

## Reverting to Default

CertiflexDimension Client Write-up software was shipped with numerous standard report types already created. A full listing of these standard report types is listed in the **Adding a Financial Statement Type** section. If you made changes to a standard report type and would like to return the type to the format it was in when the software shipped, you would use this option.

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to revert back to the default and click **>Current F/S Type**.

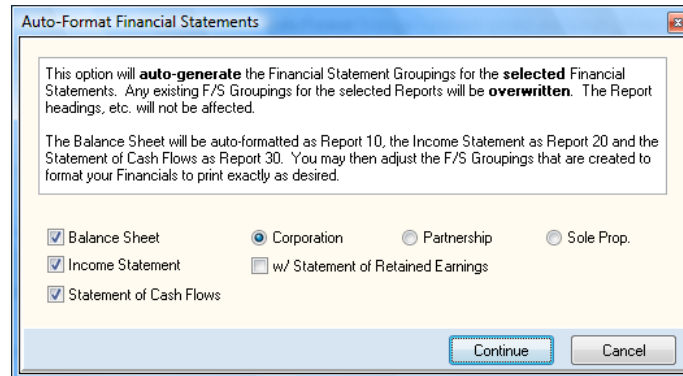
- **Current F/S Type:** Select this option to revert the currently selected type back to the format it was in when the software shipped.
- **Entire F/S Type File:** Select this option to revert all standard report types back to the format they were in when the software shipped. Selecting this option will cancel ALL changes you have made to the financial statement types for ALL companies since the installation of the software. Make sure to have a backup prior to selecting this option.

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## Auto-Format Financial Statements

The auto-format financials option pulls all the information you set up during the configuring process and creates the F/S groupings and total levels that make up your financial statements based on your current setting.

To Auto-Format Financials, select the option **>Auto-Format Financial Statements** and then click **>Maintain Now**.



This option has the ability to automatically format the grouping and total levels for the following reports:

- 10 - Balance Sheet
- 20 - Income Statement
- 30 - Statement of Cash Flows

You can auto-format the selected report or all reports. However, when you click **>Continue**, the current configuration on the selected report(s) will be overwritten. If you have done any configuring yourself, we strongly recommend making a backup or if you are using advanced F/S copy, the existing reports to unused report numbers before clicking **>Continue**.

If you select to auto-format the Balance Sheet, you have three options: Corporation, Partnership and Sole Proprietorship. The selection you make here determines the descriptions that print in the equity section of the Balance Sheet. The descriptions for each option are:

- Corporation
  - Stockholders' Equity
  - Net Income (Loss) - Y.T.D.
  - Total Stockholders' Equity
- Partnership
  - Partners' Equity
  - Net Income (Loss) - Y.T.D
  - Total Partners' Equity
- Sole Proprietorship
  - Owners' Equity
  - Net Income (Loss) - Y.T.D
  - Total Owners' Equity
  - If you select Income Statement, you have the option to have the system create a Statement of Retained Earnings. If you choose to have the system create a Statement of Retained Earnings for you, the following lines will print at the end of the Income Statement:
- Statement of Retained Earnings
  - Retained Earnings
  - Beginning Balance
  - "F/S Lines Assigned to Retained Earnings"
  - Ending Balance
  - Click **>Continue** after making your selections.



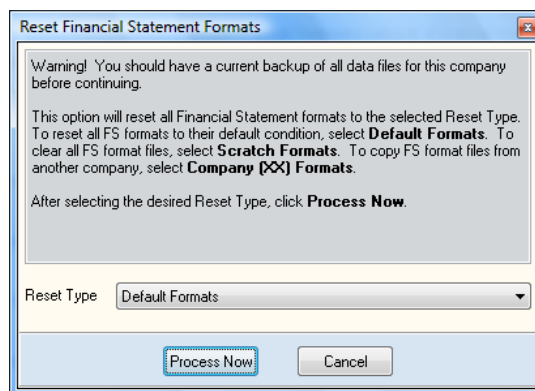
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## Reset Financial Statement Formats

This option allows you to create a new data file containing the financial statement report information. The system automatically creates the necessary financial statement report data file for you when you create a company. Therefore, you are not required to perform this option.

You would use this option if you have created financial statement reports and elected to scratch all information and start again; if you want to copy the financial statement report information from another company; or if you want to reset all financial statement report information to the way the system was defined when you installed the software.

To reset financial statement formats, select the option **>Reset Financial Statement Formats** and then click **>Maintain Now**.



Select the reset type you wish to perform and then click **>Process Now** to continue.

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## Format Financial Statements - Putting it all Together

When creating a new financial statement report from scratch, there are certain steps to take to define a new report correctly. In this section we will step you through the process of adding a new report for the Sample Client 00. Instead of stepping through each field that you can access when creating a new report, we will list each field and the input. For example, for a grouping description of ASSETS, we will list:

### Grouping Description: ASSETS

When creating reports, you can get extremely creative and complex. For this example, however, we will create a simple Balance Sheet report. The Balance Sheet report we will create is already defined in the system. Therefore, if you follow this example and create this report, you can delete it afterwards.

Our example will be a multiple column Balance Sheet report. Be sure the processing date is set to 12/31/08 as you are accessing the Sample Company. The Sample Company's ID is 00.

### Step 1

The first step is to create the financial statement report type. Select **>Maintain Financial Statement Types** and then click **>Maintain Now**.

- |                               |                         |
|-------------------------------|-------------------------|
| – <b>New F/S Type Number:</b> | – EXAMPLE-BS            |
| – <b>Type Name:</b>           | – Example Balance Sheet |

Now define the column information for this report type. For this report there are two columns, a text column and an amount column.

### COLUMN 1

<b>Column Type:</b>	Description Type
<b>Column Width:</b>	37
<b>Print Column:</b>	✓
<b>Heading Line:</b>	✓

## COLUMN 2

<b>Column Type:</b>	Multiple Column (Bal Sht)
<b>Column Format:</b>	\$100,000,000,000.00
<b>Print Column:</b>	✓
<b>Heading Line:</b>	✓

<b>Column Period:</b>	Current Period
<b>Amount Font:</b>	Normal
<b>Amount To-Date</b>	Year-to-Date
<b>Company:</b>	N/A (Default Company)
<b>Headings 1-6:</b>	All blank
<b>Font:</b>	Blank

## Step 2

The next step is to add the new report to the reports file. Click **>Maintain Financial Statement Reports** and then click **>Maintain Now**. Next click **>New**.

**Report Number:** 100

Now, define the different fields for this report. Below are inputs of our report for each of the different fields. Access each field and enter the information as you see it below.

<b>Report Name:</b>	Example Balance Sheet
<b>Report Type:</b>	EXAMPLE-BS
<b>Rounding F/S Line:</b>	30 - Petty Cash
<b>Heading:</b>	{COMPANY} Balance Sheet as of {LONGDATE}
<b>Footnotes:</b>	See Accountant's Compilation Report
<b>Prefixes:</b>	leave as set
<b>Report Main Font:</b>	Normal Financials Main Font

For all heading and footnote lines, set the justification to **Center** and font to **Default**.

### Step 3

The next step is to define the grouping lines for this report. Click **>Maintain Financial Statement Groupings** and then click **>Maintain Now**. Highlight report number 100 and click **>Edit Groupings**. Click **>New**. Our example will have several grouping lines. Each of the grouping lines are detailed below. Notice that some of the grouping lines have accumulators. The accumulator information is listed after the grouping information.

<b>Financial Statement Group Number:</b>	50
<b>F/S Grouping Type:</b>	
Heading & Description Type (Text Only)	
<b>F/S Group Description:</b>	ASSETS
<b>F/S Grouping Type:</b> Heading & Description Type	
<b>Tab Position:</b>	4
<b>% Group:</b> 0	
<b>Desc Prefix:</b>	None
<b>Skip Before:</b> 0	
<b>Skip After:</b> 1	
<b>Print if Zero:</b> Unchecked	
<b>Active:</b>	✓
<b>Financial Statement Group Number:</b>	70
<b>F/S Grouping Type:</b> Standard Range Type	
<b>F/S Group Description:</b>	Current Assets
<b>F/S Standard Grouping Type:</b> Detailed	
<b>Tab Position:</b>	0
<b>% Group:</b>	None
<b>Print if Zero:</b>	Unchecked
<b>Prefix:</b>	None
<b>Skip Before:</b>	1
<b>Skip After:</b>	0
<b>Print if Zero:</b> Unchecked	
<b>Active:</b>	✓
<b>ACCUMULATORS (F/S Group #70)</b>	
<b>Accumulator Type:</b>	Range of F/S Line Numbers
<b>Beginning F/S Line Number (From):</b>	30
<b>Ending F/S Line Number (To):</b>	50
<b>Accumulation Sign:</b>	Use Accumulated Amount
<b>Print Sign:</b>	Use Accumulated Amount

**Financial Statement Group Number:** 80

**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Total Current Assets	
<b>Total Level:</b>	Total Level	2
<b>Tab Position:</b>		4
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		1
<b>Print if Zero:</b>	Unchecked	
<b>Active:</b>	✓	
<b>Print Currency Sign:</b>	Unchecked	
<b>Switch Amount Sign:</b>	Unchecked	
<b>Print Status:</b>		
<b>Print Total and Clear Balance</b>		
<b>Underscore:</b>		None

**Financial Statement Group Number:** 150

**F/S Grouping Type:** Standard Range Type

<b>F/S Group Description:</b>	Property and Equipment
<b>F/S Standard Grouping Type:</b>	Detailed
<b>Tab Position:</b>	0
<b>% Group:</b>	0
<b>Desc Prefix:</b>	None
<b>Skip Before:</b>	1
<b>Skip After:</b>	0
<b>Print if Zero:</b>	Unchecked
<b>Active:</b>	✓

#### **ACCUMULATORS (F/S GROUP #150)**

<b>Accumulator Type:</b>	Range of F/S Line Numbers	
<b>Beginning F/S Line Number (From):</b>		110
<b>Ending F/S Line Number (To):</b>		180
<b>Accumulation Sign:</b>	Use Accumulated Amount	
<b>Print Sign:</b>	Use Accumulated Amount	

**Financial Statement Group Number:** 160  
**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Total Property and Equipment	
<b>Total Level Type:</b>	Total Level	2
<b>Tab Position:</b>		4
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		1
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓
<b>Print Currency Sign:</b>		Unchecked
<b>Switch Amount Sign:</b>		Unchecked
<b>Print Status:</b>	Print Total and Clear Balance	
<b>Underscore:</b>		None

**Financial Statement Group Number:** 190  
**F/S Grouping Type:** Standard Range Type

<b>F/S Group Description:</b>	Other Assets (Detail)	
<b>F/S Standard Grouping Type:</b>	Detailed	
<b>Tab Position:</b>		0
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		1
<b>Skip After:</b>		0
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓

#### ACCUMULATORS (F/S GROUP #190)

<b>Accumulator Type:</b>	Range of F/S Line Numbers	
<b>Beginning F/S Line Number (From):</b>		190
<b>Ending F/S Line Number (To):</b>		190
<b>Accumulation Sign:</b>	Use Accumulated Amount	
<b>Print Sign:</b>	Use Accumulated Amount	

**Financial Statement Group Number:** 200  
**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Total Other Assets	
<b>Total Level Type:</b>	Total Level	2
<b>Tab Position:</b>		4
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		1
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓
<b>Print Currency Sign:</b>		Unchecked
<b>Switch Amount Sign:</b>		Unchecked
<b>Print Status:</b>	Print Total and Clear Total Balance	
<b>Underscore:</b>	Single	

**Financial Statement Group Number:** 230  
**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Total Assets	
<b>Total Level Type:</b>	Total Level	5
<b>Tab Position:</b>		4
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		0
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓
<b>Print Currency Sign:</b>		Unchecked
<b>Switch Amount Sign:</b>		Unchecked
<b>Print Status:</b>	Print Total and Clear Balance	
<b>Underscore:</b>	Double	

**Financial Statement Group Number:** 240  
**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Clear Total Level	
<b>Total Level Type:</b>	Clear All Total Levels	
<b>Tab Position:</b>		99
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		1
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓
<b>Print Currency Sign:</b>		Unchecked
<b>Switch Amount Sign:</b>		Unchecked
<b>Print Status:</b>	Clear Total Only – Do not Print	
<b>Underscore:</b>		None

**Financial Statement Group Number:** 250  
**F/S Grouping Type:** Heading & Description Type (Text Only)

**F/S Group Description:** LIABILITIES & EQUITY  
**F/S Standard Grouping Type:** Heading & Description Type

**Tab Position:** 4  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 99  
**Skip After:** 1  
**Print if Zero:** Unchecked  
**Active:** ✓

**Financial Statement Group Number:** 260  
**F/S Grouping Type:** Heading & Description Type (Text Only)

**F/S Group Description:** Current Liabilities  
**F/S Standard Grouping Type:** Heading & Description Type

**Tab Position:** 0  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 1  
**Skip After:** 0  
**Print if Zero:** Unchecked  
**Active:** ✓

**Financial Statement Group Number:** 270  
**F/S Grouping Type:** Standard Range Type

**F/S Group Description:** Current Liabilities  
**F/S Standard Grouping Type:** Detailed

**Tab Position:** 2  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 0  
**Skip After:** 0  
**Print if Zero:** Unchecked  
**Active:** ✓

**ACCUMULATORS (F/S GROUP #270)**

**Accumulator Type:** Range of F/S Line Numbers  
**Beginning F/S Line Number (From):** 200  
**Ending F/S Line Number (To):** 240  
**Accumulation Sign:** Reverse Sign on Amount  
**Print Sign:** Reverse Sign on Amount



<b>Financial Statement Group Number:</b>		280
<b>F/S Grouping Type:</b>	Total Level Type	
<b>F/S Group Description:</b>	Total Current Liabilities	
<b>Total Level Type:</b>	Total Level	2
<b>Tab Position:</b>		0
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		1
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓
<b>Print Currency Sign:</b>		Unchecked
<b>Switch Amount Sign:</b>		Unchecked
<b>Print Status:</b>	Print Total and Clear Total Balance	
<b>Underscore:</b>		None

<b>Financial Statement Group Number:</b>		310
<b>F/S Grouping Type:</b>	Standard Range Type	
<b>F/S Group Description:</b>	Long-Term Liabilities	
<b>F/S Standard Grouping Type:</b>	Detailed	
<b>Tab Position:</b>		0
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		0
<b>Print if Zero:</b>		Unchecked
<b>Active:</b>		✓

#### ACCUMULATORS (F/S GROUP #310)

<b>Accumulator Type:</b>	Range of F/S Lines Numbers	
<b>Beginning F/S Line Number (From):</b>		250
<b>Ending F/S Line Number (To):</b>		260
<b>Accumulation Sign:</b>	Reverse Sign of Amount	
<b>Print Sign:</b>	Reverse Sign of Amount	

**Financial Statement Group Number:** 320

**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Total Long-Term Liabilities	
<b>Total Level Type:</b>	Total Level 2	
<b>Tab Position:</b>		4
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		1
<b>Print if Zero:</b>	Unchecked	
<b>Active:</b>	✓	
<b>Print Currency Sign:</b>	Unchecked	
<b>Switch Amount Sign:</b>	Unchecked	
<b>Print Status:</b>	Print Total and Clear Total Balance	
<b>Underscore:</b>		Single

**Financial Statement Group Number:** 330

**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Clear Total Level	
<b>Total Level Type:</b>	Total Level 2	
<b>Tab Position:</b>		99
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		0
<b>Print if Zero:</b>	Unchecked	
<b>Active:</b>	✓	
<b>Print Currency Sign:</b>	Unchecked	
<b>Switch Amount Sign:</b>	Unchecked	
<b>Print Status:</b>	Clear Total Only – Do not Print	
<b>Underscore:</b>		None

**Financial Statement Group Number:** 350

**F/S Grouping Type:** Total Level Type

<b>F/S Group Description:</b>	Total Liabilities	
<b>Total Level Type:</b>	Total Level 3	
<b>Tab Position:</b>		4
<b>% Group:</b>		0
<b>Desc Prefix:</b>		None
<b>Skip Before:</b>		0
<b>Skip After:</b>		0
<b>Print if Zero:</b>	Unchecked	
<b>Active:</b>	✓	
<b>Print Currency Sign:</b>	Unchecked	
<b>Switch Amount Sign:</b>	Unchecked	
<b>Print Status:</b>	Print Total and Clear Total Balance	
<b>Underscore:</b>	Single	

**Financial Statement Group Number:** 360  
**F/S Grouping Type:** Heading & Description  
Type (Text Only)

**F/S Group Description:** Stockholder's Equity  
**F/S Standard Grouping Type:** Heading & Description Type

**Tab Position:** 0  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 1  
**Skip After:** 0  
**Print if Zero:** Unchecked  
**Active:** ✓

**Financial Statement Group Number:** 370  
**F/S Grouping Type:** Standard Range Type

**F/S Group Description:** Stockholder's Equity  
**F/S Standard Grouping Type:** Detailed

**Tab Position:** 2  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 0  
**Skip After:** 0  
**Print if Zero:** Unchecked  
**Active:** ✓

**ACCUMULATORS (F/S GROUP #370)**

**Accumulator Type:** Range of F/S Line Numbers  
**Beginning F/S Line Number (From):** 280  
**Ending F/S Line Number (To):** 330  
**Accumulation Sign:** Reverse Sign on Amount  
**Print Sign:** Reverse Sign on Amount

**Financial Statement Group Number:** 380  
**F/S Grouping Type:** Net Income From Income Statement

**F/S Group Description:** Net Income (Loss)  
- Y-T-D  
**F/S Standard Grouping Type:** Net Income From Income Statement

**Tab Position:** 2  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 0  
**Skip After:** 0  
**Print if Zero:** Unchecked  
**Active:** ✓

**Financial Statement Group Number:** 390  
**F/S Grouping Type:** Total Level Type

**F/S Group Description:** Total Stockholder's Equity  
**Total Level Type:** Total Level 2  
**Tab Position:** 4  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 0  
**Skip After:** 1  
**Print if Zero:** Unchecked  
**Active:** ✓  
**Print Currency Sign:** Unchecked  
**Switch Amount Sign:** Unchecked  
**Print Status:** Print Total and Clear Total Balance  
**Underscore:** Single

**Financial Statement Group Number:** 420  
**F/S Grouping Type:** Total Level Type

**F/S Group Description:** Total Liabilities & Equity  
**Total Level Type:** Total Level 5  
**Tab Position:** 6  
**% Group:** 0  
**Desc Prefix:** None  
**Skip Before:** 0  
**Skip After:** 1  
**Print if Zero:** Unchecked  
**Active:** ✓  
**Print Currency Sign:** ✓  
**Switch Amount Sign:** Unchecked  
**Print Status:** Print Total and Clear Total Balance  
**Underscore:** Double

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## Consolidation Ledgers

The consolidation feature allows you to easily generate financial statements that include the balances for more than one ledger. This feature is very helpful for in performing partnership accounting, accounting for joint ventures, or accounting for holding companies. You can also use this feature if the owner or owners of the business own more than one company and need to obtain a consolidated picture of their total holdings.

When using the consolidation feature, you must first define each consolidation entity. Then, normally at the end of each accounting period, you should execute the option to perform the consolidation. You can then print the consolidated financial statements for each entity that was consolidated.

### Special Notes about the Consolidation Feature

- CertiflexDimension Client Write-up actually uses two different types of ledger files: client ledger files and consolidation entity ledger files. The type here is the consolidation entity ledger files.

When you first define a consolidation entity in this program, the system will ask you to assign it a consolidation entity number. The consolidation entity number is basically the same as the client ID used by client ledger files, and is used by the system to allow access of the consolidation entity type of ledger file. However, to differentiate consolidation entity ledger files from client ledger files, the system requires that you assign consolidation entity files a unique consolidation entity number between 50 and 99. This means that you cannot use a client ID for any of the client files within this special range.

- For each consolidation entity you define, you are allowed to enter up to 100 clients, jobs, or other ledgers to include in the entity. For each ledger, you can specify the percentage of ownership that the entity has for the ledger.

It is important to note that a consolidation entity may include up to 100 different client ledgers, job ledgers, or other consolidation entities. Because you can have up to 50 different consolidation entities, each of which can include up to 100 different company, job, or consolidation entity ledgers, this feature lets you consolidate to virtually any level that you wish.

An example will help illustrate how this works. Let's say that you create three consolidation entities, each of which contains 100 different ledger files. The entity numbers for these entities are 51, 52, and 53. You could then create another consolidation entity (entity number 54) that includes the previous three consolidation entity numbers 51, 52, and 53. Once all the consolidations are performed for 51, 52, and 53, you consolidate entity 54. Entity 54 will contain the financial information for 300 ledgers.

You should also note that you could include an individual ledger in more than one consolidation entity and with different percentages of ownership for each entity, if desired.

In addition, a consolidation entity does not have to be comprised of more than one ledger. For example, if the company is owned by more than one individual and each individual would like a financial statement that reflects only their percentage of ownership, you can define a consolidation entity that has just the one company's ID defined with a percentage of ownership based on a particular owner's percentage of ownership. As an example, let's say we have one company owned by three individuals. We could define entity 51 with a percentage of ownership of 20%, entity 52 with a percentage of ownership of 45% and entity 53 with a percentage of ownership of 35%. You would then consolidate each entity and print the financial statements for each entity to reflect each owner's share of the company.

- All ledgers included in a consolidation entity should share a common, or very similar, chart of accounts because the consolidation process combines the balances of all accounts with the same account number (without regard to the account name). If account 1200 is Accounts Receivable in one ledger and Inventory in another, you will obtain results that are incorrect when the two ledgers are consolidated together.
- All ledgers in a consolidation entity, and the entity itself, should also share a common financial statement format. This means, they should all be using the standard format or custom formats that are very similar, if not identical. For example, if the ledgers to consolidate all have different financial statement line numbers defined, the consolidated financial statement will be incorrect.

When you initially define a consolidation entity from this program, the system automatically creates a financial statement line and grouping file for the ledger designation (entity number). These files are the financial statement line and groupings files of the first ledger that you defined on the entity's setup screen.

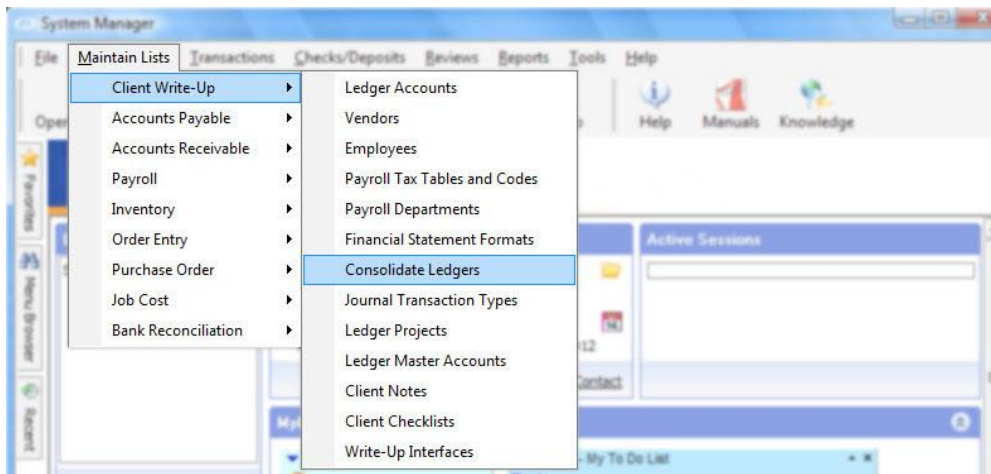
Because the consolidation entity files are like any other ledger file, you can make changes to or totally customize their financial statement formats if you choose. When financial statements are generated for a consolidation entity, the system will access its financial statement line and grouping files to determine how to print the financials.

- With regard to financial statement formatting, please note that the consolidation feature provides an added benefit that may not be obvious. If for some reason you would like to have multiple financial statement printing formats for a single general ledger file, you can use this feature to do so. Simply define a consolidation entity that has only that single ledger in it. You can then customize the financial statement printing format for the consolidation entity and consolidate this special consolidation entity each accounting period. The effect will be to simply copy the ledger to a different file designation, which can have its own financial statement line and grouping file.
- The consolidation process performed by this program can consolidate account balances and transactions. You can then print transaction reports for the consolidation entity.
- The system will allow you to post transactions to a consolidated entity. However, you should never do so. A consolidated entity does not have dated files. It only has one set of files. Each time you consolidate, the system deletes the previous consolidated files and creates new ones. If transactions were posted to a consolidated entity, they would be lost when you do the next consolidation for that entity.

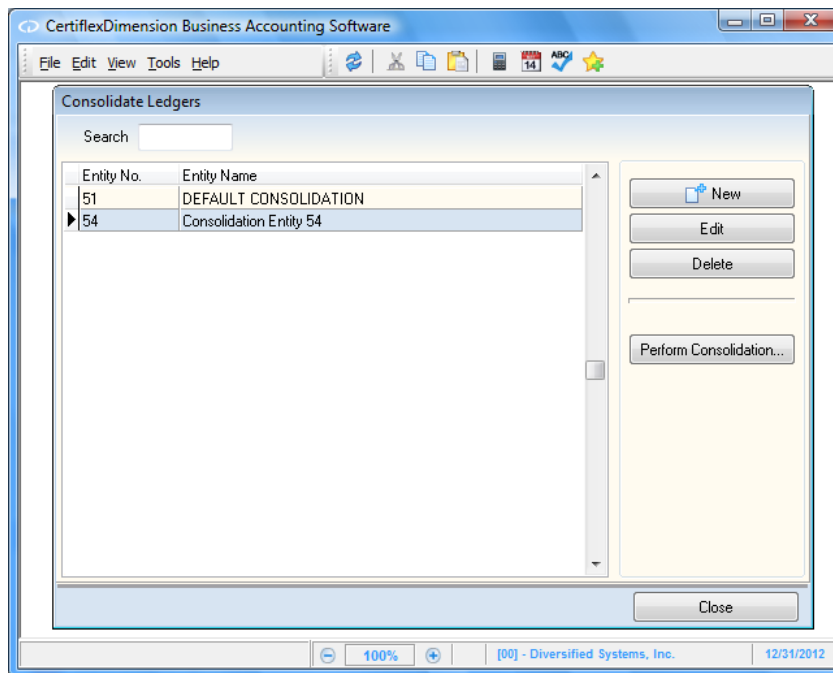
If you need to have a way to post to a consolidated entity, we suggest you create an adjusting entry company that is part of the consolidated entity group. When adjustments need to be made to a consolidated entity, you would make the adjustments to the adjusting entry company, and then re-consolidate the entity.

- When you add a new consolidation entity, the system will automatically create the Master Data information and the Control File information for you. In addition, if you delete an entity, the system will automatically remove the Master Data information for the entity from the Control File.
- The use of the consolidation feature is entirely optional. If you are processing a single company on the system or are processing several, but they are unrelated by ownership, you may never need to use this feature.
- When you consolidate ledgers, the system is not checking for the fiscal year end for each ledger. You should make sure that each ledger in an entity has the same fiscal year. If you consolidate ledgers that have different fiscal years, the system will not match period one of one ledger, which might be January, to period one of the next ledger, which could be September. The system will only match January to January and September to September. The system uses the first ledger assigned to an entity as the entity's fiscal year end definition.

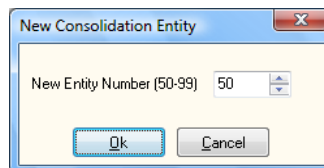
To access the Consolidate Ledgers feature, click **>Maintain Lists >Client Write-up >Consolidate Ledgers**.



## Adding a Consolidation Entity



To add a new consolidation entity, click **>New**. The system will prompt you for the following:



- **Entity Number:** Select an unused entity number between 50 and 99 and click **>Ok**. The system will then display the **Edit Consolidation Entity** window.

Company/Job	Name	Ownership %
00	Diversified Systems, Inc.	75%
01	The Sample Company	25%

- **Name:** Enter the name for this consolidation. The name you enter here will print as the company name on the Control File, Master Data screens and reports.
- **Company/Job List:** This section allows you to define the different companies, jobs, and other consolidation entities to consolidate together. To add a new company, job, or entity ID number to the entity list, click > **Add**.
  - **Type:** Select what type of ID number you wish to add to this entity, either **Company** or **Job**.

---

**NOTE:** If you are adding another entity number to this entity, select **Company**.

---

- **Company/Job Number:** Select or enter the company, job, or entity ID number to add for this entity.
- **Ownership %:** Enter the selected company, job, or entity's percentage of ownership for this ledger. The percentage that you enter here does not have to be a whole percentage. The percentage you enter will determine what percentage of each of the consolidated ledger's account balances will be included when the consolidation is performed.

The system will allow you to enter up to 100 different companies, jobs, or other consolidation entity numbers per entity definition screen.

When you add a new consolidation entity, the system will automatically add the entity to the Control File. You can then access and define the Master Data information for this entity.

To change a company, job, or entity's ledger information, select the company, job, or entity to change and click >**Edit**. To remove a company, job, or consolidation entity from the current consolidation, select the company, job, or entity and then click >**Delete**.

### Adding all Jobs to an Entity

When you add a new consolidation entity or change an existing entity, you can easily have the system automatically add all jobs for the current company to the new consolidation entity. This allows you to consolidate all job information into one entity, if needed.

When the Consolidate Ledgers screen is displayed, enter the entity number to change in the **Entity** field. When a valid entity number is entered, click >**Options** and then click >**Add All Jobs**.

---

**NOTE:** This option is only available if you process job costing.

---

### Changing a Consolidation Entity

When the Consolidate Ledgers screen is displayed, enter the entity number to change in the **Entity** field. When a valid entity number is entered, the system will display the information for the selected consolidation entity. For detailed information on each field displayed, refer to **Adding a Consolidation Entity** section.



## Deleting a Consolidation Entity

When the Consolidate Ledgers screen is displayed, enter the entity number to delete in the **Entity** field. When a valid entity number is entered, the system will display the information for the selected entity. Click **>Options >Delete Entity**.

## Performing a Consolidation

Performing a consolidation adds the account balances in all ledgers included in the entities selected for consolidation. Normally, you will only execute this option after all the included ledgers are closed for the period (completely posted). You should normally execute this option one time per month for each consolidation entity.

---

**NOTE:** If you perform a consolidation and later make any adjusting entries to any company, job, or other entity assigned to the consolidation entity, you must reconsolidate the entity. Reconsolidating the entity allows the system to bring the adjusting entries for the company, job, or other entity into the consolidated entity's files.

---

When you perform a consolidation, the system will do the following:

- The system opens the first ledger file that is included in the consolidation entity. Its accounts and account balances are transferred to the new consolidation entity file. The amount of the balances transferred will depend on the percentage of ownership previously specified for this ledger on the entity's definition.
- The system then opens the next ledger defined for the consolidation entity. For each account encountered, the system will check to see if the same account number is already on the consolidation file. If so, it will calculate the percentage of ownership of that balance and add the results to the existing balance on the consolidation file. If there is no such account number on the consolidation file, it will create a new account/financial statement line number on the consolidation file and store the correct percentage balance with it.
- Step 2 is then repeated for each ledger/job/entity defined for the selected consolidation entity. When the process is complete, a new file is created with a ledger designation corresponding to the consolidation entity number. This file is just like any other ledger file. You can print all desired consolidated financial statements using the entity's ID number of 50 to 99.

When the Consolidate Ledgers screen is displayed, click **>Perform Consolidation**.

- **From:** Select the first entity to consolidate.  
**To:** Select the last entity to consolidate.
- **Consolidate Account Detail:** Select this check box if you want the system to consolidate all transactions for each company ledger in addition to the balances. This will allow you to print audit trails for the consolidated entity. This option is not available for job transactions.

---

**NOTE:** If this option is selected, the consolidation time can increase significantly. The system has to read through each ledger and entity you are consolidating for. The amount of time this takes depends on the number of entities you are consolidating, the number of ledgers per entity, and the number of transactions per ledger.

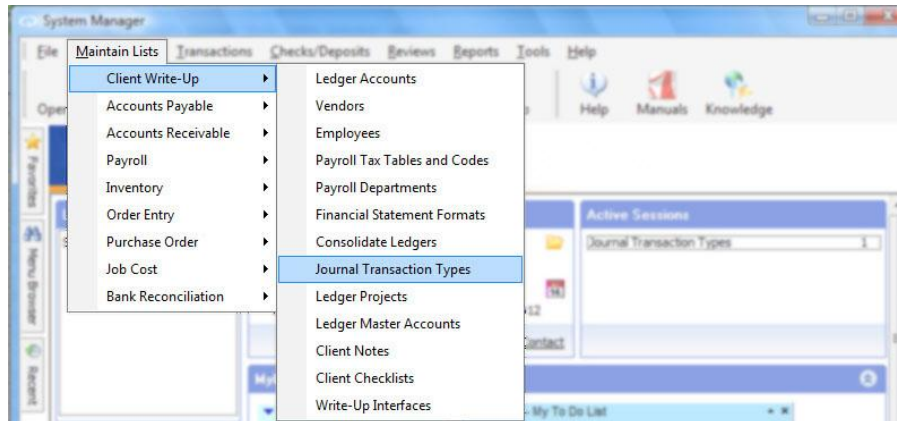
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- **Non-Posted Job Accounts Only:** Select this check box if you want the system to consolidate only the transactions that have not been posted to the General Ledger for job type ledgers.

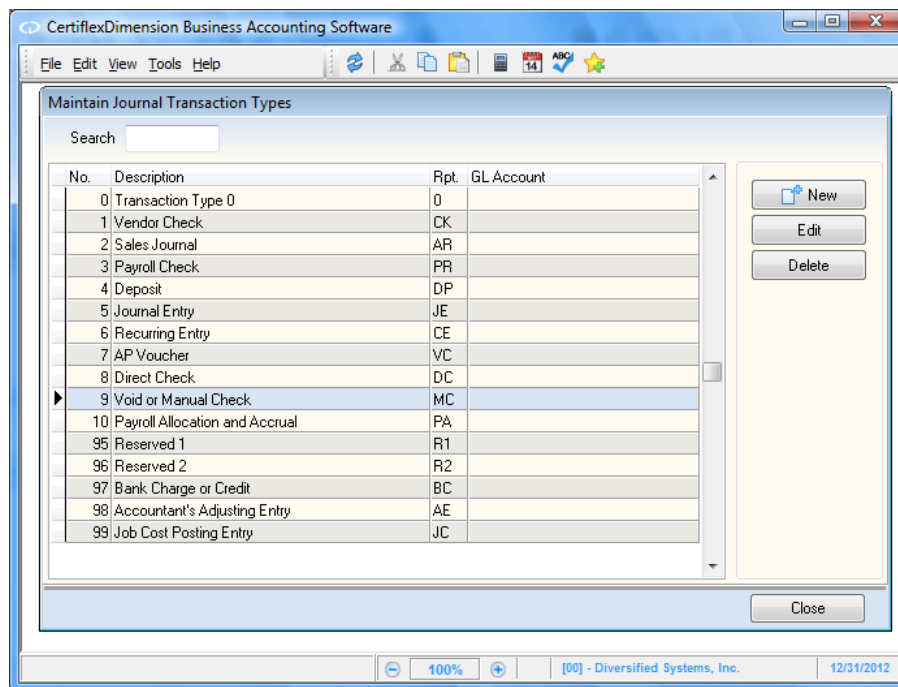
## Maintain Journal Transaction Types

The system uses transaction types when you post ledger transactions. The system also uses transaction types to group like transactions together. You are allowed to define up to 99 different transaction types.

To access the Maintain Transaction Types feature, click **>Maintain Lists >Client Write-up >Journal Transaction Types**

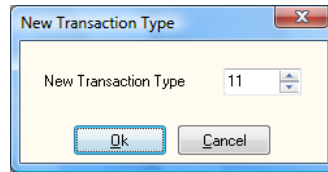


## Adding a Transaction Type



To add a new transaction type,

click **>New**. The system will prompt you for the following:

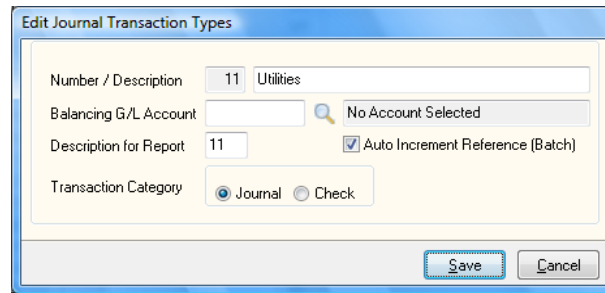
A small dialog box titled "New Transaction Type" with a close button (X) in the top right corner. It contains a label "New Transaction Type" followed by a text input field containing the number "11". At the bottom are "Ok" and "Cancel" buttons.

- **Number:** Enter a new transaction type number between 11 and 94. The system will then display the **Edit Journal Transaction Types** window.

---

**NOTE:** Transaction types 1 through 10 and 95 through 99 are reserved by the system.

---

A dialog box titled "Edit Journal Transaction Types". It contains several fields: "Number / Description" with "11" and "Utilities"; "Balancing G/L Account" with a search icon and "No Account Selected"; "Description for Report" with "11" and a checked "Auto Increment Reference (Batch)" checkbox; and "Transaction Category" with radio buttons for "Journal" (selected) and "Check". "Save" and "Cancel" buttons are at the bottom right.

- **Description:** Enter the description for this transaction type. This is the description you will see on the transaction type listing screens.
- **Balancing G/L Account:** If you want a balancing General Ledger account assigned to this transaction type, define that account here. The default account is used when you choose to balance journal entry transactions.

If you do not want a default General Ledger account assigned to this transaction type, leave this field blank.

- **Description for Reports:** This field is used in the detailed General Ledger reports as an abbreviation for the transaction type.
- **Transaction Category:** Each transaction type must be set to one of two categories: **Journal** or **Check**. Check the appropriate category for this transaction type.

Transaction types assigned to a **Journal** category will print on the General Journal report. Transaction types assigned to the **Check** category will print on the Check Register report.

For these reports to print the correct transaction type information, be sure you assign the new transaction type to the correct category.

- **Auto Increment Reference (Batch):** Select this check box if you want the system to automatically increment non-check reference numbers during batch transaction entry.

Once the information is defined, click **>Save** to validate and save the new transaction type.

## Changing a Transaction Type

When the Maintain Transaction Types screen is displayed, enter the transaction type number to change in the **Transaction Type** field. When a valid transaction type number is entered, the system will display the transaction type's information. For detailed information on each field displayed, refer to the **Adding a Transaction Type** section.

---

**NOTE:** When you change transaction types 1-10 and 95-99, the system will only allow you to change the **Transaction Description**, the **Default General Ledger Account**, and the **Description for Batch** fields. Transaction types 1-10 and 95-99 are preset and required by the system.

---

---

If you change the **Transaction Description** for transaction types 1-10 or 95-99, you will not change the transaction type's function. For example, if you changed the description for transaction type 1 from Vendor Checks to Deposits, the system will still treat transaction type 1 as vendor checks; however, vendor check descriptions printed on the check registers will say Deposits.

You may wish to change the **Transaction Descriptions** of transaction types 1-10 or 95-99 to more closely match your terminology.

---

## Deleting a Transaction Type

When the Maintain Transaction Types screen is displayed, enter the transaction type number to delete in the **Transaction Type** field. When a valid transaction type number is entered, the system will display the information for the selected transaction type. Click **>Delete**.

---

**NOTE:** The system will not allow you to delete transaction types 1-

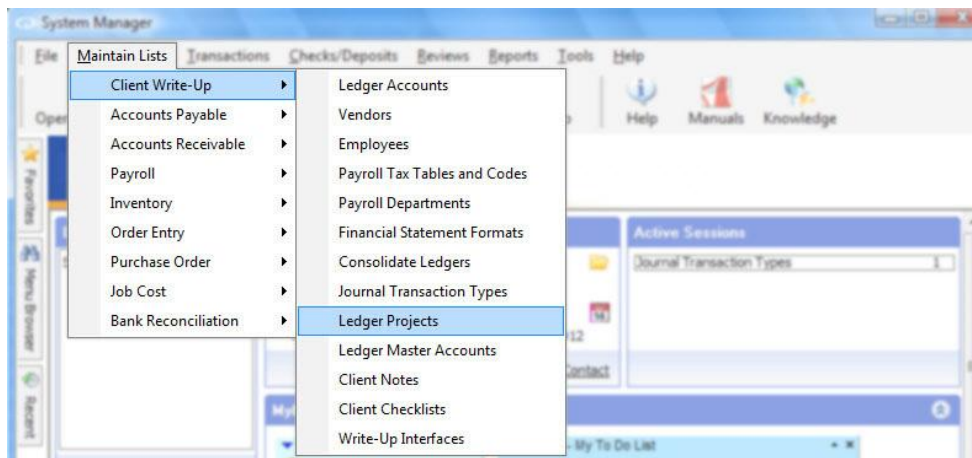
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## Maintain Ledger Projects

Projects can be defined as sub-ledger accounts used to track expenses or income originating from multiple sources lasting any duration of time.

An example where projects might be useful would be in the construction of a home. You may wish to track each contractor's activity such as framing, roofing, drywall, etc. as separate projects. By defining each task involved in constructing a home as a different project, you can then keep track of the activity for each task and generate reports showing the performance of each.

To access Maintain Ledger Projects, click **>Maintain Lists >Client Write-up >Ledger Projects**.



## Adding a Project

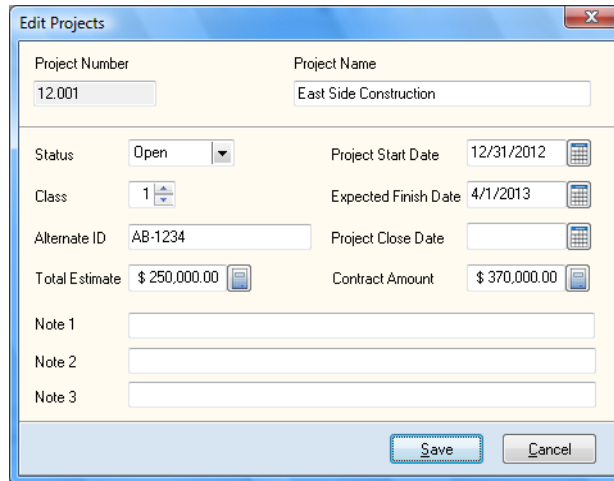
To add a new project, click **>New**. You will then be prompted for a **Project Number**.

A screenshot of the 'Add New Project' dialog box. It has two input fields: 'New Project Number' with the value '12.001' and 'New Project Name' with the value 'East Side Construction'. At the bottom, there are 'Save' and 'Cancel' buttons.

By default, the project number will start with the last two digits of the current year, followed by a decimal and a number from 001 to 999. These numbers will be assigned in sequence, and cannot be reused.

After entering the project number, enter the **Project Name**. This field supports up to 38 alpha/numeric characters.

After the project number and name have been defined, click **>Ok**. The system will then display the **Edit Projects** window.



- **Status:** From this pull-down menu, select whether the project is open (active) or closed (inactive). If the project status is set to **Open**, you are allowed to record to the project. If the project status is set to **Closed**, transactions can no longer be recorded.
- **Project Start Date:** The start date for the project will default to the current processing date. You can assign a new start date by entering it in this field.
- **Class:** Use the arrow keys to select a class for this project. Classes can be used to group project types or projects with common characteristics.
- **Expected Finish Date:** Enter the estimated project completion date in this field.
- **Alternate ID:** To designate an alternate ID for this project, enter it in this field. This alternate ID can be used to identify the project with specific information such as a contract number or other reference.
- **Project Close Date:** When the project is complete, enter the date closed in this field.
- **Total Estimate:** Enter the total estimate for the project in this field.
- **Contract Amount:** Enter the contract amount for the project in this field.
- **Note 1/Note 2/Note 3:** Use these fields to record information you wish to retain regarding the project.

Click **>Save** to accept.

## Editing a Ledger Project

You can edit an existing project from **Maintain Ledger Projects**. To edit a project, highlight the project from the list and click **>Edit**. If the project is closed and does not appear on the list, click **>Show Open Projects Only** to show all open and closed projects.

Please refer to the **Adding a Ledger Project** section for a detailed explanation of the prompts. Once you have made your changes, click **>Save** and you will be returned to the **Maintain Ledger Projects** window.

## View Project Detail

You can view all transaction detail recorded to a project from **Maintain Ledger Projects**. To show the project detail, highlight the project from the list and click the **View Project Detail** button.

When viewing the project detail, a breakdown of each ledger account's month-to-date, quarter-to-date, year-to-date, and project-to-date totals will be displayed on the left of the screen. Detailed transactions for the highlighted ledger account will be displayed on the right of the screen. By default, the detailed information will be displayed for the current year. You can select to display the month, quarter, year, or complete project-to-date detail.

## Project Reports

You can print various project reports from **Maintain Ledger Projects**. To print reports, click on the **Reports** button.

- **Project Range:** Select the beginning and ending project numbers for the projects you wish to appear on the report. By default, all ledger projects will be included.
- **Include Open Projects Only:** Check this box to include open projects only. To include both open and closed projects, un-check this box.
- **Project Cycle Range:** Select the beginning and ending project cycles (1 – 99) to include on the report.
- **Report to Print:** Select the report you wish to print.
  - **Month-to-Date Summary:**
  - **Quarter-to-Date Summary:**
  - **Year-to-Date Summary:**
  - **Project-to-Date Summary:** These reports present a summary of project information by project. This information includes ledger account number, account name, and the total for the date range selected.
  - **Year-to-Date Profit Summary:** This report will show a year-to-date summary of revenue, expenses, profit, and other amounts for each project.
  - **Project Listing:** This is a listing of each project including the project number, description, class, status, project start date, and estimated completion date.
  - **Month-to-Date Detailed**
  - **Quarter-to-Date Detailed**
  - **Year-to-Date Detailed**
  - **Project-to-Date Detailed:** These reports present the information included in summary reports, but also includes transaction detail for each project.
  - **Project-to-Date Profit Summary:** This report will show a project-to-date summary of revenue, expenses, profit, and other amounts for each project.
  - **Project Maintenance:** This report will show all information for each project, including additional descriptions, notes, contract amounts, and estimates.

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## Maintain Ledger Master Accounts

The purpose of master accounts is to promote easy definition and management of more complicated chart of account designs. *More complicated* refers to very large charts of accounts with integral departments, regions, locations, etc.

The CertiflexDimension master accounts system, when properly used, will greatly reduce account definition time, account definition errors, and inconsistencies. Whether there are two departments in one location, or multiple departments, each in multiple locations, you will find master accounts saving valuable time and disk space.

Each of the various sections of the account (department, location, region, etc.) is referred to in the master accounts as a **Category**. Master accounts supports up to nine separate categories, each of which is easily configured to your specifications. Master Accounts lets you tell the system how to separate the accounts into categories.

Because the innovations in master accounts are so unique, they may seem confusing at first. We recommend you browse this section to get a general idea of the concept involved. After you are more comfortable with other features and capabilities of CertiflexDimension Client Write-up, you should carefully read this section again and experiment with the Sample Company's data files in order to fully learn this system. The proper use of master accounts can save you time during account setup. You will find that the chart of accounts will be much cleaner, easier to read, more accurate and considerably more professional in scope and appearance if you make full use of Ledger Master Accounts.

While initially, the concepts and configurations of master accounts may appear complex, its power lies in its simplicity, which can best be explained in an example.

Company A has 4 departments with each department having 100 possible revenue and expense accounts. In order to define Company A's chart of accounts without the master accounts, you would have to add 400 accounts (100 for each department). As Company A grew and added more departments, you would continually have to add 100 accounts to the chart. Not only is this time consuming, but invariably errors and inconsistencies will appear in the chart of accounts. Account number 7203 might be named "Repairs and Maintenance - Dept. #3" and a year later when the same account is added for department 6 (account 7206), it could easily be identified as "Dept 6 - Repairs & Maint." This may seem a bit trivial at first, but when you review an audit trail for 600 accounts all identified in a slightly different manner, it becomes annoying and portrays confusion and a lack of professionalism.

To effectively use master accounts for the above example set up two categories. The first category could be called "Account Number", and the second could be "Department". How you identify the categories is completely your choice for internal use only. Make the first three digits of the General Ledger accounts reflect the Account Number and the next digit reflect the Department. Configure Category 1 (Account Number) a length of 3 characters and Category 2 (Department) a length of 1 character, making the total account number length 4 characters. Then add the 100, 3-character account numbers to the master accounts system in Category 1 (Account Number) and the 4 departments in Category 2 (Department).

Now you have defined the master accounts and are ready to post transactions. When you first access an account, the system will automatically add the actual General Ledger account based on the definition in master accounts, and each account will be consistent with all others. Instead of adding 400 accounts to the chart of accounts, we only added 104 accounts to master accounts (100 accounts and 4 departments).

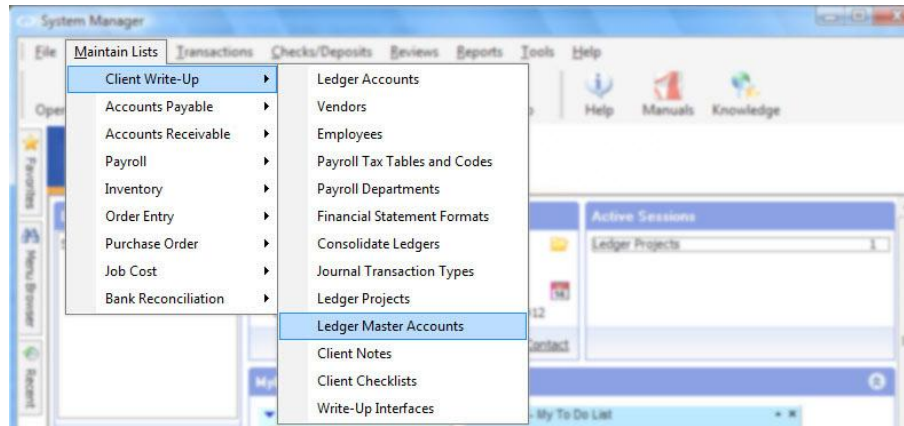
Now, as Company A grows and adds 2 new departments, instead of adding 200 accounts to the chart, we simply add the new department to the master accounts system. Once the accounts are accessed the first time, they are automatically added to the General Ledger and treated as any other account.

In the example, the master accounts saved the time of manually adding nearly 300 accounts to the chart by adding 104 master accounts in lieu of 400 regular accounts. This would have saved countless hours of setup time.

The more complicated the account structure, the more powerful master accounts becomes. For example, suppose Company B operates in each of the 48 contiguous states with an average of 8 offices in each state with each office doing full cost accounting for 6 different departments. There are 150 possible expense accounts for each department, although no single department would ever use all 150. However, if the company wanted to have every possible General Ledger expense account, you would have to add 345,600 accounts ( $48 \times 8 \times 6 \times 150$ ). Using the master accounts system, you would only add 212 ( $48 + 8 + 6 + 150$ ).

While Company B's example is obviously a stretch, you can begin to recognize the many reasons to use master accounts when possible.

To access Maintain Master Accounts, click **>Maintain Lists >Client Write-up >Ledger Master Accounts**.



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**NOTE:** The Ledger Master Account system works on a universal update method. This means that individual changes are not saved until you select **>Save All Changes**. Due to the nature of this type of updating, only one user should update master accounts at a time.

---

## Configuring Master Account Categories

Categories allow you to separate the accounts by sections meaningful to you. These sections might represent departments, regions, locations, or partners and the main account number. You can define up to nine different categories provided the final account number does not exceed the 12-character maximum.

### 850-85-A

For example, in the above account, **850** represents the account number, **85** represents the region and **A** the department. Each of these three sections requires a category. Therefore, for this example, we would define three categories, Account Number, Region, and Department.



Category	Name	Length of No.	Length of Name	Separate No.	Separate Name	F/S Control
1	ACCOUNTS	4	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	DEPARTMENTS	2	24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To add a new category, click **>New**. The system will automatically activate the next available unused category number. These numbers will be assigned in sequence, and cannot be reused.

**NOTE:** The order you define the categories here will define the General Ledger account number order. For example, if category number 1 is to be the Account Number and category number 2 the Region and category number 3 the Department, the system will create General Ledger account numbers in account number, region, and department order. If you prefer the account number to be last and the department number first, you must add the categories in that order.

- **Category Name:** Enter the name for the category. This could be Dept., Department, Region, Location, Account Number, etc. The name you enter is for internal use and reference only.
- **Need Financial Statement Controls:** One of the categories will be used to add F/S lines and print status to the new Ledger Accounts. Select this option for the category that needs to control these setting. This is normally the “Account Number” category.
- **Number Length:** Enter the number of characters the category will occupy in the account number. Keep this number to a minimum so the account numbers do not grow too large.

For example, if this category is the Department section and you only have a total of five departments then this number length would be 1, because all of the department numbers are only one digit in length. If you would prefer the department numbers to be listed as 01, 02, etc., this field would then be 2.

- **Use Number Separator:** When adding master accounts, you can specify a number separator. If this check box is selected, the system will also allow you to define the separator character. In the example for account number 850-85-A above, we are using number separators. If the account's name was Postage Expense-Region 85-Dept-A, this would indicate that we are also using name separators.
- **Master Name Length:** Enter the number of character spaces for the names used in the account number for this category. If this category is Department and you are going to name all departments as Dept-1, Dept-2, etc. then the length for this field would be set to 6.

---

**NOTE:** The total master name length for all categories combined cannot exceed the 50-character limit for General Ledger account names.

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- **Use Name Separator:** When adding master accounts, you can specify a name separator. If this check box is selected, will also allow you to define the separator character. If the account's name was Postage Expense-Region 85-Dept-A, this would indicate that we are also using name separators.
- **Order Number of Account Name:** When you add categories, the account numbers are created in the order that the categories are listed. This field allows you to change the order of the category names only, without affecting the order of the category numbers.

From our example above, we have three categories defined in this order, Account Number, Region, and Department. The accounts would print **850-85-A**, where **850** represents an expense account such as Postage Expense, **85** represents region 85 and **A** for department A. With this configuration, the account name would also print as **Postage Expense-Region 85-Dept-A**.

If we preferred this account to be listed as **850-85-A, Region 85-Postage Expense-Dept-A**, we would assign the category for Account Number with an **Order Number of Account Name** as 2, Region as 1, and Department as 3.

After the definition of this category completed, click **>Ok** to continue.

To edit an existing category, highlight the desired category and click **>Edit**. To delete a single category, highlight the category to delete and click **>Delete**. If you wish to delete all categories and start over, click **>Delete All**.

---

**NOTE:** Warning! Deleting a master account category will also delete all master account detail assigned to that category.

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## Adding Master Account Detail

To add master account detail to a specific category (i.e. Add a list of your locations to the location category), highlight your desired category and click **>Maintain Detail**.

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**NOTE:** Categories must be defined before the system will allow you to add master accounts. If the categories are not defined, refer to **Configuring Master Accounts**.

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When a category is selected, click **>New** to add master accounts to that category. In the example above, we would select category Account Number to add master account numbers 850, 860, 870, etc., category Region to add master account numbers 85, 86, 87, etc., and category Department to add master account numbers A, B, C, etc.

- **Number:** Enter the new master account number for the selected category. The system allows a maximum equal to the number of characters you specified for the account number when you configured this category.
- **Account Name:** Enter the new master account number's name. The system allows a maximum equal to the number of characters you specified for the name when you configured this category.

If the category you are using includes the option for financial report controls, you will be prompted for the following:

- **F/S Line Number:** Enter the appropriate financial statement line number for the new account. The system uses this field to determine whether an account is an Income Statement account or a Balance Sheet account. It also determines how accounts are grouped on the applicable financial statements. The way the system determines how to print the financial statements are described in detail in the **Financial Statements** section. If you do not understand how financial statement line numbers are used, please review this section before continuing.
- **Print Status:** The system uses the print status field for each account to determine whether to present the account in a summarized or detailed format on the financial statements.
  - **Summarized:** Account balance is added with all other accounts sharing the same financial statement line number (and print status of Summarized). This total will print on a separate line on the financial statement. The description that prints for this financial statement line is the same as defined for the financial statement line number.
  - **Detailed:** The account prints separately on the financial statement, with the unique account name and balance shown.For additional information and examples of the uses of the print status options, refer to the **Formatting Financial Statements** section.

After completing the definition of this master account detail. Click **>Ok** to continue.

## Editing and Deleting Master Account Detail

To edit an existing master account detail, highlight the desired master account and click **>Edit**.

To delete a single category, highlight the desired record and click **>Delete**.

You may optionally import and/or export existing master account detail using Windows clipboard. These import/export options are designed to work with a spreadsheet type application that uses tabbed delimited data for columns.

## Saving Categories and Master Account Detail

The Ledger Master Account system uses a universal update method. This means that individual changes are not saved until you select **>Save All Changes**. Due to the nature of this type of updating, only one user should update master accounts at a time.

If you wish to cancel all changes without saving, click **>Cancel All Changes**.

## Ledger Master Account Methods

After configuring your master account categories and defining your master account detail, you must decide how you wish to integrate these master accounts into your system. There are two methods to choose from.

The first method builds an access list of all available master account combinations, but does not add these accounts to the existing chart of accounts. Any request for an account that exists in the Master Account Access List, but that is not yet available in the chart of accounts, will trigger the master

account system to seamlessly create the requested account. This method builds a shorter chart of accounts since accounts are added from the Master Account Access List only as they are requested. To implement this method, click **>Build Access List**.

The second method immediately adds all available master account combinations to the existing chart of accounts. To implement this method, click **>Add all to Ledger**.

## Print Master Account Listing

To print a listing of all Master Account Categories and Account Detail, click **>Print Listing**.

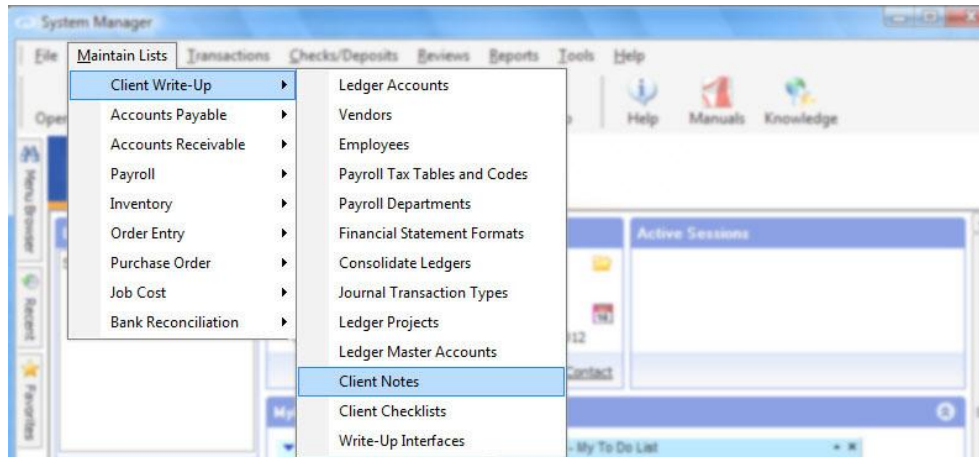
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## Maintain Client Notes

Client Notes allow you to maintain detailed notes about your clients. These notes are provided as a special feature and are not mandatory for correct operation of the system. However, they do provide an easy method to track important client information.

You can use this option for anything you wish. You can track the client's birthday, the names of the client's spouse and children, directions to the client's office, etc.

To maintain client notes, click **>Maintain Lists >Client Write-up >Client Notes**.



The screen is divided into 3 sections. The upper left section allows you to define up to 10 descriptions with a date. The upper right section allows you to define up to 10 descriptions with a short note. The lower section allows you to define up to six descriptions with a longer note

**Maintain Client Notes**

Description	Dates
NORMAL T/R DUE	
EXTENDED T/R DUE	
Open House	03/26/09
42424234	3R/E4/RD
OWNER'S BIRTHDAY	
SPOUSE'S B-DAY	

Edit Clear

Description	Short Notes
OWNER'S SPOUSE	
PERSONAL S.S.N.	
STATE ID #	
RELATED CLIENTS	
% OWNERSHIP	
PARTNERSHIPS	
% OWNERSHIP	

Edit Clear

Description	Long Notes
PARTNER #1 INFO.	
PARTNER #2 INFO.	
PARTNER #3 INFO.	
COMPUTER CONFIG.	
HOW TO GET THERE	

Edit Clear

Save Cancel Close

100% [00] - Diversified Systems, Inc. 12/31/2012

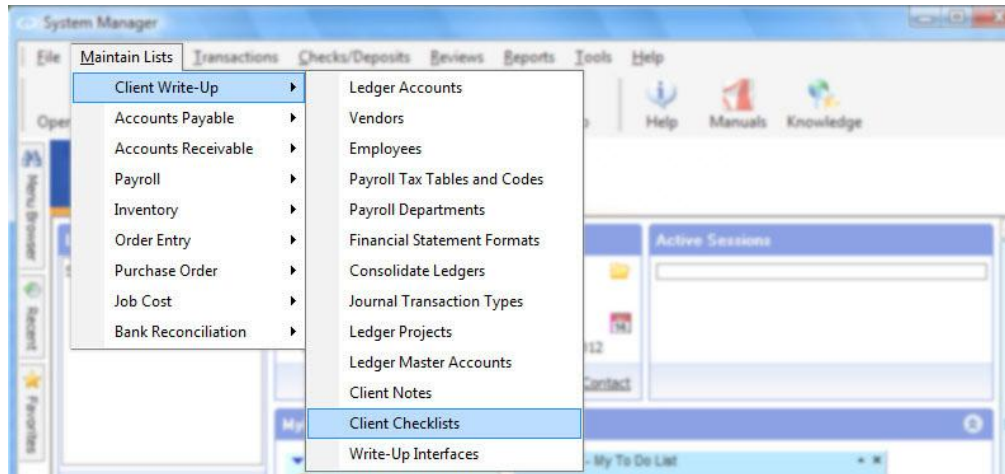
To define any line, double-click on the desired line. The system will then prompt you for the following:

- **Description:** Enter the description for the selected line.
- **Notes:** Enter the date, short note or long note for the selected line.

## Maintain Client Checklists

Client checklists allow you to update the checklist for each of the clients. The checklists are provided as a special feature and are not mandatory for the correct operation of the system. These checklists give you an easy way to track client processing status.

To maintain client checklists, click **>Maintain Lists >Client Write-up >Client Checklists**.



Click on the appropriate period tab, **Monthly**, **Quarterly** or **Yearly**, for the checklists to review or edit.

A screenshot of the 'Client Checklist Maintenance' window in the 'CertiflexDimension Business Accounting Software'. The window has tabs for 'Monthly', 'Quarterly', and 'Yearly'. The 'Monthly' tab is selected. Below the tabs is a table with the following columns: 'Task Description', 'Who', 'Assigned', 'Performed', 'Actual', and 'Budgeted'. The table contains 15 rows of data. At the bottom of the window are buttons for 'Clear Range...', 'Save', 'Cancel', and 'Close'. The status bar at the bottom indicates '[00] - Diversified Systems, Inc.' and the date '12/31/2012'.

To edit, simply click on the cell to edit.

- **Task Description:** The system will not allow you to edit any cell in this column. The description for each step is maintained in the Client Write-up Master Data.
- **Who:** Enter the initials of the person who performed or is to perform this checklist step.
- **Assigned:** Enter the date that this checklist step is to be performed.
- **Performed:** Enter the date that this checklist step was completed.
- **Actual:** Enter the total number of hours it took to complete the selected checklist step.
- **Budgeted:** Enter the budgeted number of hours for the selected checklist step.

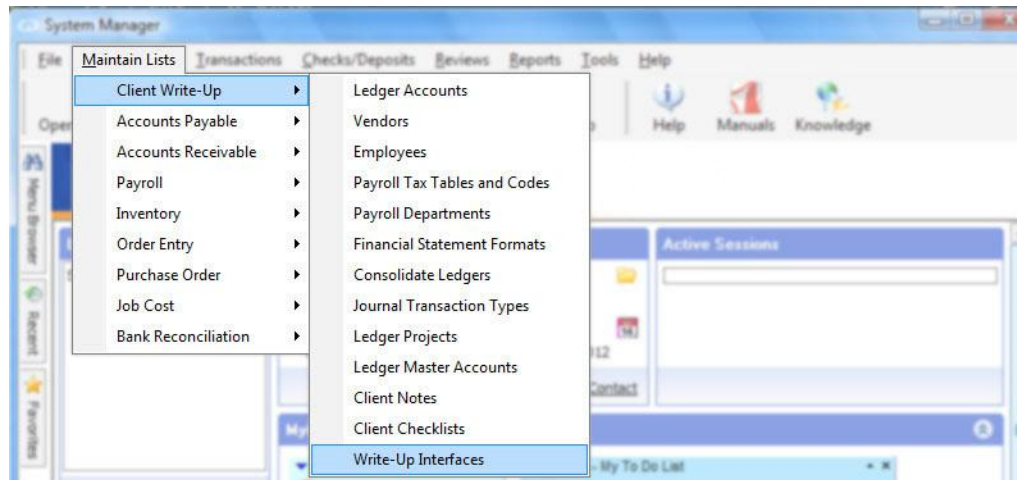
- **Range:** Select this button to erase detailed information currently stored for a client's checklist(s).
  - **From:** Select the client you want the clearing process to begin with.
  - **To:** Select the client you want the clearing process to end with.
  - **Checklist(s) Selected:** The system allows you to select which checklist(s) periods to clear. Select the check box for each individual period to clear.
  - **Beginning Step:** Select the step you want the clearing process to begin with.
  - **Ending Step:** Select the step you want the clearing process to end with.
  - **Fields Selected:** The system allows you to specify which items you want cleared. Select which individual columns you want the system to clear.
- **Options:** Select this button to individually select an entire column to delete, or to delete all columns on the current screen.

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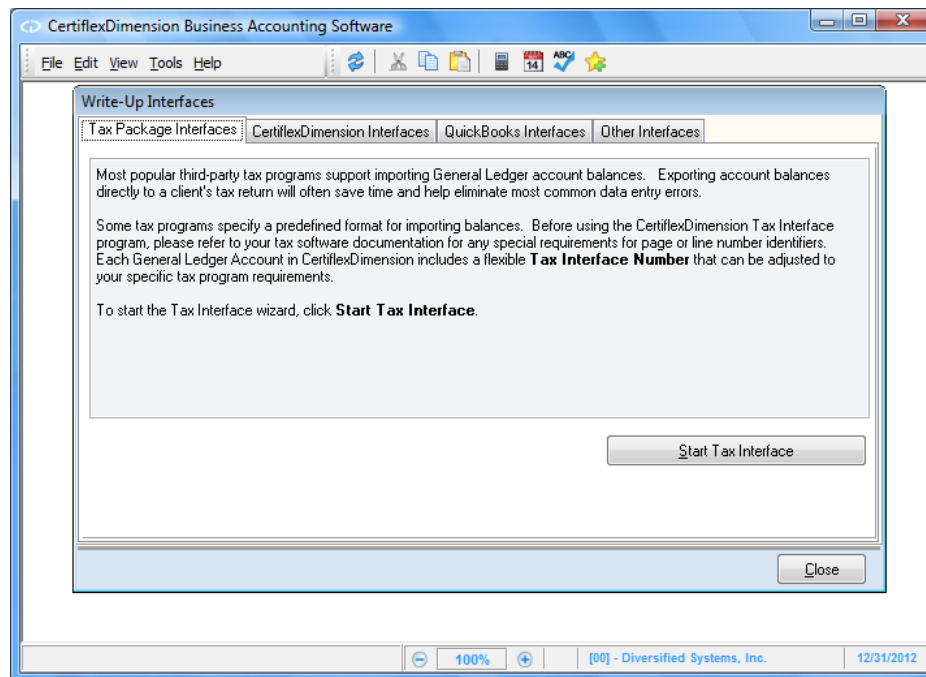
## Write-Up Interfaces

The CertiflexDimension Client Write-up system includes a wide variety of interface options designed to integrate with popular third-party software.

To access the Write-Up Interface program, click **>Maintain Lists >Client Write-up >Write-Up Interfaces**.



## Tax Package Interfaces



Most popular third-party tax programs support importing General Ledger account balances. Exporting account balances from CertiflexDimension Client Write-up to a client's tax return often saves time and helps eliminate common data entry errors.

Some tax programs specify a predefined format for importing balances. Before using the Dimension Tax Interface program, please refer to your tax software documentation for any special requirements for page or line number identifiers. Each General Ledger Account in Dimension includes a flexible 'Tax Interface Number' that can be adjusted to your specific tax program requirements. Even if you are not interfacing directly to a specific tax program, you may wish to use the flexibility of this option to print a trial balance type report grouped specifically to your tax needs.



To start the Tax Interface wizard, click the **Tax Package Interfaces** tab and then click **>Start Tax Interface**.

If you need to assign new Tax Interface Numbers on specific Ledger Accounts using a spreadsheet, you may optionally select **Assign New Numbers**.  
Select the range and styles you wish to use in this interface and then Click **Next** to continue.

**Range of Accounts**

First Ledger Account: 100000  
Last Ledger Account: 89500A  
First F/S Line Number: 30  
Last F/S Line Number: 950  
Sort Final List By: Number

**Styles**

Combine Accounts By:  
☒ None - Detailed Format    ☐ F/S Line Numbers    ☐ None - F/S Type Format  
☐ Tax Interface Numbers    ☐ F/S Print Format

☒ Round to Whole Dollars  
☒ Reverse Signs on Liabilities, Equity and Sales Accounts  
☐ Include Only Accounts with Tax Interface Numbers  
☐ Include Zero Balance Accounts

**Account Listing**

Number	Name	Type	F/S Line	Tax Interface Number	Beg. Balance	End. Balance
		BS-Invalid	0000		0.00	0.00
100000	Cash in Checking	Asset	0040		1,895,537.93	1,765,836.04
110000	Short Term Investments	Asset	0060		595,200.00	1,785,600.01
115000	Certificates of Deposit	Asset	0050		0.00	0.00
120000	Trade Accounts Receivable	Asset	0070		1,136,742.45	1,238,550.36
121000	Undeposited Cash from AR	Asset	0070		0.00	0.00
122000	Accounts Receivable - Employee	Asset	0070		0.00	0.00
125000	Allowance for Doubtful Accounts	Asset	0070		0.00	0.00
132000	Inventory	Asset	0080		738,887.83	869,589.81
133000	Inventory - Finished Goods	Asset	0080		0.00	0.00

Assign New Numbers    << Back    Next >>    Close

The first page of the Tax Package Interface wizard consists of Range of Accounts and Export options.

### Range of Accounts

- **First Ledger Account:** Select the first Ledger Account you wish to include.
- **Last Ledger Account:** Select the last Ledger Account you wish to include.
- **First F/S Line Number:** Select the first Financial Statement Line number you wish to include.
- **Last F/S Line Number:** Select the last Financial Statement Line number you wish to include.
- **Sort Final List By:** Select the final output order you wish to create. For example, selecting “F/S Line Number” will export the information sorted by Financial Statement Line Number.

### Styles

- **Combine Accounts by:** Select how accounts are to be combined.
  - **None Detailed Format:** Select this option if you want the system to not combine any accounts. The output for this style is for each individual Ledger account within the selected ranges to have an export line.
  - **Tax Interface Numbers:** Select this option if you want the system to combine all accounts by common tax interface numbers. For example, if 5 Ledger Accounts have a tax interface number of **Schedule-Q line 6e**, then all 5 accounts will be totaled to one line. The name and other non-balanced characteristics of the new line will be based on the first account found within the common group.
  - **F/S Line Number:** Select this option if you want the system to combine all accounts by Financial Statement Line Numbers. For example, if 5 Ledger Accounts have an F/S Line number of **40 – Cash**, then all 5 accounts will be totaled to one line. The name of the new line would be Cash and all other non-balanced characteristics of the new line will be based on the first account found within the common group.
  - **F/S Print Format:** Select this option if you want the system to combine all accounts by Financial Statement Line Numbers with a summary print status. For example, if 5 Ledger Accounts have a F/S Line number of **40 – Cash** with a ‘S’ print status, then all 5 accounts will be totaled to one line. The name of the new line would be Cash and all

other non-balanced characteristics of the new line will be based on the first account found within the common group.

- **Round to Whole Dollars:** Select this option if you want the amounts used in the interface rounded to whole dollars. Rounding is applied after accounts have been combined.
- **Reverse Signs on Liabilities, Equities and Sales:** Select this option if you want the interface to reverse the balances on normal credit balance accounts.

---

**Note:** If your system appears to ignore this option, check to make sure your F/S lines have been categorized correctly. You can force the interface to reverse the sign on a specific account by including a {-} in the accounts tax interface number.

---

- **Include Only Accounts with Tax Interface Number:** Select this option if you want the system to skip any Ledger Accounts with the tax interface number blank.
- **Include Zero Balance Accounts:** Select this option if you wish to exclude accounts with no beginning or ending balance.

---

**NOTE:** You can add or change any Tax Interface Number on any individual Ledger Account in **Maintain Accounts**. To quickly change several Ledger Accounts, use the Assign New Numbers option with the Windows clipboard and your spreadsheet to copy and paste several changes at once.

---

After you have selected the desired ranges and styles, click **>Next** to continue. The system will build a new interface list based on your selections.

Select the fields you wish to include along with the style of tax interface file you wish to create.  
Click **Export Now** to create the tax interface information.

**Export Fields**

Field	Width
Number	12
Name	30
Type	12
F/S Line	8
Tax Inter. No.	20
Beg. Balance	14
End. Balance	14

**Export Options**

☒ Include Heading Labels

**Export Type**

☒ Tab Delimited - File    ☐ Comma Delimited    ☐ Random Access File

☐ Tab Delimited - Clipboard    ☐ Fixed Length (SDF)

**Account Listing**

Number	Name	Type	F/S Line	Tax Interface Number	Beg. Balance	End. Balance
100000	Cash in Checking	Asset	40		1895538	1765836
110000	Short Term Investments	Asset	60		595200	1785600
120000	Trade Accounts Receivable	Asset	70		1136742	1238550
132000	Inventory	Asset	80		738888	869590
140000	Intercompany Account	Asset	80			-16866
150000	Prepaid Expenses	Asset	90		175543	227448
161000	Building	Asset	120		4737942	5597763
162000	Machinery and Equipment	Asset	130		1710613	2185168

Assign New Numbers    << Back    **Export Now**    Close

After the new list has been built, finish the interface option by selecting the following:

- **Export Fields:** Select the fields you wish to include in your interface. If working with a Fixed Length SDF file, you can optionally set the width of each field. You can also change the order of the fields, by clicking and holding the header of any cell in the Account listing and moving it left or right.
- **Include Heading Labels:** Select this option if you wish to include a label heading row in your interface.
- **Export Type:** Select the file type you wish to output. Almost all popular tax programs support a tab delimited format.

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**NOTE:** If you want to print a trial balance type report grouped by your selections, select an export type of tab delimited – clipboard. After clicking **Export Now**, simply paste the result to your word processor or spreadsheet and click print.

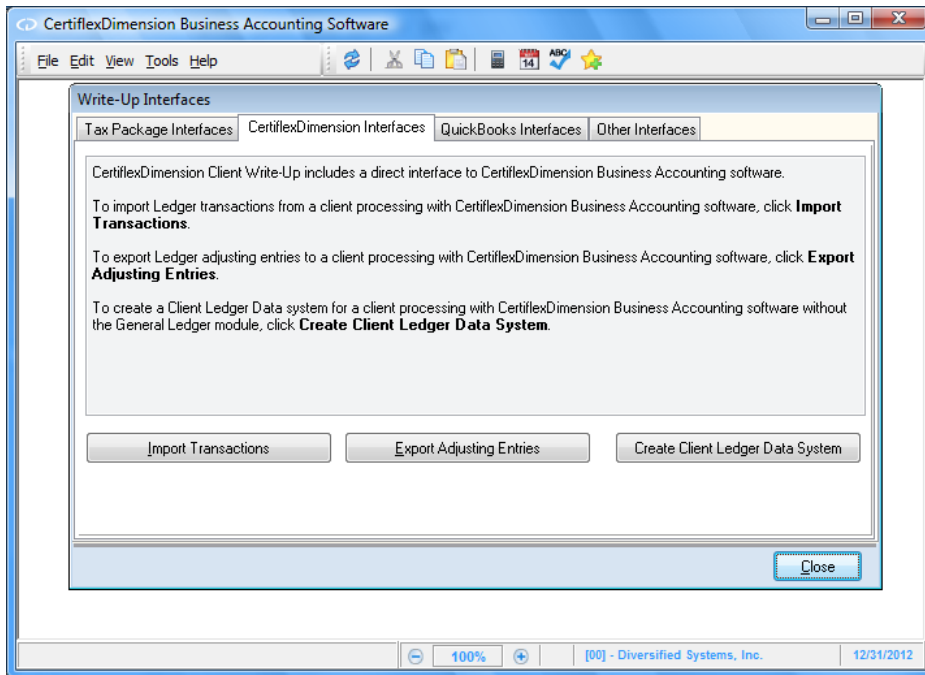
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To prepare the interface file to your selections, click **>Export Now**. The system will prompt you for the name of the file to be created. To complete the process, select your file name and then click **>Ok**.

## CertiflexDimension Interfaces

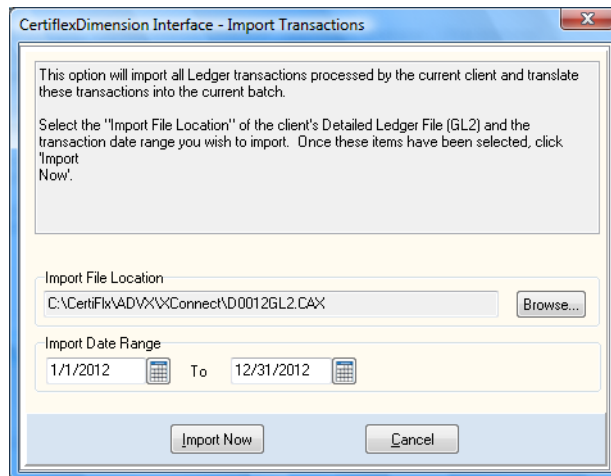
This program is designed to integrate the CertiflexDimension Client Write-up program with CertiflexDimension 10.x General Business Series modules (General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory, Order Entry, and Purchase Order).

To interface with CertiflexDimension General Business Series modules, click **>CertiflexDimension Interfaces**.



## Import Transactions

This option is used to import all ledger transactions processed by the client's CertiflexDimension programs (General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory, etc.) into the current batch for Client Write-up. This will allow you to edit the transactions and then post the transactions.



- **Import File Location:** At the end of each account period, the client should provide you their detailed transaction file **DdzyyGL2.CAX**. The system defaults to importing the client file from the **Adv\XConnect** folder. To change the file or folder to import, click **>Browse**.
- **Import Date Range:** Select the range of dates for the transactions to import.

To begin the import procedure, click **>Import Now**.

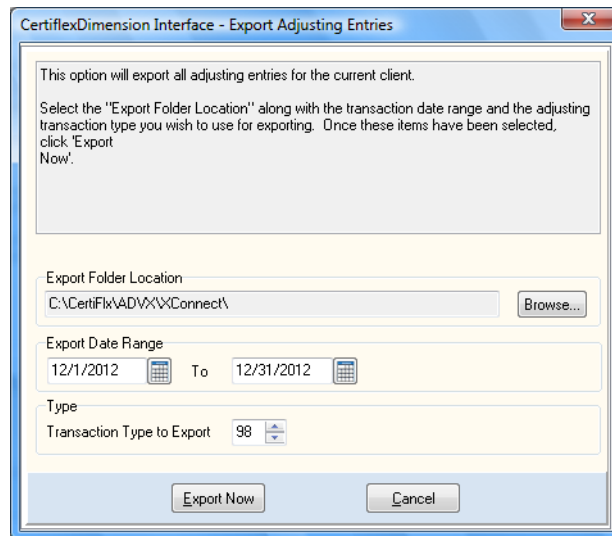
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**NOTE:** To avoid possible double postings to payroll and payables, all transaction types 1 and 3 are imported as transaction type 8, Direct Checks.

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## Export Adjusting Entries

This option allows you to transfer the client's adjusting entries made in the CertiflexDimension Client Write-up to the client's CertiflexDimension General Ledger module.



The dialog box is titled "CertiflexDimension Interface - Export Adjusting Entries". It contains the following fields and controls:

- Instructions:** "This option will export all adjusting entries for the current client. Select the 'Export Folder Location' along with the transaction date range and the adjusting transaction type you wish to use for exporting. Once these items have been selected, click 'Export Now'."
- Export Folder Location:** A text field containing "C:\Certiflex\ADV\X\XConnect\" and a "Browse..." button.
- Export Date Range:** Two date pickers. The first is set to "12/1/2012" and the second to "12/31/2012", separated by a "To" label.
- Type:** A label "Transaction Type to Export" followed by a dropdown menu showing the value "98".
- Buttons:** "Export Now" and "Cancel" at the bottom.

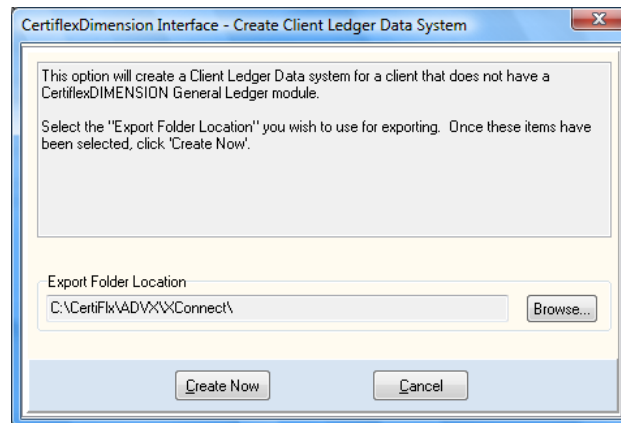
- **Export Folder Location:** Select the drive or drive path you wish to export to. The system defaults to the **Advx\XConnect** folder. To select another folder, click > **Browse**.
- **Export Date Range:** Select the beginning and ending date range to export.
- **Transaction Type to Export:** Select the transaction type to export. When entering adjusting entries, we recommend you always use transaction type 98. The system will default to this transaction type.

When you click > **Ok**, the export process will begin. The system will export the adjusting entries to a file named **dzADJUST.CAX** at the selected export destination.

## Create Client Ledger Data System

This option is only used if the client is operating CertiflexDimension v10.x General Business Series modules without a **General Ledger**. This option will create the ledger files required for the client. After your client has installed the files created by this option, their system will begin using the files automatically. The client will install these files by using the options **File >Accountant Interfaces >Non-General Ledger Interfaces**.

You should provide the client with a printout of the chart of accounts and define any default accounts required by CertiflexDimension Client Write-up before the client begins processing. At the end of each accounting period, the client will provide you with a ledger transaction file to import. At the start of each new fiscal year, you will give the client another copy of the ledger data files before they can process in the new fiscal year.



When you select this option, the system will prompt you for the drive path destination for the files. We recommend that you select an empty folder in which to create the ledger data files. This way, you can easily provide all files created in the empty folder to your client. See Remote Ledger Interface for more details.

## Detailed Setup Cycle of Remote Ledger Interface

The Remote Ledger Interfaces are used when the accountant is processing the client ledger files at their site and the client is using CertiflexDimension General Business Series without the General Ledger module. CertiflexDimension Standard Series modules must be purchased for each client and installed at the client site using the CertiflexDimension installation program. However, before processing actually begins, the system must receive the master ledger records provided by the CertiflexDimension Client Write-up system. Once this has occurred, the clients' General Business Series modules are ready to begin processing.

At the end of each accounting period, the client transfers ledger data to the accountant's office for processing. In effect, the Accounts Payable, Accounts Receivable, Payroll and Purchase Order modules processing at the client site will be updating the General Ledger data files as if the client site had the General Ledger package. This captured ledger data is then transferred to the accountant's CertiflexDimension Client Write-up system. The following options should be followed only for client's who DO NOT have a CertiflexDimension General Ledger program.

1. **Creating the Remote Ledger Data Folder:** The CertiflexDimension Client Write-up includes a program to copy the required data files (chart of accounts, etc.) to a specific folder. These files allow the client to actively update the remote ledger data files as if the client had the General Ledger program. This option needs to be performed before actual processing is begun at the client site.

This process does not need to be repeated unless you have created or changed ledger account information or started a new fiscal year for the client. The option to create the client data folder is located above in **Create Ledger Data System**. The default folder for creating the remote data

is **Advx\XConnect**. If you and the client transfer data via a communication link or the Internet, you may wish to direct the new data created to a another folder for easier uploading to the client site.

2. **Install Client Modules at Client Site Using Normal Installation:** After installation is complete, the company files are started as normal.

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**NOTE:** The client will not be allowed to create General Ledger files since they do not have the General Ledger program. In this special case, you will not perform Master Data maintenance of each package until after performing the options below for Installing Remote Ledger Data at the Client Site. Make sure the company ID is the same used by the accountant as the client ID.

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3. **Installing Remote Ledger Data at the Client Site:** The client's programs are ready to receive the remote ledger files created in **Creating the Remote Ledger Data System** above. The ledger file may be installed by selecting **File, Data File Maintenance** and then **Accountant's Interface, Non-General Ledger Interfaces**. This will effectively move the chart of accounts and related ledger files to the client's system and insert a Master Data record for General Ledger into the client's files.
4. **Maintain Master Data:** You are now ready to maintain all Master Data records, including the newly inserted Master Data for General Ledger. Make sure the period processing date in the General Ledger Master Data is set to the correct starting period for the client. If not, change it now.
5. **Continue with Regular Program Definitions:** You are now ready to begin normal program definitions for the client. Remember that all questions regarding General Ledger interaction should be set to Active. Listed below is a quick reference list of General Ledger interaction fields for the main programs.
  - **Accounts Receivable:** Maintain Sales Codes (enter the Sales Code General Ledger Account numbers).
  - **Payroll:** Master Data (General Ledger interaction and main cash account).
  - **Accounts Payable:** Master Data (General Ledger interaction and main cash account).
  - **Purchase Order:** Master Data (General Ledger interaction).
6. **Client Processing:** The options for processing with each module are fully described in the reference manuals for the respective program(s).
7. **Interface with CertiflexDimension Client Write-up:** At the end of each accounting period, the client will perform all normal period ending functions and then the following additional procedure. The ledger transactions created during the processing period will be transferred to a separate media. This can be accomplished by using the **Interface** option **Create Accountant's Data Diskette**. The system will copy the client ledger detail file, DdzDYGL2.CAX), to the requested media.

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**NOTE:** The system deletes the client ledger detail transaction file after it is copied to the requested media. This avoids double posting of the new period's transactions that could be mixed with a prior period. Because the system deletes the existing detail file after transfer, we strongly recommend that the client use a new media for each export.

If the client site is using the Accounts Payable program, the client will want to print a **Check Register** and **Voucher Register** before executing this option. These reports are based on the General Ledger detail file and will be unavailable after the transfer.

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Once this option is executed, the client needs to go to the Master Data for General Ledger and change the current processing system date to the next period. The client is then ready to begin processing for the new period.

8. **Interface with CertiflexDimension - Retrieving the Client Ledger Detail:** Once you have received the data created from **Interface with CertiflexDimension Client Write-up** above, the client's



transactions can be merged into your system. Make sure you are not in the middle of recording transactions for the client (the current batch for this client should have already been updated) to avoid having a client batch containing multiple periods of transactions.

The new transactions will be merged into the batch transactions file. This option is located under **Dimension Interface, Import Transactions**. After the system has merged the transactions, you can edit the batch, print a batch listing and update the batch as if you had entered the transactions.

## Details Setup Cycle of Active Ledger Interface

The Active Ledger Interfaces are used when the client is processing from CertiflexDimension modules including the General Ledger. In this case, the accountant is receiving actual General Ledger detail processed by the client and importing these transactions into the accountant's system for adjustments and advanced financial presentation. Adjusting entries can then be transferred back to the client's General Ledger system. An outline of this procedure is listed below.

- Interface with CertiflexDimension Client Write-up:** At the end of each accounting period, the client will perform all normal period ending functions, plus the following additional procedure.  
The General Ledger transactions created during the processing period will be transferred to a separate data folder. This is accomplished by using **>File >Data File Maintenance >Accountant's Interface >General Ledger Interface >Create Accountant Data File**. The system will copy the client ledger detail file (**DdzDYGL2.CAX**) to the requested folder. The system will ask the client for a date range of transactions. The client is then ready to begin processing their system for the new period.
- Interface with CertiflexDimension - Retrieving the Client Ledger Detail:** After receiving the client data created from **Interface with CertiflexDimension Client Write-up**, above, the client transactions may be merged into your system. Make sure you are not in the middle of recording transactions for the client (the current batch for this client should have already been updated) to avoid having a client batch that contains multiple periods of transactions.  
The new transactions will be merged into the batch transactions file. This option is located under the **CertiflexDimension Interface** tab called **Import Transactions**. After the system has merged the transactions, you can edit the batch, print a batch listing and update the batch as if you had manually entered the transactions.
- Record Accountant's Adjusting Entries on Client Write-up:** The accountant will then enter all adjusting entries. These entries should be entered as transaction type 98 to be segregated from all other entries. If a client has recorded a transaction incorrectly, you should not delete the entry from their files. Use an adjusting entry. After the adjusting entries have been updated, the accountant can proceed with advanced financial reporting for the client.
- Export Accountant's Adjustments from Client Write-up:** This option will create an adjustment file containing only the accountant's adjusting entries. This option is located under **CertiflexDimension Interface, Export Adjusting Entries**.
- Import Accountant's Adjustments into Client General Ledger:** After the client has received the adjusting entries created above, the client will select **>File >Data File Maintenance >Accountant's Interface >General Ledger Interface >Import Accountant's Adjusting Entries**. This procedure will import the accountant's adjusting entries directly into the client's General Ledger data files without affecting any entries already entered.

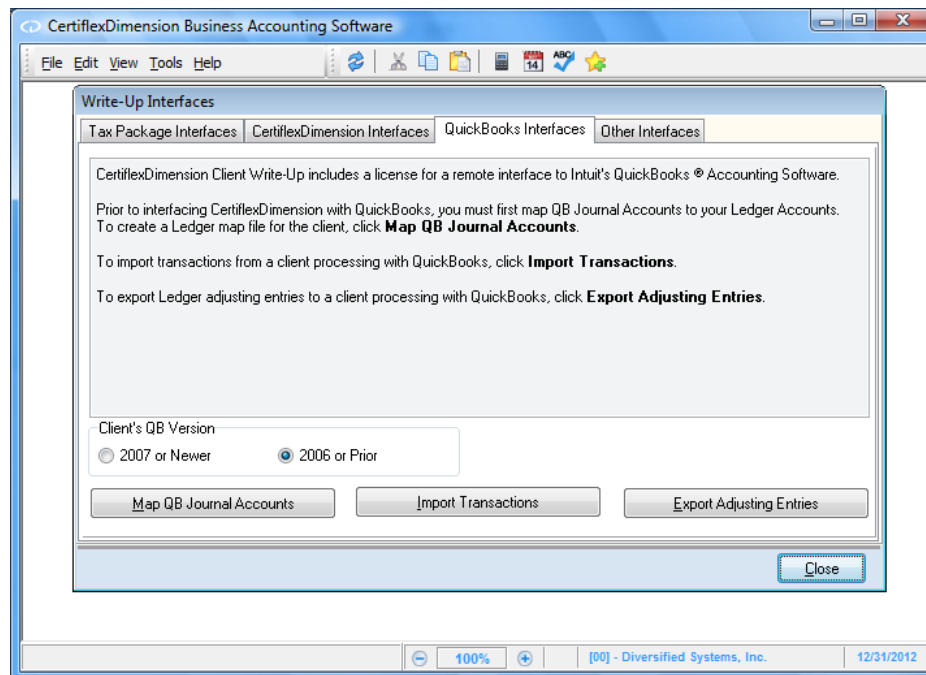
## QuickBooks® Interfaces

QB Importer is a CertiflexDimension Client Write-up add-on module designed to import accounting data from QuickBooks® to the Client Write-up system. QB Importer will extract data from QuickBooks, QuickBooks Pro and QuickBooks Enterprise 2006 through 2009. Future updates are planned to extract data from subsequent QuickBooks versions as they become available. A trial version of this interface, included for your convenience, can be used to translate up to 25 transactions per import.

The operation of the QB Importer is quite simple. However, it is highly recommended that you take a few minutes to read this section. It can save you valuable time in readying the program to import QuickBooks data.

QB Importer is designed to capture all Ledger transactions appearing on the QuickBooks General Journal report. All of these transaction types in QuickBooks create a double-sided journal entry. Vendor invoices and checks, customer invoices and payments, and employee checks are examples of transactions recorded in the QuickBooks General Journal. Other QuickBooks entries such as estimates and quotes do not post to the General Journal and will be skipped by the QuickBooks Importer functions.

To access the QB Importer options, select the tab for **QuickBooks Interfaces**.



## QB Importer – Getting Started

Before importing QuickBooks accounting data, you must decide on a data transfer method and transfer schedule for each client's data you wish to import. QB Importer does not require that you install the QuickBooks version your clients are using. However, you must have access to the QuickBooks Journal Report (saved as a CSV export file) for each company you wish to import. Your clients can create this report for you and send you the CSV file, or you may use any of the remote options available in QuickBooks to create the QuickBooks Journal Report yourself.

How often, and when, your clients need to send you their QuickBooks Journal Report file depends on the services you are providing. If you produce quarterly adjusted financial reports, have the client send their file a couple of weeks after the end of each quarter. QB Importer allows date sensitive selections of the data to import. The system will ignore all future dated transactions. For example, if you are processing the second quarter for a quarterly client with a calendar year-end, have your

client send their data sometime in mid-July. By selecting an ending import date of June 30 20xx, QB Importer will ignore any July transactions already recorded.

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**Note:** To create a Journal Report file from within QuickBooks, select **>Reports >Accountant and Taxes >Journal**. To save the QuickBooks Journal Report to file, once the report is displayed on your screen, click **>Export**. From your QuickBooks Basic Tab, select the first option “Comma Separated Values (CVS) File” and then click **>Export**.

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## **QB Importer – Importing Transactions for General Ledger**

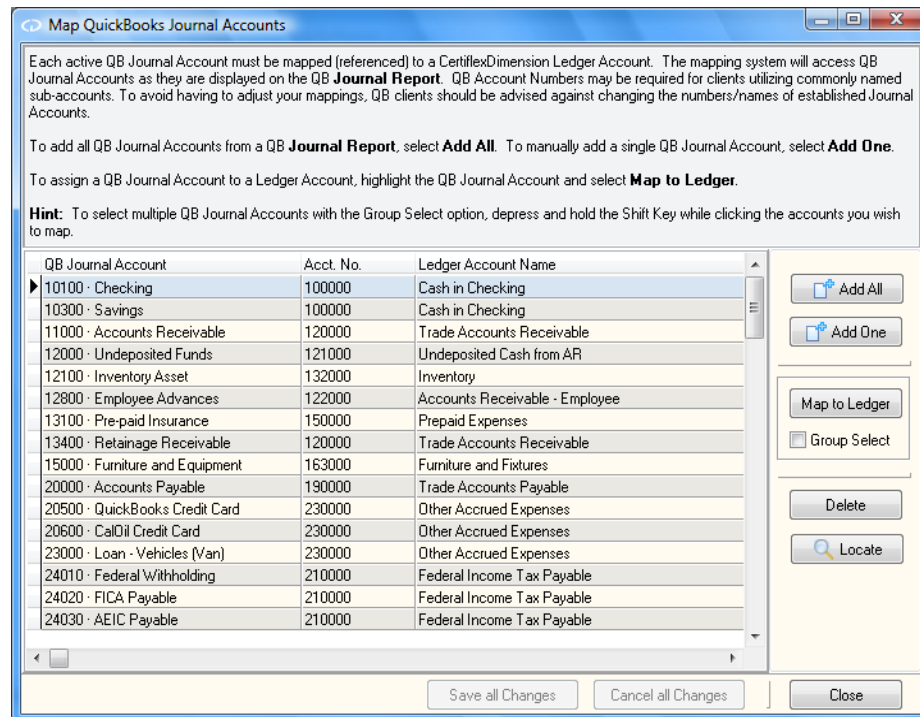
Importing transactions for the General Ledger has three options. The first option is called **Map QB Accounts**. The purpose of this option is to assign CertiflexDimension General Ledger Account Numbers to the QuickBooks Chart of Accounts. This assigning or “mapping” of accounts must be performed before importing QuickBooks data.

The second option is **Import Transactions**. Import QB Ledger Transactions is used to retrieve detailed accounting data from the QuickBooks report file. The retrieved data is then posted to the current CertiflexDimension batch file. Data can be posted in either detailed or summary format. The last option, **Export Adjusting Entries**, can be used to export your adjusting and closing entries back to your client QuickBooks system. These options are described in detail in the following sections of this manual.

## Mapping the QB Accounts

The QB Ledger Map file is used to correctly assign or “map” a company’s QuickBooks General Ledger data to specific Ledger Accounts in CertiflexDimension. Remember, QuickBooks does not require the use of account numbers. For example, if a QuickBooks Ledger Account set up as ‘AAA Realty Company’, is used to record rental payments, you can easily assign it to update account ‘7400-Rent’ in CertiflexDimension.

Click **>Map QB Journal Accounts** and the QB Importer will extract the Chart of Accounts from the selected QuickBooks file and display the following window populated with previously mapped accounts.



The map program is extremely simple to use. The screen layout is based on the QuickBooks Accounts as they appear in the QuickBooks Journal, followed by the CertiflexDimension account number and name you wish to assign to the QuickBooks account number.

To add all Journal Accounts from QuickBooks into your Mapped list, select **>Add All**. The system will prompt you the QB Journal Report file to analyze. Select your file and click **>Process**. The system will find all QB Journal Accounts that have been used on the selected report and add them to your list. You can reuse this option as often as you wish to gather new accounts your client has added to their QuickBooks chart of accounts.

You may manually add a single account to your Mapped list by selecting **>Add One**. You can delete an account from your list by highlighting the account you wish to delete and clicking **>Delete**.

Before any QB Journal Accounts can be imported, you must “Map” or assign the account to a CertiflexDimension Ledger account. To assign an account, highlight the account and then click **>Map to Ledger**. The system will prompt you for the CertiflexDimension Ledger account you wish to use. You can optionally assign multiple accounts at one time by checking **>Group Select**. To select multiple accounts using the **Group Select** option, depress and hold the Shift Key while clicking on the accounts you wish to map. All imported QuickBooks transactions must have a mapped CertiflexDimension General Ledger account number before the import session will be processed.

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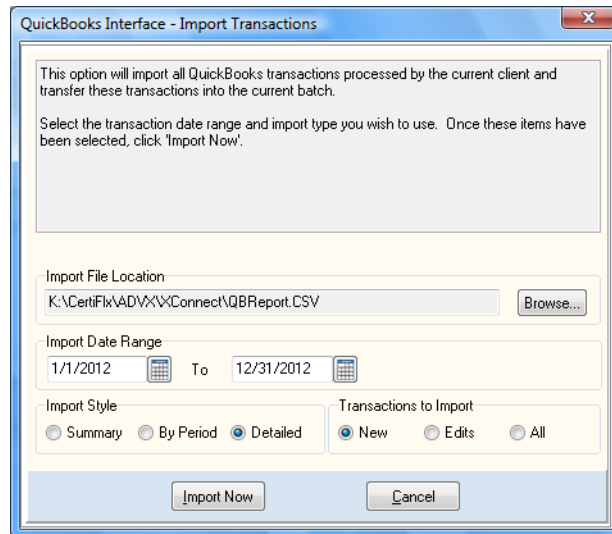
**Note:** To avoid having to map every Ledger Account, have your client turn on the Account Number feature in QuickBooks and use the same number in CertiflexDimension Chart of Accounts. The mapping program will use an auto-match feature to assign the matching account numbers when you access the mapping program the first time.

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Once all accounts have been mapped, click **>Save All Changes**.

## Importing QB Ledger Transactions

Before actually importing transactions, the QuickBooks Journal Report file must either reside on or be accessible from your workstation. Also, all QuickBooks Journal accounts must be mapped to the appropriate CertiflexDimension General Ledger accounts. To begin importing the Ledger transactions, click **>Import Transactions**.



- **Import File Location:** To select the name and location of the QuickBooks Journal File to import, click **>Browse**.
- **Import Date Range:** Select the range of dates you wish to import. Dates ranges are limited to the currently selected fiscal year.
- **Import Type:**
  - **Summary:** This type of import will summarize the data for the selected date range into a single journal entry with the net change for each account.
  - **Detail by Period:** This type of import will create a monthly journal entry for the net change of each account by period.
  - **Detail:** This type of import will create a debit and credit entry for every QuickBooks transaction.
- **Transaction to Import:**

QB Importer tracks every detailed QuickBooks transaction that has been imported into the Write-Up system. This easily allows the system to quickly import only new transactions or even check for edited transaction.

  - **New:** This option will allow only new transactions that have not previously been imported into the Write-up system to be imported.
  - **Edits:** This option will create credit entries and then adjusting entries for any transactions previously imported into Client Write-up that have been changed. Edit criteria includes dates, amounts and reference numbers. Also any deleted transactions will be accounted for.

**All:** This option will import all transactions regardless of previous importing. You would normally only use this option if you had previously imported transactions that you later deleted from CertiflexDimension (Undo Batch).

## **Stage One – Analyzing QuickBooks Ledger Data**

After setting the above criteria, begin the import by click **>Import Now**. The system will automatically display a status window as QB Importer begins the import process. Since QB Importer automatically categorizes all transactions, the time required for the first stage of the import will depend on the volume of the data stored in the selected QuickBooks file. As the QuickBooks data is being analyzed, the system may produce the following invalid data messages.

- **Unmapped Account Listing:** If the import detects accounts in QuickBooks that have not been mapped to CertiflexDimension account numbers, an unmapped account listing will appear and no transactions will be updated. Use the **Map QB Accounts** option to correctly assign the unmapped accounts. Once all accounts are mapped, select **Import Transactions** again.
- **No Transactions to Import:** This message will appear if the selected QuickBooks data file does not contain transactions for the selected date range. Make sure the date range you selected is correct. Also make sure the QuickBooks file you are importing is the correct accounting period.

## **Stage Two – Updating QuickBooks Data to the Current Batch**

After the import program has successfully analyzed all QuickBooks data, QB Importer will automatically switch to Stage Two and begin updating the current batch. If you selected a summary type import, this stage will create a single journal entry that reflects the net change of each affected account. If you selected a detailed import, the system will write all QuickBooks transactions to the batch in the following format:

- **Batch Transaction Type:** All check transactions are updated as Type 8 – Direct Checks. All other transaction types are mapped to the default CertiflexDimension types 2, 4, 5 and 7.
- **Batch Transaction Date:** Date of QuickBooks transaction
- **Batch Reference Number:** Reference numbers are assigned as *QuickBooks Reference Number*, making it easy to identify imported transactions.
- **Batch Description:** QuickBooks transaction description or memo
- **Batch Amount:** QuickBooks amount
- **Batch GL Account:** QuickBooks account numbers are automatically “mapped” to CertiflexDimension General Ledger account numbers.

## **Common Questions on Import Transactions (GL):**

### ***Why are Vendor/Employee Checks changed to Direct Checks?***

The General Ledger import program always changes all checks to Type 8 (Direct Checks) to avoid invalid data when attempting to post employee and vendor checks from a batch.

### ***Why so much detail?***

QuickBooks stores each line of vouchers, checks and invoices in a detailed GL format. In order to maintain complete audit trail integrity, QB Importer, with the detailed option set, will reproduce this detail in the CertiflexDimension batch. Remember, CertiflexDimension General Ledger was designed to handle tens-of-thousands of transactions each period without adversely effecting processing speed.

### ***Why is QuickBooks GL data imported into a batch instead of directly to General Ledger?***

One of the distinct advantages of a Write-up system is the ability to view, maintain, edit and adjust an unlimited volume of data prior to posting. Financial Reports, Detailed General Ledgers and Working Trial Balances can be reviewed and altered prior to updating. Batch mode allows easy handling of all corrections and adjustments, including “Undo” of entire posted batches.

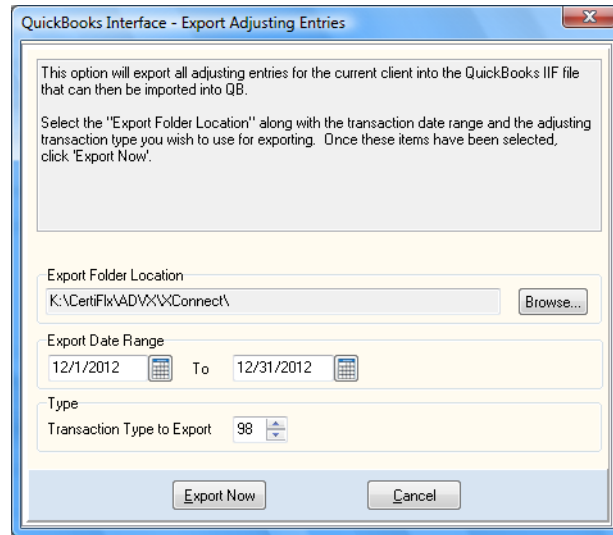
### ***What happens if your client adds, renames or renumbers accounts in QuickBooks?***

If your client adds new accounts in QuickBooks and records transactions to these new accounts, the accounts will show on the unmapped accounts listing the next time you import. Simply map the new

accounts to the appropriate CertiflexDimension accounts. If your client renames or renumbers existing accounts, the mapping system will need to be changed.

## Exporting QB Adjusting Entries (IIF)

If you want the client's QuickBooks General Ledger to reflect your closing and adjusting entries, you can export them back to your client. QB Importer is capable of creating an adjusting entry file in a format acceptable to QuickBooks. To use this option, click **>Export Adjusting Entries**.



- **Export Folder Location:** Choose the path/folder name to create the IIF QB import file.
- **Date Range:** Select the date range for the accounting period you wish to report.
- **Transaction Type to Export:** Select the CertiflexDimension transaction type number that includes the adjustments and corrections you wish to export to QuickBooks. The default transaction type is 98. If you are using this option, it is important to make all adjusting and correcting entries in one transaction type. This transaction type should only be used to record adjusting entries.

To create an adjusting entry for your client, select the above criteria and click **>Export Now**. The system will create the export file you requested. This file can be forwarded to your client and imported into QuickBooks using the QuickBooks Import Transaction option.

### Common Questions on Adjusting Entries

#### *What happens if I do not use this option?*

Nothing! Your client's QuickBooks General Ledger simply will not reflect your adjusting entries. Imported or prior period adjusting entries being imported into CertiflexDimension are not affected in any way.

#### *Why did the client's QuickBooks system refuse to import the IIF file?*

The QuickBooks General Ledger system contains some reserved accounts that may not be adjusted with the exported data from CertiflexDimension. For example, the Accounts Payable account in QuickBooks may not be updated because all transactions to this account require additional vendor information.

#### *Why did QuickBooks end up with a wrong account number for one of my closing entries?*

When importing a transaction, QB Importer used the accounts that may not be adjusted with the exported data from CertiflexDimension General Ledger account to each QuickBooks GL account. For the export option, the process is reversed. So each adjusting entry line made in CertiflexDimension Client Write-up finds a "mapped" account for QuickBooks. When exporting, if you assign multiple QuickBooks accounts to a single CertiflexDimension account, the system will pick the first QuickBooks account mapped to the adjusted Write-up account.

*I fixed my client's check they had allocated to the wrong expense account. Why is this not showing in my adjusting entries exported back to the client?*

QB Importer does not attempt to change or delete any QuickBooks data files. Instead of correcting the account on the imported QuickBooks transactions, simply make the proper correcting entry to move the transaction amount to the correct amount.

## Other Interfaces

CertiflexDimension Client Write-up includes a broad selection of other interface options:

- To export Ledger transactions, use the menu option **Export Data Files** located under **File, Data File Maintenance**.
- To export formatted report data, print the report(s) with **Report Output** set to **Text Files Only**.
- To import or export spreadsheet data into the batch, select **Import/Export Transactions** from within the **Record Batch Transactions** program.
- To import Ledger data from an ASCII file into General Ledger, use the **Import Only** option from within the **Post Recurring Entries** program.
- To import data from an ASCII file into the current batch, click **>Import Batch Transactions**. For more information on activating and using this transaction import feature, please refer to the **ImportTrn.RTF** file located in the **\Advx\CDmn\Doc** folder.



# CertiflexDimension Client Write-up Transaction Overview

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## General Discussion

CertiflexDimension Client Write-up is a high-end accounting application created specifically for accounting professionals. This overview will introduce you to Client Write-up's flexible data entry options and help you achieve maximum results from minimum input.

## Primary Client Systems

CertiflexDimension Client Write-up consists of three primary applications that are created when you add a new client.

- **General Ledger** – The General Ledger (Chart of Accounts) is the group of accounts to which transactions are recorded. Even though new accounts can be added to your General Ledger at any time, it is normal practice to set up commonly used accounts (Cash in Checking, Payables, Payroll, etc.) with opening balances prior to recording transactions.
- **After-the-Fact Payroll** – ATF Payroll is designed to track and report Payroll transactions by employee. Before ATF Payroll will become active, you must set up **Payroll Tax Tables and Codes** located in the Client Write-up **Maintain List** menu option. Even though new employees can be added to ATF Payroll at any time, it is normal practice to set up employees and assign applicable tax tables and codes to these employees prior to recording payroll transactions.
- **After-the-Fact Accounts Payable** – ATF Accounts Payable is designed to track vendor or supplier transactions. The primary reason for using ATF Accounts Payable is to simplify batch transaction entry and print Form 1099s for vendors. Even though new vendors can be added to ATF Accounts Payable at any time, it is normal practice to set up frequently paid vendors prior to recording transactions.

## Batch Transactions – General Ledger, ATF Payroll and ATF Accounts Payable

Batch entry is the fastest and most popular method for inputting transactions. Within the batch, a large volume of detail can be entered, edited, deleted and sorted at 10-key speed. Batch updating conveniently handles multiple years and inter-company transactions.

Batch transaction input fully supports source tracking and hash totals for users who need to record checks to specific expense accounts and then record a single line entry that will credit cash for the entire batch or group of checks.

A transaction, a group of transactions, or an entire posted batch can easily be 'undone' or removed from the General Ledger at any time. If needed, primary reports such as Financial Statements, Trial Balances, Detailed General Ledgers, and Form 941s can be set to include unposted batch transactions.

## Recurring Entries – General Ledger only

Recurring entry transactions are traditional General Ledger entries commonly referred to as closing entries. Recurring entry transactions can be made in monthly, quarterly and annual intervals.

## Percentage Entries – General Ledger only

Percentage entry transactions are General Ledger entries similar to closing entries. However, they are based on percentages instead of actual dollar values. Common uses for percentage entries are closings to an overhead account or allocating transactions to multiple departments. The following is a simplified example of closing percentage entry usage:

say that you record transactions for a client on a quarterly basis. The client has 4 departments that equally share office expenses. The client writes monthly office rental checks, and expenses the entire transaction to General Rent Expense. You could set up a quarterly closing percentage entry as follows:

Base:	General Rent Expense	QTD Account Balance
-----		
J/E	General Rent Expense	Credit 100%
	Rent Expense Department A	Debit 25%
Let's	Rent Expense Department B	Debit 25%
	Rent Expense Department C	Debit 25%
	Rent Expense Department D	Debit 25%

Percentage entries support monthly, quarterly and annual intervals. Base calculations include a fixed amount or a specified account balance.

## Manual Ledger Entries – General Ledger only

**Manual Ledger Entry** is designed to record and post single transactions directly to the General Ledger in a single step.

## Manual Payroll Checks – ATF Payroll only

**Manual Payroll Checks** is designed to record employee checks to affect the employee record without updating the ledger. This option is commonly used in client set-up when the General Ledger opening balances already include payroll transactions, but the employee records do not.

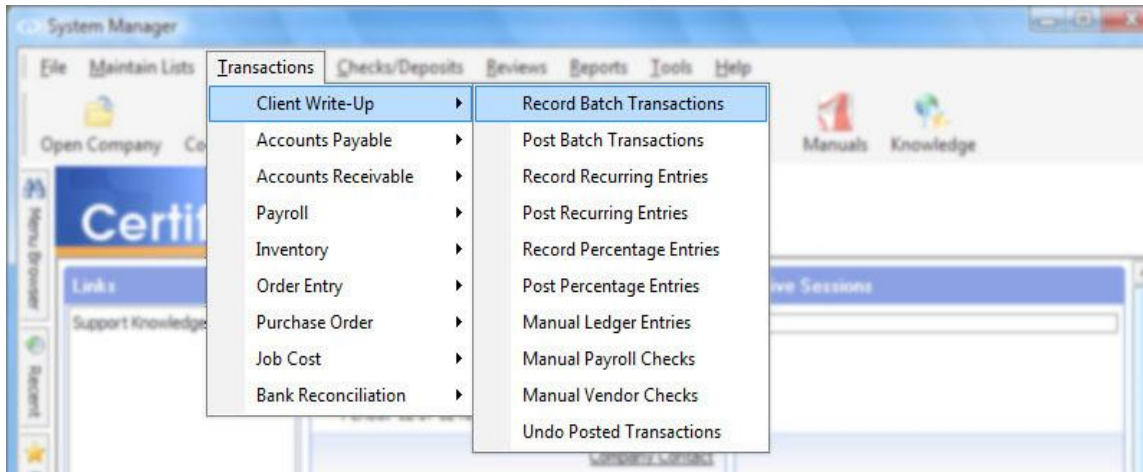
## Manual Vendor Checks – ATF Accounts Payable only

**Manual Vendor Checks** is designed to record vendor checks without affecting General Ledger. This option is commonly used in client set up when the General Ledger opening balances already include vendor transactions, but you need to update vendor records for accurate Form 1099 reporting.

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## Record Batch Transactions

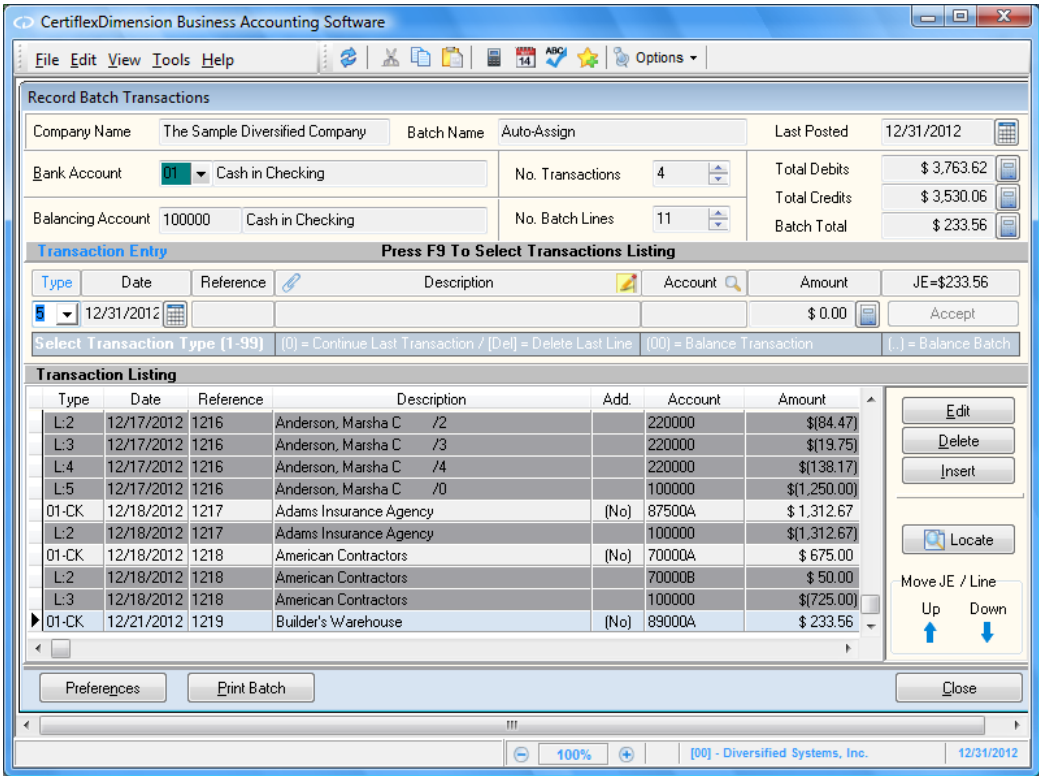
To access the Record Batch Transactions program, click >**Client Write-up** on the **Transactions** menu and then click >**Record Batch Transactions**.



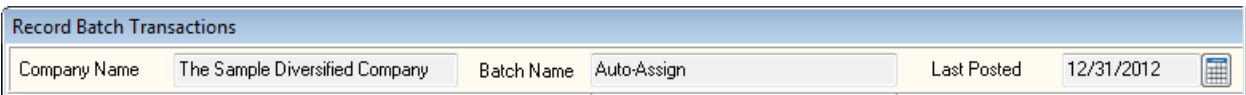
### Overview

Client Write-up's **Record Batch Transactions** feature is the preferred method of inputting transaction data because it allows for maximum flexibility, speed and efficiency. Multiple transactions are entered into the batch and then, in a separate step, the batch is posted to the ledger.

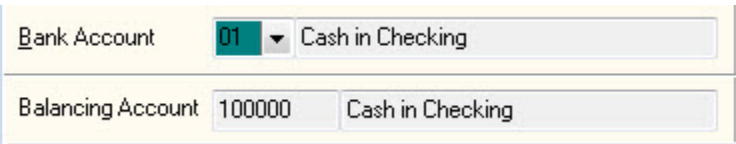
Introduction to the “Record Batch Transactions” Screen



1. **Batch Identification:** The three fields at the top of the **Record Batch Transactions** window display the **Company Name**, **Batch Name** and **Last Posted** date.



2. **Bank and Balancing Accounts:** Each bank account is associated with a Ledger cash account.



Checks and deposits automatically use this Ledger account for balancing. Other transaction types can be set to use a separate balancing account.

3. **Batch Status Totals:** Each transaction in the batch is allowed an unlimited number of distribution lines. The following fields provide an at-a-glance status of the existing batch.

No. Transactions	4	Total Debits	\$ 3,763.62
No. Batch Lines	11	Total Credits	\$ 3,530.06
		Batch Total	\$ 233.56

- **No. Transactions:** Total number of transactions in the batch.
- **No. Batch Lines:** Total number of lines (ledger distributions) in the batch.
- **Total Debits:** Total dollar value of all debit distributions in the batch.
- **Total Credits:** Total dollar value of all credit distributions in the batch.
- **Batch Total:** The batch total is the dollar value difference between the total debit and total credit distributions in the batch. A balanced batch will have a Batch Total of \$0.00.

---

**NOTE:** If the batch total is \$5.00, the total debits are \$5.00 more than the total credits. A credit balance would have a minus sign (-) next to the dollar symbol.

---

4. **Transaction Entry Section:** This is where a batch entry's ledger distributions and detail are recorded.

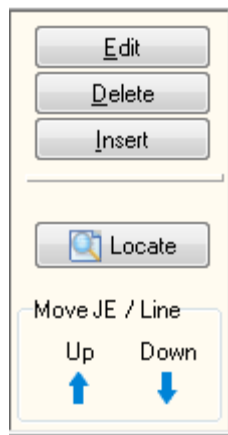
Transaction Entry		Press F9 To Select Transactions Listing					
Type	Date	Reference	Description	Account	Amount	JE=\$233.56	
5	12/31/2012				\$ 0.00	Accept	

5. **Transaction Listing and Editing:** This area displays all the unposted entries that have been made in the current batch. As new lines are entered and accepted in the **Transaction Entry Section**, they appear in this listing window.

Transaction Listing							
Type	Date	Reference	Description	Add.	Account	Amount	
L:2	12/17/2012	1216	Anderson, Marsha C /2		220000	\$(84.47)	
L:3	12/17/2012	1216	Anderson, Marsha C /3		220000	\$(19.75)	
L:4	12/17/2012	1216	Anderson, Marsha C /4		220000	\$(138.17)	
L:5	12/17/2012	1216	Anderson, Marsha C /0		100000	\$(1,250.00)	
01-CK	12/18/2012	1217	Adams Insurance Agency	(No)	87500A	\$ 1,312.67	
L:2	12/18/2012	1217	Adams Insurance Agency		100000	\$(1,312.67)	
01-CK	12/18/2012	1218	American Contractors	(No)	70000A	\$ 675.00	
L:2	12/18/2012	1218	American Contractors		70000B	\$ 50.00	
L:3	12/18/2012	1218	American Contractors		100000	\$(725.00)	
01-CK	12/21/2012	1219	Builder's Warehouse	(No)	89000A	\$ 233.56	

The first line of a transaction identifies its journal type. Each subsequent leg of the transaction is then numbered and prefixed with the letter "L." The F9 key toggles between transaction entry mode and edit mode.

6. **Edit, Delete, Insert, and Locate:** These buttons allow you to quickly reorder or modify existing batch entries.



7. **Batch Preferences/Print Batch:** The **Batch Preferences** allow users to customize data entry features and define various Payroll settings. The **Print Batch** feature allows users to print batch reports of varying detail directly from the **Record Batch Transactions** window.



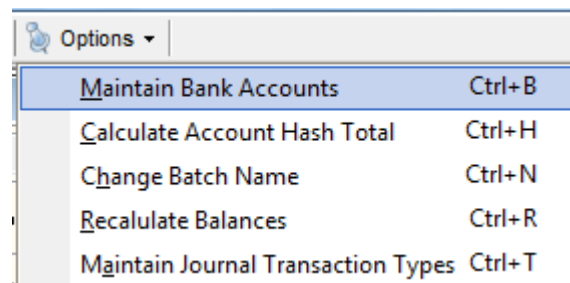
## Defining Bank and Balancing Accounts

Each transaction entered into the batch can be set to automatically balance. The system can track up to 99 bank accounts per company and each of these banks accounts can post to a specific ledger cash account as defined by the user.

By default, all transaction types use the selected bank account's cash account as a balancing account. For non-checks and deposit transaction types, the default cash account may be overridden.

Record Batch Transactions	
Company Name	The Sample Diversified Company
Bank Account	01 Cash in Checking

Users can assign and edit bank accounts from within the batch by selecting **Maintain Bank Accounts** from the **Options** menu.



## Transaction Entry – Fundamental Concepts

### *Defining a Transaction*

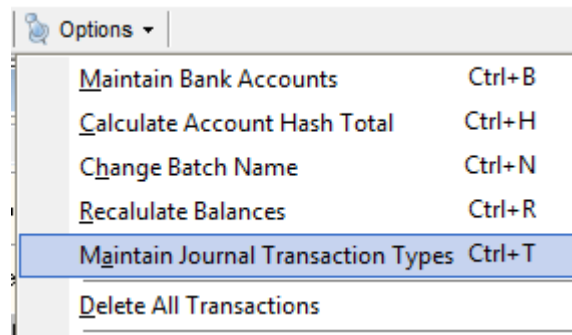
Strictly defined, a transaction is a collection of ledger distributions that accurately and completely accounts for the financial consequences of a recognized event.

## Defining a Transaction Type

Common to all businesses and entities are two instruments used to monitor and manage accounting information, the General Ledger and the General Journal. Prior to this section you should have set up your General Ledger by creating a chart of accounts.

CertiflexDimension Client-Write-up allows up to 99 different transaction types. Each type is tracked individually by the system once the batch file has been updated. The Client Write-up system relies heavily on this journal type structure.

Users may define transaction types from within the batch by selecting **Maintain Journal Transaction Types** from the **Options** menu.



For ease of setup, the most common journal types are included as defaults.

Number	Abrev.	Journal Type
1	VC	Vendor Check
2	AR	Sales
3	PR	Payroll Check
4	DP	Deposit
5	JE	Journal Entry
6	CE	Recurring Entry
7	VC	AP Voucher
8	DC	Direct Check
9	MC	Void or Manual Check
10	PA	Payroll Allocation & Accrual
95	R1	Reserved 1
96	R2	Reserved 2
97	BC	Bank Charge or Credit
98	AE	Accountants Adjusting Entry
99	JC	Job Cost Posting Entry

Refer to **Maintain Journal Transaction Types** for more information on setup.

## Recording Transactions (Except Payroll Checks)

Transaction entry consists of six primary prompts: **Type**, **Date**, **Reference**, **Description**, **Account** and **Amount**.

Transaction Entry						
Type	Date	Reference	Description	Account	Amount	
5	12/31/2012	1234	Journal Entry	100000	\$ 100.00	Accept

### Transaction Type

The first step when entering a new transaction is to define its type. Each unique type determines the transaction's description, prepares to advance or hold the reference number and date; and if a default balancing account has been assigned, it begins to accumulate a transaction balancing amount.

Type		
No.	Type Name	Balancing Account
1	Vendor Check	100000
2	Sales Journal	100000
3	Payroll Check	100000
4	Deposit	100000
5	Journal Entry	100000
6	Recurring Entry	100000
7	AP Voucher	100000
8	Direct Check	100000

### Transaction Type Shortcuts

- **[Del]:** By pressing the [Delete] key, the system will delete the last line entered.
- **[0]:** Typing a zero in the transaction type field tells the system that you wish to continue the last transaction with more distribution lines.
- **[00]:** Entering a double-zero in the type field will tell the system to balance the transaction to the current balancing account.
- **[..]:** Two periods entered in the type field will tell the system to balance the existing batch.

### Date

In this field, enter the transaction date for this entry.

Type	Date
5	12/31/2012

All transactions entered into a common batch should be dated within two consecutive fiscal years.

### Reference

In this field, enter the check number or journal entry reference number for the entry.



Date	Reference
12/31/2012	1234

Checks and deposits automatically increment to the next number. The auto incrementing feature of other transaction types can be set by going to **Maintain Lists >Client Write-up >Journal Transaction Types** and enabling **Auto Increment Reference (Batch)**.

### Reference Shortcuts

- **Up/Down = Scroll:** The reference number will increase or decrease one increment for each respective use of the up or down arrow keys.
- **[.]:** Entering a period or decimal in the reference field will tell the system that you intend to use the previous reference number again.

## Description

In this field, enter the transaction description. Transaction descriptions are a maximum of 30 characters. A default description accompanies each transaction type.

Transaction Entry						
Type	Date	Reference	Description	Account	Amount	
5	12/31/2012	1234	Journal Entry		\$ 0.00	Accept

### Description Shortcuts

- **Type 1 – Vendor Check:** Vendor checks require entering a valid vendor number or name. You can optionally use the up or down arrow key to scroll through the vendor list, or press [F6] to display the active vendor list.
- **[.] Repeat Last:** Enter a period and the previously used description for the selected Transaction Type will auto populate.
- **[F8] = Attachment:** Clicking on the paper clip icon allows users to attach a spreadsheet, media, voice, document, or graphics file to the transaction for future reference.
- **[F4] = Additional Description:** Clicking on the tablet icon allows users to add an unlimited text description to the transaction for future reference.

## Company ID

(Optional)

In this field, enter the 2-character company ID to be associated with the transaction. If you have selected the option in the company master data to allow multiple company distributions, then this column would appear to allow for intercompany transactions.

Co. ID		
00		
ID	Folder	Company Name
00	Required	Diversified Systems, Inc.
01	SampleCo	The Sample Company

## Project

### (Optional)

In this field, enter the project number to be associated with the transaction. If you have selected the option in the company master data to allow the batch to ask for project data, then this field will be available during batch transactions.

Project		
12.002 ▼		
Number	Name	Contract...
	None	
12.001	East Side Construction	AB-1234
12.002	West Side Renovation	

Project tracking is most commonly used to gather all transactions associated with a specific task or entity into a group or sub-ledger. Additional information on the use of ledger projects can be found under **Maintain Ledger Projects**.

### **Project Shortcuts**

- **Blank = None:** Even if the option to enter a project number is available, entering a project number is optional and can be left blank.
- **[Ins] = Add New Project:** Pressing the [Insert] key will allow you add a new project.

### **Account**

In this field, assign the ledger account to be associated with the transaction.

Account 🔍	Amount
100000	\$ 0.00 📄

### **Account Shortcuts**

- **[.] = Repeat:** Enter a period and the previously used account will appear.
- **Up/Down = Scroll:** Use the up or down arrow keys to scroll through ledger accounts.
- **[F6] = List/Add:** Press the [F6] key to display the ledger account listing. This listing allows you to select an account from the list or add a new account “on-the-fly.”
- **Auto Accounts:** Accounts can be automatically selected from defaults for vendor checks or from the Smart Learn feature.

### **Amount**

In this field, enter the dollar amount for the transaction line.

---

**Hint:** When the amount prompt is activated, the **Accept** button becomes the windows default. Pressing **[Enter]** after you have keyed in the dollar amount will accept the transaction.

---

Type	Date	Reference	Description	Account	Amount	
5	12/31/2012	1234	Journal Entry	100000	100.00	Accept

### Amount Shortcuts

- **Auto Amount:** Amounts on the first transaction line can be selected by default if the Smart Learn feature is activated. Amounts are defaulted to the balance of the transaction on continuing allocation lines.
- **[F2] = Balance JE:** Press [F2] to balance a transaction from Edit Mode.
- **[F4] = Allow Zero Amount:** Press [F4] to allow zero amounts (commonly used to record void checks).
- **%Split Vendor Check:** If you are recording a check for a Vendor that has a preset percentage split, enter the full amount of the check into the amount prompt and the system will automatically split the allocations upon validation.
- **[\*] = Auto Continue Transaction:** If you have more allocation lines to enter for this transaction, you can key in the amount for the current line and instead of pressing **[Enter]**, you can use the asterisk key (\*) as a shortcut. This will accept the current line and automatically continue the transaction for you by moving to the account prompt on the next allocation line.

---

**HINT:** Keying a minus sign (-) before or after the dollar amount designates the amount as a credit. If you activate the user preference to **Toggle Debit/Credit**, you can alternatively enter a credit amount by pressing **[Enter]** when the amount is zero and then entering your credit amount as a positive number. By default the toggle preference is not active.

---

## Recording Payroll Transactions

Due to the specific nature of employee wage and withholding tracking, the data entry for payroll checks is different from all other batch transaction types. Select **Transaction Type 3** to launch the **Record Batch Payroll Checks** window.

Type	Date
3	12/31/2012

No.	Type Name	Balancing Account
0		
1	Vendor Check	100000
2	Sales Journal	100000
3	Payroll Check	100000
4	Deposit	100000
5	Journal Entry	100000
6	Recurring Entry	100000
7	AP Voucher	100000

Since it is common to record a series of payroll checks together, the **Record Batch Payroll Checks** session will remain open from check to check.

**Record Batch Payroll Checks - Summary Format**

Employee Name: Doe, Dudley X Employee Number [10] Last Check [12/17/2012 : \$1,250.00]

Pay Check Date: 12/31/2012 Check No. 000103 Check Amount \$ 1,250.00

Wages \$1,342.00 Additional Earnings \$468.83 Reimbursements \$50.00 Net Check  
Taxes \$585.83 Deductions \$0.00 Wage Reductions \$25.00 \$1,250.00

Line	Code	Code Description	Hours	Amount	Cr
01	1.1	Regular/Salary Hours and Wages	88.00	\$1,342.00	
02	1.2	Overtime Hours and Wages	0.00	\$0.00	
03	04	Federal Income Tax Withheld		\$321.00	Cr
04	02	F.I.C.A. Tax Withheld		\$110.72	Cr
05	03	Medicare Tax Withheld		\$25.89	Cr
06	06	California Tax Withheld		\$107.15	Cr
07	07	CA - SDI Tax Withheld		\$21.07	Cr
08	11	Bonus		\$468.83	
09	31	Cafeteria Plan - Section 125		\$25.00	Cr
10	70	Mileage Reimbursement		\$50.00	Cr

Hours Worked: Standard 88.00 Overtime 0.00

After you have finished recording a payroll check, click **>Save** to proceed to the next check. When you are ready to return to the main batch transaction window, click **>Close**.

Once the **Record Batch Payroll Checks** window has been closed, the saved payroll check transactions and their corresponding allocations will appear in the **Transaction Listing**.

### Batch Payroll Check Overhead Information

Employee Name: Doe, Dudley X Employee Number [10] Last Check [12/17/2012 : \$1,250.00]

Pay Check Date: 12/31/2012 Check No. 000103 Check Amount \$ 1,250.00

- **Employee:** Select the employee to record the manual paycheck for.
- **Check Date:** Enter the date the check was written. This date must be within the current calendar year.
- **Check Number:** Enter the check's reference number.
- **Check Amount:** Enter the total net amount of the check in this box.

Entering a check amount is optional. If a check amount is entered, the system will automatically verify that the payroll distributions (Net Check) are equal to the original check entered. Leaving the check amount zero will eliminate this verification checking.

After the overhead check information has been entered, click **>Start** to begin entering the detail for the payroll check.

### Additional Batch Payroll Check Overhead Options

- **[F2] Repeat Last Check:** Press **[F2]** to repeat the last check in the current batch or current calendar year for the selected employee.
- **[F3] Auto Calculate Check Amount For Net:** If your client does not include any detail for payroll checks, you can optionally use this feature to back-calculate gross pay and withholdings from the net check amount. Once you have selected an employee and entered a check amount, press **[F3]** to activate this feature.

- Some tax withholdings, such as FIT and most SIT, are based on wage bracket type calculations. The ATF Payroll net check feature is **not capable of calculating wage bracket taxes accurately**. ATF Payroll will use a flat percentage manually set up on each employee. Since using a flat percentage is not the same as using a true wage bracket with exemptions, you should make sure that the flat percentages set on each employee's tax tables are greater than or equal to the wage bracket percentage for each employee's expected annual earnings.
  - Flat percentage tax withholdings such as FICA, Medicare and State Disability Insurance are calculated based on the withholding tax percentage set on each tax table of this type.
  - Payroll codes such as wage reductions and reimbursements can be automatically included in the net check calculations by entering a fixed amount or percentage on any payroll code. Fixed amounts and percentages for payroll codes are maintained on each employee.
- **[F4] Edit Existing Check:** To edit a batch payroll check for an employee, press [F4] to retrieve a list of existing checks. Select the check you wish to edit and click **>Ok**.
  - **[F12] Delete Existing Check:** Press [F12] to retrieve a list of batch payroll checks for the employee. Select the check you wish to delete, and click **>Ok**.

### Batch Payroll Check Allocation Detail

CertiflexDimension's Client Write-up batch payroll check system provides either a **Summary** or **Detailed** format for entering paycheck data.

The system defaults to the summary format. If you wish to enable the detailed format, click **>Preferences** and check the box labeled **Detailed Line Entry** located in the **Payroll Only** section.

## Summary Format

The **Summary Format** will prompt you for summary hours and amounts only. If you are not allocating pay to departments or projects, you will probably want to use the summary format for recording payroll checks. The summary format creates ledger entries based on the default ledger account numbers assigned to each payroll code.

Line	Code	Code Description	Hours	Amount	Cr
01	1.1	Regular/Salary Hours and Wages	88.00	\$1,342.00	
02	1.2	Overtime Hours and Wages	0.00	\$0.00	
03	04	Federal Income Tax Withheld		\$321.00	Cr
04	02	F.I.C.A. Tax Withheld		\$110.72	Cr
05	03	Medicare Tax Withheld		\$25.89	Cr
06	06	California Tax Withheld		\$107.15	Cr
07	07	CA - SDI Tax Withheld		\$21.07	Cr
08	11	Bonus		\$468.83	
09	31	Cafeteria Plan - Section 125		\$25.00	Cr
10	70	Mileage Reimbursement		\$50.00	Cr

The default hours, gross pay and fixed payroll codes are automatically retrieved from the selected employee record. You will be prompted for standard wages, overtime wages, active tax tables and any payroll codes containing fixed amounts or percentages for the selected employee. Amounts should normally be entered as positive numbers. Any amount subtracted from the employee's check includes a "CR" to the right of the amount prompt on the allocation line. All active codes for an employee are available for input. To add a code, click **>Add New Code** on the right of the screen. The added code will be for this check only. Allocation totals by type are included for your convenience.

---

**HINT:** Tax tables that are inactive or have reached a maximum wage limit are included in the active allocation list and are highlighted in red.

---

The Summarized Payroll format includes an option to automatically calculate FICA and Medicare. To use this option, enter your standard and overtime wages and then click **>Calculate FICA**.

## Detailed Format

The **Detailed Format** is a line-by-line layout that allows the user to allocate pay by department or project. This format uses the default ledger account assigned to each payroll code, though the user may override it during entry.

### New Line Entry

- **Payroll Code:** Select the appropriate code for this allocation line. You can optionally use the **Q-Key** associated with the code. For example, you can select Overtime Hours and Wages by keying in Payroll Code 101 or the **Q-Key 1.1**.

Payroll Codes 100 – 108 are preset to be wage types. Payroll Code 101 is a special code that automatically retrieves an employee's **Regular/Salary Hours and Wages** if used as the first line of detailed entry. Payroll Code 100 is a **Standard Wages** type that skips the hours prompt. This code will retrieve the standard wages from an employee if used as the first line of detailed entry.

- **Project (optional):** Enter the appropriate project number for this allocation line. Leave the project number blank for no project tracking. You can add new projects by pressing the **[Ins]** key. Additional information about project tracking is available in the **Maintain List** options of **Ledger Projects**.

---

**NOTE:** The **Project** prompt only appears if the company's **Master Data** has project tracking enabled. It is also controlled by the **Prompt for Project Number on Line Entry** user preference. The project number is not asked on tax table lines (Codes 2-10).

---

- **Department:** Enter the appropriate department number for this allocation line. Departments default to the department assigned to the selected employee. Departments can be used to control the Ledger Account assigned to each allocation line.

For example, if Department 1 has a Standard Wages Ledger Account 7100A – Administrative Wages, and Department 2 has a Standard Wages Ledger Account 7100B – Production Wages, selecting Department 1 on a Payroll Code 100 line will use Ledger Account 7100A. Selecting Department 2 will use Ledger Account 7100B.

The department prompt is not asked on tax tables lines (Codes 2-10). The department prompt is asked on standard lines (11 – 85) if the user preference, **Prompt for Department on Other Line Entry** is selected. The department prompt will only be asked on wage lines (Codes 101 – 108) if the user preference **Prompt for Department on Wage Line Entry** is checked.

- **Hours:** Enter the number of hours for this allocation line. Hours are only prompted for on wages lines (Codes 101 -108).
- **Account:** Enter the Ledger Account number for this allocation line. You can display a list of available accounts by pressing [F6].
- **Amount:** Enter the dollar amount for this allocation line. Payroll codes such as taxes, wage reduction codes and reimbursements that decrease an employee check should be entered as positive amounts.
- **Accept Line:** Click **>Accept Line** to validate the current line and return to the Payroll Code prompt. This function happens automatically when you press **[Enter]** from the amount prompt.

### Editing Existing Allocation Line

To edit an existing allocation line, select the line you wish to edit and press **[Enter]**. Make any desired changes and click **>Accept**.

### Deleting Existing Allocation Line

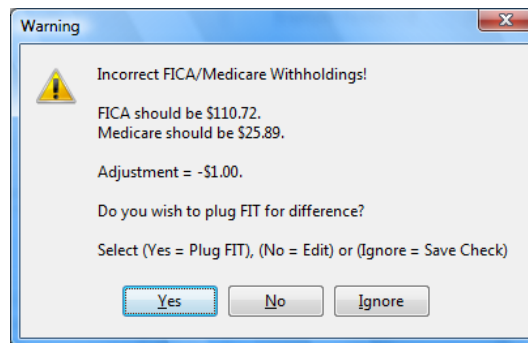
To delete an existing allocation line, select the line you wish to delete and press **[Delete]**. To delete all allocation lines for an employee check, click **>Clear All Lines**.

### Batch Payroll Check – Save/Cancel/Close

To save the payroll check, click **>Save**. To cancel the payroll check, click **>Cancel**. Once all checks have been recorded and saved, click **>Close**.

When a batch paycheck transaction is saved, the system will verify that the net amount of the check is equal to the originally entered check amount and then automatically prompt the user to enter the next payroll check.

If the **Check FICA/Medicare Amounts** preference is enabled, the system will verify that the FICA and Medicare amounts are accurate for the wages paid when the check is saved. If either amount is incorrect, the following warning will be displayed.





## Transaction Listing and Editing

Transaction Listing							
Type	Date	Reference	Description	Add.	Account	Amount	
L:2	12/17/2012	1216	Anderson, Marsha C /2		220000	\$(84.47)	
L:3	12/17/2012	1216	Anderson, Marsha C /3		220000	\$(19.75)	
L:4	12/17/2012	1216	Anderson, Marsha C /4		220000	\$(138.17)	
L:5	12/17/2012	1216	Anderson, Marsha C /0		100000	\$(1,250.00)	
01-CK	12/18/2012	1217	Adams Insurance Agency	(No)	87500A	\$ 1,312.67	
L:2	12/18/2012	1217	Adams Insurance Agency		100000	\$(1,312.67)	
01-CK	12/18/2012	1218	American Contractors	(No)	70000A	\$ 675.00	
L:2	12/18/2012	1218	American Contractors		70000B	\$ 50.00	
L:3	12/18/2012	1218	American Contractors		100000	\$(725.00)	
01-CK	12/21/2012	1219	Builder's Warehouse	(No)	89000A	\$ 233.56	

The **Transaction Listing** displays the transaction and distribution lines that have been entered into the batch.

The scroll bar to the right of the Transaction Listing allows the user to scroll up and down through the listing. The scroll bar at the bottom allows the user to scroll across in order to view additional line detail that may not fit lengthwise within the Transaction Listing.

The **[F9]** key toggles between a new line entry and editing an existing line. Clicking on a line will select it to be edited. All editing is performed in the **Transaction Entry** section.

### Listing Display Columns

- **Type:** This column provides two types of information. The first line of any transaction is presented in a lighter shade than the distribution lines below it and displays the journal transaction type in the "Type" column. Each distribution line below the first transaction line displays a sequential line number in the "Type" column.
- **Date:** This column displays the date of the transaction
- **Reference:** This column displays the transaction's reference number.
- **Description:** This column displays the primary transaction description.
- **Add.:** This column indicates if additional descriptions or files have been attached to the transaction, displaying **(Yes)** if the line includes additional descriptions/attachments or **(No)** if it does not.
- **Account:** This column displays the ledger account associated with this line of entry.
- **Amount:** This column displays the debit or credit amount for the line.
- **Account Name:** This column displays the name of the ledger account associated with the line of entry.

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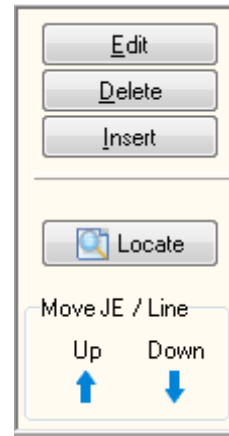
**HINT:** Transaction listing columns can be rearranged by clicking on the column heading and dragging it to your chosen position. The modified column headings will remain in place until you exit the batch screen.


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## Additional Batch Options

### Editing and Locating Transactions

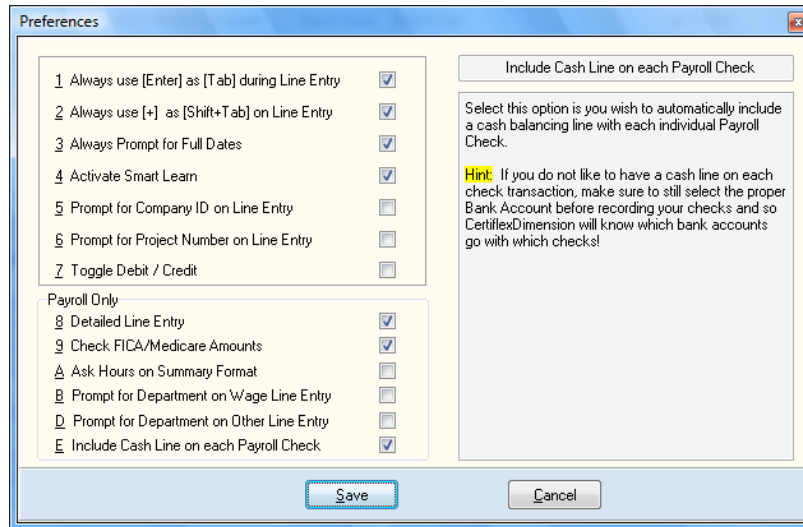
- **Editing Lines:** To edit a transaction line, select the line you wish to edit then press the **[F9]** key or click **>Edit**.
- **Deleting Lines:** To delete a transaction line, select the line you wish to delete then press the **[Delete]** key or click **>Delete**. Any line of the batch can be deleted. When the first line of a transaction is deleted, all distribution lines below it are also deleted.
- **Inserting Lines:** To insert a line in the batch, select an existing distribution or transaction line, then press the **[Insert]** key or click **>Insert**. The inserted line will fall below the previously selected existing line.



- **Locate**  (**Find Transaction**): This option allows users to search the current batch by **Journal Entry Number, Transaction Type, Date, Reference Number, Description, General Ledger Account, Amount, Journal Entry Balance, Project, or Company ID**.
- **Move JE/Line:** To move a transaction line, select the line you wish to move and then press the arrow keys or click **>Up** or **>Down** under **Move JE/Line**. Distribution lines may be moved to any position within its original transaction.

## Preferences

Select the **Preferences** option to access a list of user preferences for batch data entry. This screen uses a check box format to enable preferences.



## Data Entry Preferences

1	Always use [Enter] as [Tab] during Line Entry	<input checked="" type="checkbox"/>
2	Always use [+] as [Shift+Tab] on Line Entry	<input checked="" type="checkbox"/>
3	Always Prompt for Full Dates	<input checked="" type="checkbox"/>
4	Activate Smart Learn	<input checked="" type="checkbox"/>
5	Prompt for Company ID on Line Entry	<input type="checkbox"/>
6	Prompt for Project Number on Line Entry	<input type="checkbox"/>
7	Toggle Debit / Credit	<input type="checkbox"/>

- 1 **Always use [Enter] as [Tab] during Line Entry:** Enable this preference if you wish to use the **[Enter]** key to advance from field to field within the batch, as if you were using the **[Tab]** key. Users accustomed to 10-key entry may want to enable this preference.
- 2 **Always use [+] as [Shift+Tab] on Line Entry:** Enable this preference if you wish to use the **[+]** key to retreat from field to field within the batch, as if you were using the **[Shift+Tab]** key. Users accustomed to 10-key entry may want to enable this preference.
- 3 **Always prompt for Full Dates:** Enable this preference if you wish to have the system prompt for full dates (MMDDYY). If this option is not selected the system will automatically assume the current month and year for all transactions and prompt for the day only. Since batch transactions are often across multiple accounting periods, most users will prefer to enable this preference.
- 4 **Activate Smart Learn:** Enable this preference to enable the Smart Learn feature. Smart Learn uses previously entered data to auto-populate certain information, such as transaction descriptions, preferred ledger accounts, and transaction amounts.

For example, if you commonly record a Closing Entry (Type 6) with the description “Auto Loan Amortization,” activating Smart Learn will automatically complete the transaction description after you have entered the first few characters. If you continue using the same ledger account or dollar amount for a specific transaction type, the system will begin automatically populating this particular account or amount when you select the corresponding transaction type. Enabling the Smart Learn feature can dramatically speed up the data entry process.

- 5 **Prompt for Company ID on Line Entry:** Enable this preference if you wish to have the system prompt for a Company ID during transaction entry.

One of the extremely powerful features of the system is the ability to easily allocate transactions between companies. This is very helpful if you have clients with multiple companies and transfer funds or allocate expenses between companies. A control feature called “**Allow Company ID in Batch**” located under **Client Write-up Master Data** must be activated before this feature can be enabled in **Record Batch Transactions**.

- 6 **Prompt for Project Number on Line Entry:** Enable this preference to have the system prompt for a project number during transaction entry.

---

**NOTE:** The “**Allow Project No. in Batch**” preference must be enable in the **Client Write-up Master Data** before this feature can be enabled in **Record Batch Transactions**.

---

- 7 **Toggle Debit / Credit:** Enable this preference to allow either **[Enter]** or **[Tab]** to toggle between debit and credit amounts immediately prior to entering the dollar amount in the **Amount** field. When the amount is assigned as a credit, the word “**Credit**” appears in red. This preference speeds up data entry by eliminating the need to press the **[-]** key when entering credit amounts.

## Payroll Only Preferences

Payroll Only	
<u>D</u> Detailed Line Entry	<input checked="" type="checkbox"/>
<u>C</u> Check FICA/Medicare Amounts	<input checked="" type="checkbox"/>
<u>A</u> Ask Hours on Summary Format	<input type="checkbox"/>
<u>P</u> Prompt for Department on Wage Line Entry	<input type="checkbox"/>
<u>P</u> Prompt for Department on Other Line Entry	<input type="checkbox"/>
<u>I</u> Include Cash Line on each Payroll Check	<input checked="" type="checkbox"/>

- 8 **Detailed Line Entry:** Payroll Check Entries (Type 3) are available in two different formats. Enable this preference to record Payroll Checks in the detailed format instead of the default summary format.

**The Summary Format** will prompt you for summary hours and amounts only. If you are not allocating pay to departments or projects, you will probably want to use the Summary format for recording payroll checks.

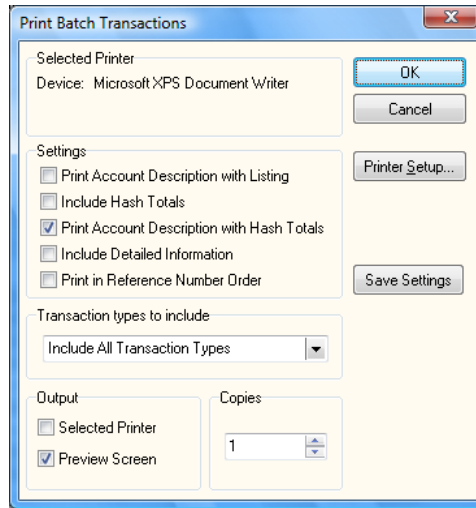
**The Detailed Format** is an in-depth line-by-line format that allows the user to allocate pay to departments and/or projects.

- A **Ask Hours on Summary Format (Payroll Only):** Enable this preference if you wish to be prompted for **Regular** and **Overtime** hours when recording **Payroll Entries** in the Summary format. The system will default the standard hours to the number of default hours set on each employee.
- B **Prompt for Department on Wage Line Entry (Payroll Only):** Enable this preference to have the system prompt for a Department number on Payroll Wage lines when using the Detailed Format. One of the powerful features of the system is the easy allocation of wage expenses across departments.

- D **Prompt for Department on Other Line Entry (Payroll Only):** Enable this preference to have the system prompt for a Department number on Payroll non-wage lines (commissions, deductions, etc.) when using the Detailed Format.
- E **Include Cash Line on each Payroll Check (Payroll Only):** Enable this preference if you wish to automatically include a cash balancing line with each Payroll Check.

## Print Batch

Select this option to print the batch transaction reports.



### Report Options

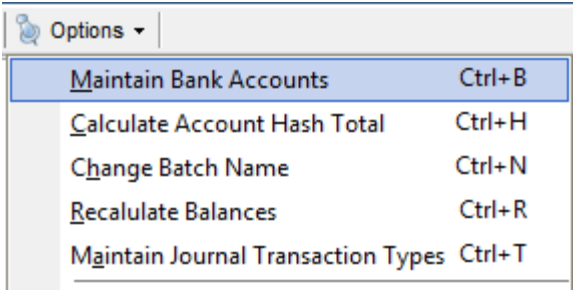
- **Print Account Description with Listing:** Enable this setting if you want the report to include Ledger Account numbers and descriptions.
- **Include Hash Totals:** Enable this setting if you want a hash total recap of all accounts to be included at the end of the report.
- **Print Account Description with Hash Totals:** Enable this setting if you want to include Ledger Account descriptions on the hash total recap.
- **Include Detailed Information:** Enable this setting if you want the report to include payroll departments, payroll codes, employee numbers and vendor numbers.
- **Print in Reference Number Order:** Enable this setting if you want the report to print in reference number order instead of transaction number order.
- **Transaction Types to Include:** From the dropdown menu, select which transaction types to print. The default setting for this setting is “Include all Transaction Types”.

To save your print settings for future Batch Transaction Listings, click **>Save Setting**. To print the Batch Transaction Listing, click **>Ok**.

## Record Batch Transactions – Options

### Maintain Bank Accounts

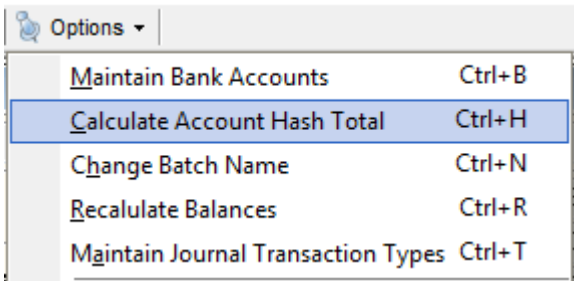
Select **Maintain Bank Accounts** from the **Options** menu, or use the **[Ctrl+B]** shortcut to access this option.



For more information on creating and maintaining bank accounts and how to best implement them into your processing, please refer to the **Maintain Bank Accounts** section located in the *System Manager Operations Guide*.

### Calculate Account Hash Total

Select **Calculate Account Hash Total** from the **Options** menu, or use the **[Ctrl+H]** shortcut to access this option.

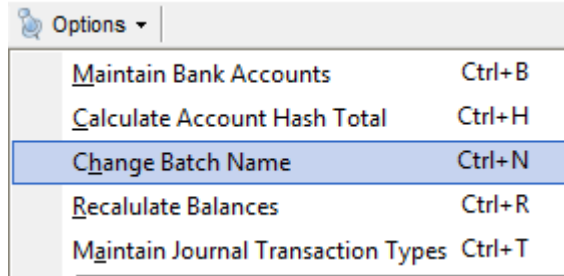


Enter the desired account number when prompted. A hash total window for the selected account will be displayed.

A screenshot of a window titled 'Ledger Account Hash Total'. The window contains several input fields and a table of values. At the top, there are two fields: 'Account' with the value '100000' and 'Cash in Checking'. Below this is a section titled 'Account Activity' with a field 'Date of Last Posted Transaction' set to '12/28/2012'. The main part of the window is a table with four rows: 'Beginning Balance' (\$ 1,895,537.93), 'Current Period Posted Transactions' (\$(129,701.89)), 'Transactions in Current Batch' (\$(3,287.67), and 'New Account Balance' (\$ 1,762,548.37). To the right of the table is a box labeled 'Number of Current Entries' with the value '3'. At the bottom of the window is an 'Ok' button.

## Change Batch Name

Select **Change Batch Name** from the **Options** menu, or use the **[Ctrl+N]** shortcut to access this option.



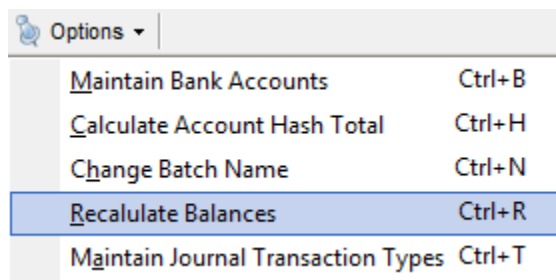
The batch name is simply an identifier that can be changed at any time. When a new batch is opened, the system will name the batch “Auto-Assign.”

When an “Auto-Assign” batch is posted, the system uses the dates associated with each transaction to determine which periods the transactions post to and what name to assign to the batch.

For example, a batch that contains a Journal Entry for October 2008, a Vendor Check for November 2008, and a Payroll Check for December 2008 would be auto-assigned the name “Batch-From: Oct. 2008 To: Dec. 2008.”

## Recalculate Balances

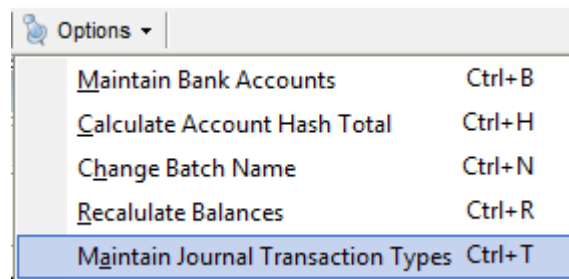
Select **Recalculate Balances** from the **Options** menu, or use the **[Ctrl+R]** shortcut to access this option.



Batch totals are saved at the end and normal close of each batch session. Use this option to manually reset the totals while in an open batch.

## Maintain Journal Transaction Types

Select **Maintain Journal Transaction Types** from the **Options** menu, or use the **[Ctrl+T]** shortcut to access this option.



Each company supports up to 99 journal transaction types. The most commonly used types are preset for each company (1=Vendor Checks, 4=Deposit, 6=Recurring Entries, etc.). Customizing non-check journal transactions types with descriptions and preset balancing accounts may speed up data entry.

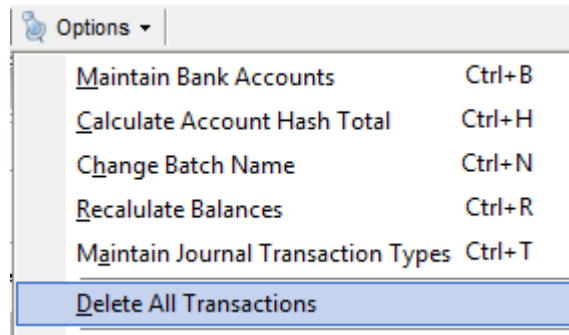


For example, if a client does physical inventory counts and adjustments semi-monthly, you may wish to set-up a new journal transaction type “21” with a description of “Inventory Adjustment” with a balancing account of the main Ledger Inventory account. Now every time you need to record the adjusting inventory transaction, simply enter Type 21.

Alternately, users can create and edit these types by going to **>Maintain Lists, >Client Write-up, >Journal Transaction Types**.

### **Delete All Transactions**

Select **Delete All Transactions** from the **Options** menu to access this option.



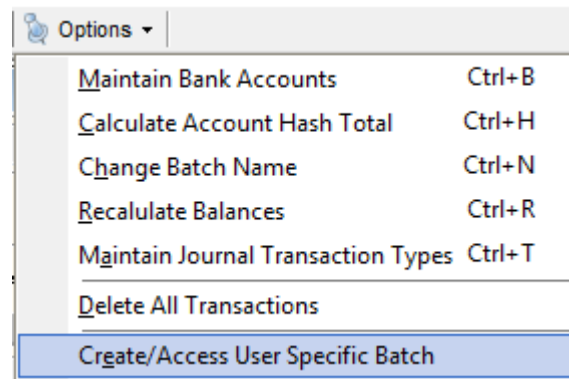
This option allows you to delete every transaction in the open batch, instead of using the **Delete** option to remove transactions one at a time.

**Warning!** This option will delete all transactions in the current batch.

### **User Specific Batches**

The primary batch system is designed to only allow one user to make entries at a time. If multiple users need to be making simultaneous entries into the same batch, the **User Specific Batch** options will allow this.

To create or add to an existing temporary user batch, select **Create/Access User Specific Batch** from the **Options** menu.

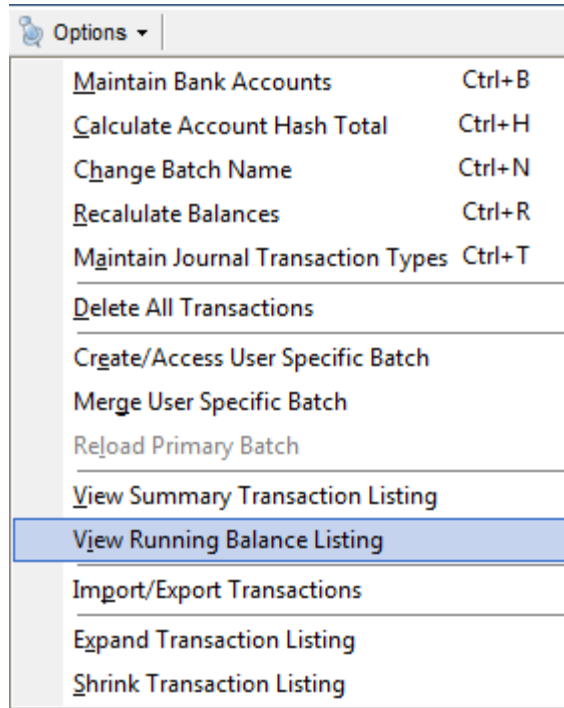


When a new user specific batch is opened, a temporary file will be created (DXXZZCWB.CAX: XX=Company ID, ZZ=User ID). If you are in a user specific batch and wish to reload the primary batch, select **Reload Primary Batch** from the **Options** menu.

Temporary user batches must be merged with the primary batch before posting. To merge a temporary user batch to the primary batch, select **Merge User Specific Batch** from the **Options** menu, select the batch file to merge, and click **>Ok**.

## Summary Transaction Listing

Select **View Summary Transaction Listing** from the **Options** menus to access this option.



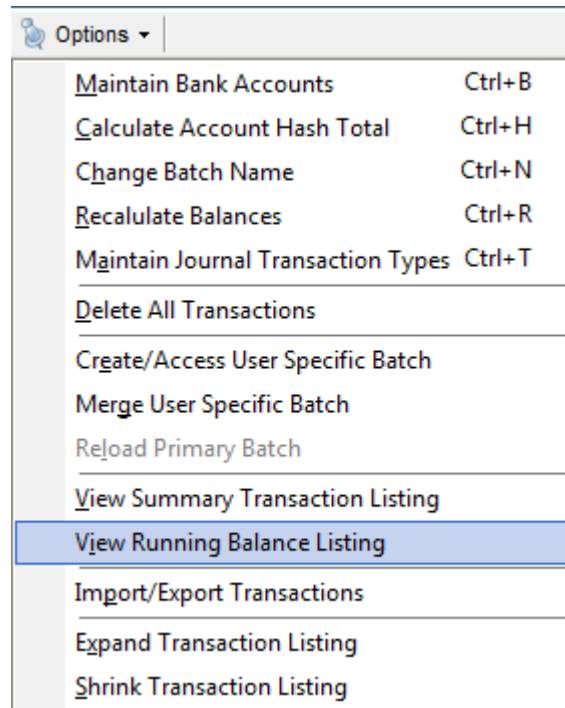
The Summary Transaction Listing displays a summary of all transactions in the batch. It may be sorted by “**Journal Entry Number**,” “**Reference Number**,” or “**Transaction Type**”. The “**Add**” column will be checked if the transaction has an attached description or linked file.

The screenshot shows a window titled 'Summary Transaction Listing'. It has a 'Sort By' section with three radio buttons: 'Journal Entry Number' (selected), 'Reference Number', and 'Transaction Type'. Below is a table with 12 rows of transaction data. The columns are: JE No., Type, Date, Reference No., Description, First Account, Add, Lines, Debits, and Credits. The 'Add' column contains checkboxes, all of which are checked. The 'Lines' column contains values ranging from 1 to 11. The 'Debits' and 'Credits' columns show monetary values.

JE No.	Type	Date	Reference No.	Description	First Account	Add	Lines	Debits	Credits
1	3	12/17/2012	1216	Anderson, Marsha C /1.0	81000A	<input checked="" type="checkbox"/>	5	\$1,492.39	\$1,492.39
2	1	12/18/2012	1217	Adams Insurance Agency	87500A	<input checked="" type="checkbox"/>	2	\$1,312.67	\$1,312.67
3	1	12/18/2012	1218	American Contractors	70000A	<input checked="" type="checkbox"/>	3	\$725.00	\$725.00
4	1	12/21/2012	1219	Builder's Warehouse	89000A	<input checked="" type="checkbox"/>	1	\$233.56	
5	3	12/31/2012	000103	Doe, Dudley X /1	81000A	<input checked="" type="checkbox"/>	10	\$1,860.83	\$1,860.83
6	3	12/31/2012	000104	Johnson, James R /1	81000A	<input checked="" type="checkbox"/>	6	\$1,662.50	\$1,662.50
7	3	12/31/2012	000105	Johnson, Larry N /1	81000A	<input checked="" type="checkbox"/>	11	\$2,308.80	\$2,308.80
8	3	12/31/2012	000106	Jones, Bill /1	81000A	<input checked="" type="checkbox"/>	7	\$5,004.29	\$5,004.29
9	3	12/31/2012	000107	Jones, John B /1	81000A	<input checked="" type="checkbox"/>	11	\$1,173.40	\$1,173.40
10	3	12/31/2012	000108	Smith, Sam /1	81000A	<input checked="" type="checkbox"/>	5	\$1,073.47	\$1,073.47
11	3	12/31/2012	000109	Stone, Samuel /1	81000A	<input checked="" type="checkbox"/>	5	\$2,198.53	\$2,198.53
12	3	12/31/2012	000110	Wilson, William /1	81000A	<input checked="" type="checkbox"/>	5	\$1,499.73	\$1,499.73

## Running Balance Listing

Select **View Running Balance Listing** from the **Options** menus to access this option.

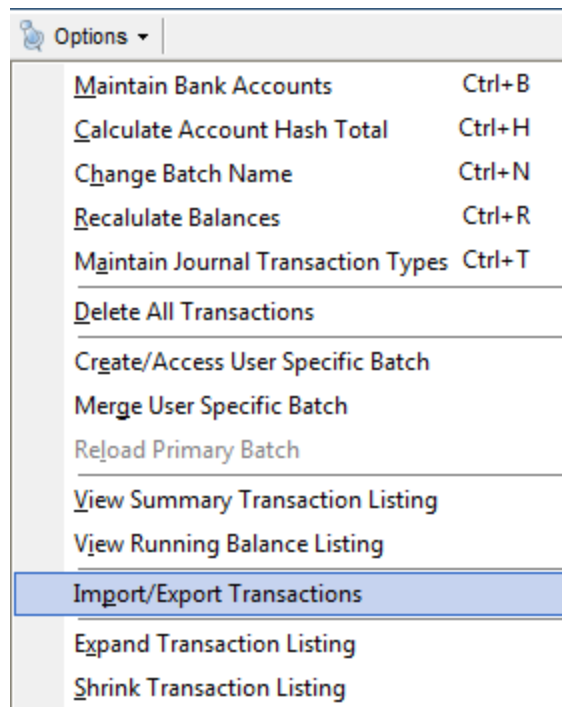


The Running Balance Listing displays all transactions in the open batch, as well as their Journal Entry and Batch balances.

T	Date	Reference	Description	Account	Amount	J/E Balance	Batch Balance
3	12/17/2012	1216	Anderson, Marsha C	/10 81000A	1,492.39	1,492.39	1,492.39
3	12/17/2012	1216	Anderson, Marsha C	/2 220000	-84.47	1,407.92	1,407.92
3	12/17/2012	1216	Anderson, Marsha C	/3 220000	-19.75	1,388.17	1,388.17
3	12/17/2012	1216	Anderson, Marsha C	/4 220000	-138.17	1,250.00	1,250.00
3	12/17/2012	1216	Anderson, Marsha C	/0 100000	-1,250.00	0.00	0.00
1	12/18/2012	1217	Adams Insurance Agency	87500A	1,312.67	1,312.67	1,312.67
1	12/18/2012	1217	Adams Insurance Agency	100000	-1,312.67	0.00	0.00
1	12/18/2012	1218	American Contractors	70000A	675.00	675.00	675.00
1	12/18/2012	1218	American Contractors	70000B	50.00	725.00	725.00
1	12/18/2012	1218	American Contractors	100000	-725.00	0.00	0.00
1	12/21/2012	1219	Builder's Warehouse	89000A	233.56	233.56	233.56
3	12/31/2012	000103	Doe, Dudley X	/1 81000A	1,342.00	1,342.00	1,575.56
3	12/31/2012	000103	Doe, Dudley X	/2 220000	-110.72	1,231.28	1,464.84
3	12/31/2012	000103	Doe, Dudley X	/3 220000	-25.89	1,205.39	1,438.95
3	12/31/2012	000103	Doe, Dudley X	/4 220000	-321.00	884.39	1,117.95
3	12/31/2012	000103	Doe, Dudley X	/6 220000	-107.15	777.24	1,010.80
3	12/31/2012	000103	Doe, Dudley X	/7 220000	-21.07	756.17	989.73
3	12/31/2012	000103	Doe, Dudley X	/11 81000A	468.83	1,225.00	1,458.56
3	12/31/2012	000103	Doe, Dudley X	/31 230000	-25.00	1,200.00	1,433.56
3	12/31/2012	000103	Doe, Dudley X	/70 83000A	50.00	1,250.00	1,483.56
3	12/31/2012	000103	Doe, Dudley X	/0 100000	-1,250.00	0.00	233.56
3	12/31/2012	000104	Johnson, James R	/1 81000A	1,662.50	1,662.50	1,896.06
3	12/31/2012	000104	Johnson, James R	/2 220000	-103.08	1,559.42	1,792.98
3	12/31/2012	000104	Johnson, James R	/3 220000	-24.11	1,535.31	1,768.87
3	12/31/2012	000104	Johnson, James R	/4 220000	-241.99	1,293.32	1,526.88
3	12/31/2012	000104	Johnson, James R	/30 230000	-49.87	1,243.45	1,477.01
3	12/31/2012	000104	Johnson, James R	/0 100000	-1,243.45	0.00	233.56
3	12/31/2012	000105	Johnson, Larry N	/1 81000A	1,983.80	1,983.80	2,217.36
3	12/31/2012	000105	Johnson, Larry N	/2 220000	126.95	1,946.95	2,000.41

## Import/Export Transactions

Select **Import/Export Transactions** from the **Options** menu to access this option.



The Import/Export option within the **Record Batch Transactions** session is specifically designed to quickly import and export batch transactions. The most common use of this option is to import recurring adjusting entries.

The Import/Export option uses a fixed, spreadsheet style data in the following tab delimited format:

Type	Date	Ref. No.	Description	Account	Amount
6	11/30/2008	ADJ – 1	Accrue Prior Period Payroll	810000	21300.32
				815000	1652.11
				230000	-22952.43
6	12/1/2008	ADJ – 2	Reverse Current Period Payroll	810000	-21300.32
				815000	-1652.11
				230000	22952.43
6	12/31/2008	ADJ – 3	Monthly Depreciation	170000	4321.12
				850000	-4321.12

- **Importing**

Select **Import Transaction into Current Batch** and click **>Next**. A general information page will appear. Review the information on this page, then click **>Next**.

- To import transactions from a file, select **File – Import from Tab Delimited Text File**. The system will prompt you for the file to import. Select the file to import, then click **>Finish** to begin importing transactions.
- To import from memory, select **Copied Data – Import from Windows clipboard**.

For additional transaction importing options, please refer to the **Write-Up Interfaces** feature located under the Client Write-up **Maintain List** menu option.

- **Exporting**

Select **Export Transaction from Current and/or Archived Batch** and click **>Next**.

- To export transactions from an archived batch, select **Archived Batch – Posted Transactions**.
- To export transactions from the current batch, select **Current Batch – Unposted Transactions**.
- To export to a tab delimited text file, select **Export to File – Tab Delimited Text File**.
- To export to the Windows Clipboard, select **Export to Memory – Copy to Windows Clipboard for Pasting**. Click **>Next** to continue the export wizard.

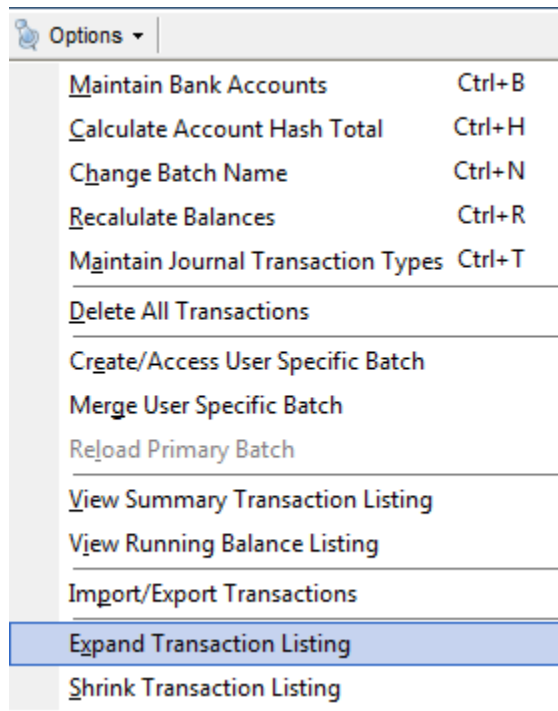
The final page of the Export Wizard will prompt you to set the beginning and ending transaction type and the date range to export. To complete the export wizard, select the range criteria and click **>Finish**.

### ***Using the Direct Import/Export Options***

The system includes two options for moving data for the current batch without using the wizard. To import directly from copied spreadsheet, select **Direct Import – Paste**. To export all current batch transactions for pasting to a spreadsheet, select **Direct Export All – Copy**.

### ***Expand/Shrink Transaction Listing***

Select **Expand/Shrink Transaction Listing** from the **Options** menu to access this option.



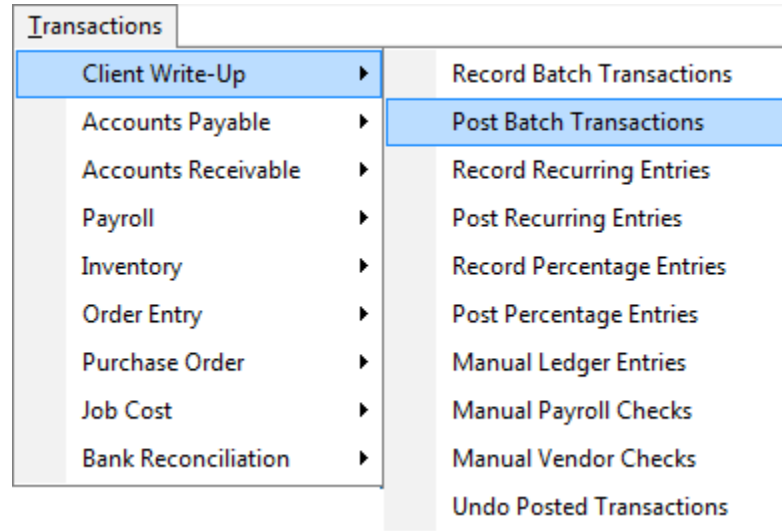
Expand and shrink options allow the user to resize the Transaction Listing to accommodate the full length of the Record Batch Transactions window.

Select **Expand Transaction Listing** and the listing will expand to fit the window. Select **Shrink Transaction Listing** and an expanded listing will resize to its default length.

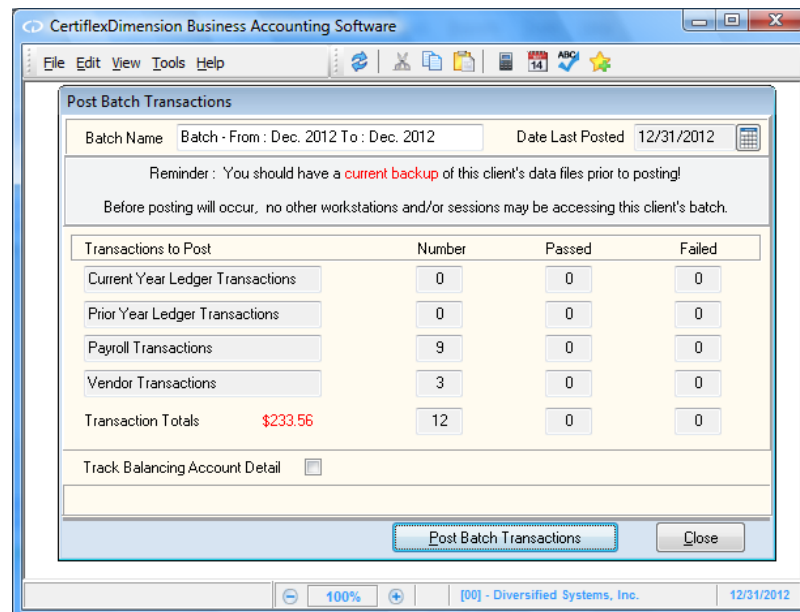
## Post Batch Transactions

After batch transactions are entered in Client Write-up, they are not immediately posted to the ledger. This allows you to return to an open batch and enter transactions at a later time. When you are finished entering ledger transactions, you will need to post them via Post Batch Transactions.

To post a batch, select **>Transactions >Client Write-up >Post Batch Transactions**.



The Post Batch Transactions window displays the number of transactions in the current user batch that are ready to post. These transactions are broken down by **Current Year Ledger Transactions**, **Prior Year Ledger Transactions**, **Payroll Transactions**, and **Vendor Transactions**.



A total amount for all batch lines will appear at the bottom of the screen. If the batch is out of balance, the Transaction Totals at the bottom of the screen will show the total amount of the batch in red. You may then click **>Close** to close this window and return to the batch to make any necessary corrections.

---

**NOTE:** You will still be allowed to post a batch that is out of balance. However, you are advised to verify the batch entries prior to doing so. **You are also advised to make a backup of the client data files prior to any posting of batch transactions, and to verify that no other workstations are accessing the client's batch.**

---

Click on the **Post Batch Transactions** button to begin posting. If all transactions contain valid information, you will then receive a message that all batch transactions have been posted. You can then print out a **Ledger Transaction Listing** report to show detail of the posted transactions.

If for any reason a batch transaction fails to post, you will receive a message indicating that one or more batch transactions have failed to post. You will then be prompted to print a report that will show the batch lines that failed during the posting process. Return to the **Record Batch Transactions** option to access the batch and make any necessary corrections, and then attempt to post the batch again.

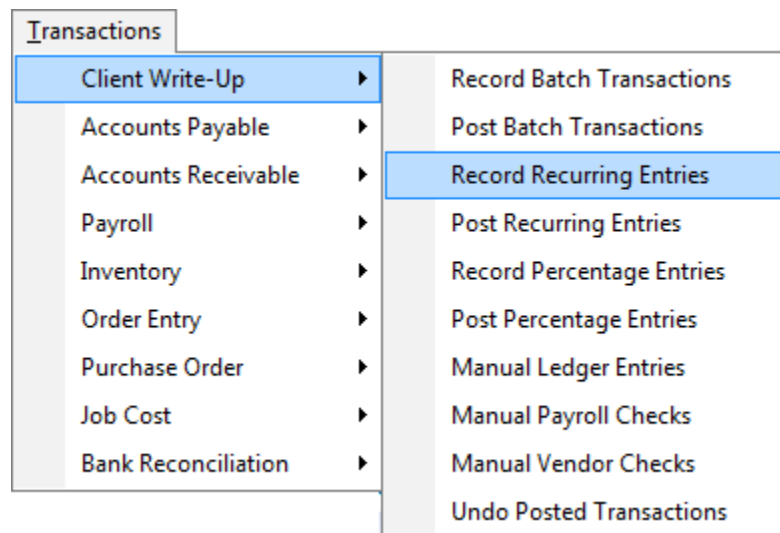
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## Record Recurring Entries

This section explains how to define and maintain automatic recurring and reversing entries. Recurring and reversing entries are journal entries that you repetitively post for each accounting period.

With this option you add the entry once. The entry is then posted each time you perform the **Post Recurring Journal Entries** option.

To access the Maintain Recurring Entries feature, click **>Transactions >Client Write-up >Record Recurring Entries**.



### Adding a Recurring Entry

To add a new recurring entry, click **>New**.



Entry Number: 456      Entry Description: Closing Entry - 456

Reference: 456      Last Recurring Posted: 10/8/2012      [F4] Add. Description

Posting Period: Monthly      Last Reversing Posted: 11/8/2012      ☐ Reversing Entry

[Edit Journal Entry]      [Edit Amounts Only]      [Clear Journal Entry]

Company/Job	Account No.	Account Name	Debit	Credit
00	100000	Cash in Checking		\$10,000.00
00	132000	Inventory	\$10,000.00	

2 Line(s)      Balance      [ \$0.00 ]      \$10,000.00      \$10,000.00

[Save]      [Cancel]

The system will prompt you for the following:

- **Number:** Enter the new recurring entry number.

---

**NOTE:** This is the number referred to when prompted for the beginning and ending entry number as you post recurring or reversing journal entries through **Post Transactions**. This field allows you to assign a unique number to each entry.

---

- **Reference:** Enter the new recurring or reversing entry reference number. The number you enter here is the reference number posted to the General Ledger each time you perform the automatic posting.
- **Posting Period:** Select the posting frequency for the recurring or reversing entry - **Monthly**, **Quarterly**, or **Yearly**.
- **Entry Description:** Enter the description for the entry. If you leave this field blank, the system will use Recurring Entry as the description.

If you wish to enter additional descriptive information, click **>Add. Description** or press **[F4]** and enter the additional description.

- **Last Recurring Post Date:** Enter the date the recurring entry was last posted. This field will be automatically updated each time the entry is posted.
- **Last Reversing Post Date:** Enter the date the reversing entry was last posted. This field will be automatically updated each time the entry is posted.
- **Reversing Entry:** Select this check box if the entry is to be a recurring reversing entry.

### **Edit Journal Entry**

Click this button to add or change the General Ledger account distribution for the entry. Each line of the journal entry distribution will contain a company number, account and amount.

If you have the **Master Data** set to allow multiple-company ledger input, or have Job Cost available, the **Ask Company**, **Ask Job**, and **Current Company** buttons will be active.

- Click **>Ask Company** if you want to enter multiple company ledger transactions.
- Click **>Ask Job** if you want to allocate an entry to a job.
- Click **>Current Company** if the entries are for the current client only.

If you click **>Ask Company** or **>Ask Job**, the system will allow you to change the company ID or job number for each journal entry leg.

The following is an example of a multiple company journal entry. Assume you have a Client 00 and a Client DS. Client 00 represents the main company and pays all bills for Client DS.

If you were to record a journal entry for rent for Client DS, you would enter it as shown below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The following shows how the system actually makes the journal entries for the example.

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
00	140000 Intercompany	450.00	
DS	140000 Intercompany		450.00
DS	820000 Rent	450.00	

You do not have to make the intercompany account entries; the system automatically makes the journal entries between the two clients for you through the intercompany account.

For additional details on allocations to jobs, please refer to the CertiflexDimension Job Cost User's Guide.

- **Company:** Enter the client ID for the selected journal entry leg.
- **Account:** Enter the General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press **[F5]**. To display a list of General Ledger accounts, press **[F6]**.
- **Debit/Credit Amount:** Enter the current journal entry amount in the correct field.
- **Accept:** Click **>Accept** to validate the entry leg.  
When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.
- **Edit:** Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **>Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **>Balance** to automatically balance the journal entry.

Once the journal entry is balanced, click **>Save** to validate and save the journal entry.

### **Edit Amounts Only**

This allows you to change dollar amounts only on journal entry legs, not accounts or descriptions.

### **Clear Journal Entry**

This will clear all journal entry legs for the current entry.

After entering all information for a recurring entry, click **>Save** to update and return to the main recurring entry screen.

## **Changing a Recurring Entry**

When the Maintain Recurring Entries screen is displayed, enter the recurring entry number to change in the **Recurring Entry** field or highlight the entry in the list. Click **>Edit** to change the recurring entry. For detailed information on each field displayed, refer to the **Adding a Recurring Entry** section.

### Deleting a Recurring Entry

When the Maintain Recurring Entries screen is displayed, enter the recurring entry number to delete in the **Recurring Entry** field or highlight the entry in the list. Click **>Delete** to delete the selected recurring entry.

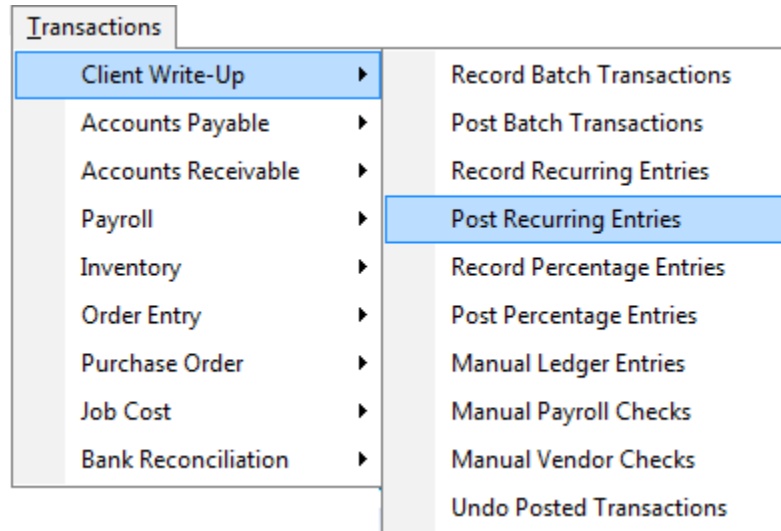
### Copying a Recurring Entry

When the Maintain Recurring Entries screen is displayed, enter the recurring entry number to copy from in the **Recurring Entry** field or highlight the entry in the list that you wish to copy. Click **>Copy** to copy the selected entry. The system will prompt for the new recurring entry number to copy the information to.

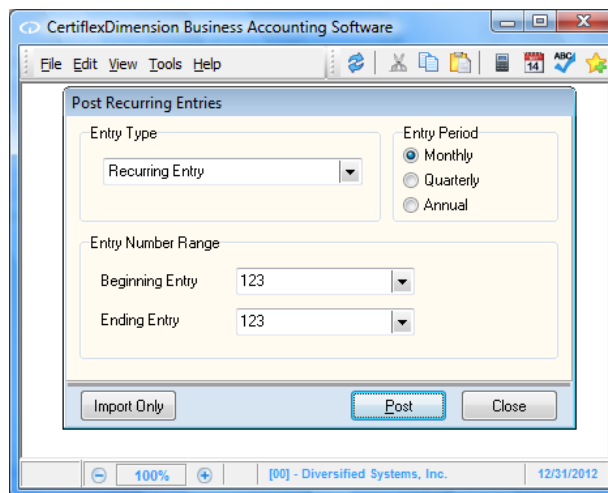
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## Post Recurring Journal Entries

Post Recurring Journal Entries allows you to post the recurring, reversing, and percentage entries. To post recurring journal entries, click **>Transactions >Client Write-up >Post Recurring Transactions**.



Most users post their recurring journal entries on the last day of the period. When you post recurring journal entries with the processing date not set to the last day of the period, the system will display a warning. The system will allow you to continue if you desire.



This option will only post entries not already posted in the current period.

- **Entry Type:** Select to post a **Recurring Entry** or **Reversing Entry**. Reversing entries are not automatically posted when you post recurring entries. The system requires you to select this option and select to post the reversing entries.
- **Entry Period:** Select to post the **Monthly**, **Quarterly**, or **Annual** recurring entries.
- **Entry Number Range:** Select the range of entry numbers to post.

To validate the selection and post the entries, click **>Post**. If all entries are valid, the system will post the entries and print the **Recurring Entry Posting** report. If an entry is invalid, the system will not post any of the entries and print a **Recurring Entry Error** report, identifying invalid entries.

Entries can be imported from other sources to the Post Recurring Journal Entry system. For more information on activating and using the General Ledger transaction import feature, please refer to the **ImportTrn.RTF** file located in the **\Advx\CDmn\Doc** directory.

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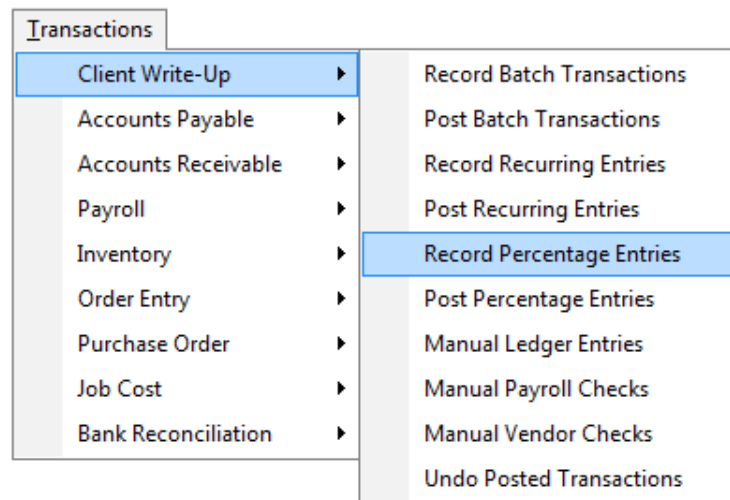
## Record Percentage Entries

This section explains how you define and maintain the automatic percentage entries. Percentage entries are journal entries that you continuously post for each accounting period, but the amounts differ each period depending on the balance (monthly, quarterly, or yearly) of any given account.

Examples would be a recurring accrual of compensation expense as a percentage of sales, or a recurring accrual of workman compensation expense as a percentage of payroll expenses by department.

With this option you add the entry once, then the entry is posted each time you perform the **Post Percentage Entries** option.

To access the Maintain Percentage Entries feature, click **>Transactions >Client Write-up >Record Percentage Entries**.



## Adding a Percentage Entry

To add a new percentage entry, click **>New**.

Company/Job	Account No.	Account Name	Debit	Credit
00	100000	Cash in Checking	100.0000%	
00	115000	Certificates of Deposit		50.0000%
00	110000	Short Term Investments		25.0000%
00	163000	Furniture and Fixtures		25.0000%

The system will prompt you for the following:

- **Number:** Enter the new percentage entry's number.

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**NOTE:** When you post the percentage entries through **Post Transactions**, the system will prompt you for a beginning and ending entry number. The system is referring to this number. This field allows you to assign a unique number to each entry.

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- **Reference:** Enter the new percentage entry's reference number. The number you enter is the reference number posted to the General Ledger each time you perform the auto posting.
- **Posting Period:** Select the posting frequency for this percentage entry - **Monthly**, **Quarterly**, or **Yearly**.
- **Based On:** Select what you want this percentage entry to be based on.
  - **Fixed Amount:** Select this option if you want the system to ask you for the dollar amount to base the percentage entry on.
  - **MTD Account Balance:** Select this option if you want the system to ask you for the account to base the percentage entry on. When you post percentage entries, the system will base the percentage for this entry on the Month-to-Date balance of the assigned account.
  - **QTD Account Balance:** Select this option if you want the system to ask you for the account to base the percentage entry on. When you post percentage entries, the system will base the percentage for this entry on the Quarter-to-Date balance of the assigned account.
  - **YTD Account Balance:** Select this option if you want the system to ask you for the account to base the percentage entry on. When you post percentage entries, the system will base the percentage for this entry on the Year-to-Date balance of the assigned account.
  - **Ask at Post Time:** Select this option if you want the system to ask you for the amount to base the percentage entry on at the time you post percentage entries.

- **Amount/Account:** If this percentage entry is based on **Fixed Amount**, the system will prompt you for the dollar amount. If this percentage entry is based on the **MTD, QTD, or YTD Account Balance** or on **Ask at Post Time**, the system will prompt you for the account to base the percentage entry on.
- **Entry Description:** Enter the description for the entry. If you leave this field blank, the system will use Recurring Entry as the description.  
If you wish to enter additional description information, click > the Additional Description option or press F4, and enter the additional transaction description.
- **Last Entry Post Date:** Enter the date this percentage entry was last posted. As this percentage entry is posted to the system, the system will update this field automatically.

### **Edit Journal Entry**

Click this button to add or change the General Ledger Account Distribution for this entry. Each line of the journal entry distribution will contain a company number, account and percentage amount.

If you have the **Master Data** set to allow multiple-company ledger input, or if you have Job Cost available, the **Ask Company**, **Ask Job**, and **Current Company** buttons will be active.

- Click >**Ask Company** if you want to enter multiple client ledger transactions.
- Click >**Ask Job** if you want to make an entry to a job.
- Click >**Current Company** if the entries are for the current client only.

If you click >**Ask Company** or >**Ask Job**, the system will allow you to change the client ID or job number for each journal entry leg.

Following is an example of a multiple company journal entry. Assume you have a Client 00 and a Client DS. Client 00 represents the main company and pays all bills for Client DS.

If you were to record a journal entry for rent for Client DS, you would enter it as shown below:

<b>ID</b>	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
00	100000 Cash on Hand		62.00%
DS	820000 Rent	62.00%	

The following shows how the system actually makes the journal entries for the example.

<b>ID</b>	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
00	100000 Cash on Hand		62.00%
00	140000 Intercompany	62.00%	
DS	140000 Intercompany		62.00%
DS	820000 Rent	62.00%	

You do not have to make the intercompany account entries; the system automatically makes the journal entries between the two clients for you through the intercompany account.

- **Company:** Enter the client ID for the selected journal entry leg.
- **Account:** Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press F5. To display a list of General Ledger accounts, press F6.
- **Debit Amount:**  
**Credit Amount:** Enter the current journal entry leg's percentage in the correct field.
- **Accept:** When an amount is entered, click >**Accept** to validate the entry leg.

When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.

- **Edit:** Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **>Delete** to remove the selected journal entry leg.
- **Balance:** Click **>Balance** to automatically balance the journal entry.

Once the journal entry is balanced, the system will allow you to click **>Save** to validate and save the journal entry General Ledger account distribution.

### ***Edit Amounts Only***

This allows you to change the percentage amounts only on journal entry legs, not the accounts or descriptions.

### ***Clear Journal Entry***

This will clear all journal entry legs from the current entry.

Once you have entered all the information for a recurring entry, click **>Save** to update your entry and return to the main percentage entry screen.

## **Changing a Percentage Entry**

When the Maintain Percentage Entries screen is displayed, enter the percentage entry number to change in the **Percentage Entry** field, or highlight the entry in the percentage entry list. Click **>Edit** to change the selected entry. For detailed information on each field displayed, refer to the **Adding a Percentage Entry** section

## **Deleting a Percentage Entry**

When the Maintain Percentage Entries screen is displayed, enter the percentage entry number to delete in the **Percentage Entry** field, or highlight the entry in the percentage entry list. Click **>Delete** to delete the selected entry.

## **Copying a Percentage Entry**

When the Maintain Percentage Entries screen is displayed, enter the percentage entry number to copy from in the **Percentage Entry** field, or highlight the entry in the percentage entry list that you wish to copy. Click **>Copy** to copy the selected entry. The system will prompt you for the new percentage entry number to copy the information to.

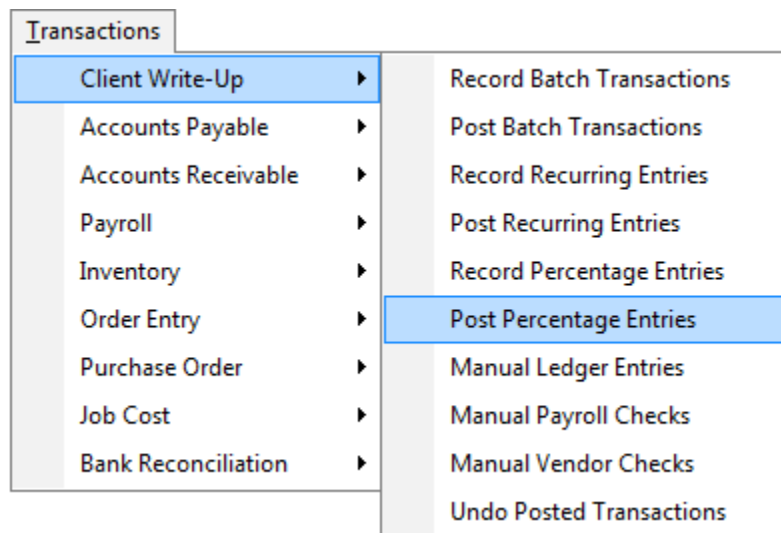
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## **Post Percentage Entries**

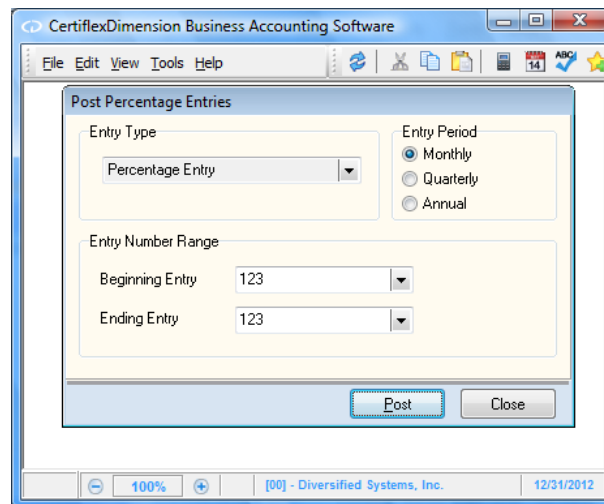
Post Percentage Entries allows you to post the recurring percentage entries.

To post percentage journal entries, click **>Transactions >Client Write-up >Post Percentage Entries**.





Most users post their percentage entries on the last day of the period. When you post percentage entries with the processing date not set to the last day of the period, the system will display a warning. The system will allow you to continue if you desire.



This option will only post entries not already been posted in the current period.

- **Entry Period:** Select to post the **Monthly**, **Quarterly**, or **Annual** recurring entries.
- **Entry Number Range:** Select the range of entry numbers to post.

To validate the selection and post the entries, click **>Post**. If all entries are valid, the system will post the entries and print the **Recurring Entry Posting** report. If an entry is invalid, the system will not post any of the entries and print a **Recurring Entry Error** report, identifying the invalid entries.

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**NOTE:** If you have any of the percentage entries defined as **Ask at Post Time**, the system will ask you for the base amount during posting.

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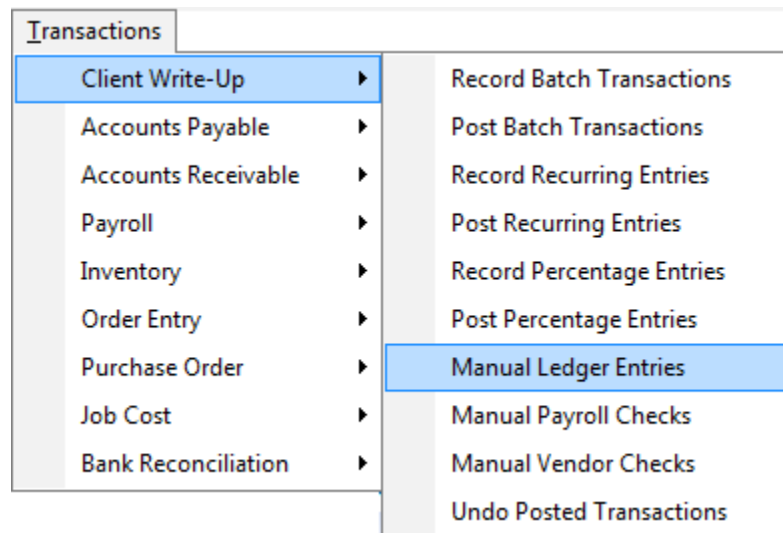
## Manual Ledger Entries

With Manual Ledger Entries you can post all online transactions to the ledger files, with the exception of automatic recurring and reversing entries and percentage entries.

A special feature in this program allows you to enter a single journal entry to multiple ledgers. The system uses the intercompany account number for each ledger included in the journal entry to keep the all ledgers in balance.

When you validate each journal entry transaction from this option, the system will immediately update the ledger files. This ensures that account balances are always up-to-date. The system additionally prints each transaction on the Transaction Register Report, to provide a hard copy record of the data entry.

To record ledger transactions, click **>Transactions >Client Write-up >Manual Ledger Entries**.



## Record Manual Ledger Entries

The screenshot shows the 'Record Manual Ledger Entries' window. It includes fields for 'Journal Entry Reference Number' (ADJ-S7), 'Date' (12/31/2012), and 'Type of Entry' (Journal Entry). Below these is a section for 'Journal Entry - Ledger Account Distribution' with a table of accounts and their respective debit and credit amounts. The table shows a total debit of \$7,917,115.52 and a total credit of \$7,917,115.52. The window also has buttons for 'Accept', 'Edit', 'Delete', 'Balance', 'Review JE's', 'Save', 'Cancel', and 'Close'.

Company	Account	Account Name	Debit Amount	Credit Amount
00	100000	Cash in Checking	\$ 0.00	\$ 0.00
00	100000	Cash in Checking	\$3,509,258.31	\$4,052,984.52
00	120000	Trade Accounts Receivable	\$283,739.13	
00	120000	Trade Accounts Receivable		\$117,802.43
00	132000	Inventory	\$68,060.53	
00	132000	Inventory		\$4,967.84
00	140000	Intercompany Account	\$403,976.53	
00	140000	Intercompany Account		\$403,976.53
00	150000	Prepaid Expenses	\$59,376.85	
00	150000	Prepaid Expenses		\$75,357.68
00	161000	Building	\$103,773.57	
43 Line(s) Balance [ \$0.00 ]			\$7,917,115.52	\$7,917,115.52

- **Reference:** Enter an alphanumeric reference number for this transaction. The entry here would be a check number, deposit number, journal entry number, etc.
- **Type of Entry:** Select the transaction type you want to use for this journal entry. The journal entry transaction type is saved to the transaction file with each journal entry, and determines which transaction reports the journal entry will be included on. For example, journal entry transaction **Type 1, Check**, will allow you to post journal entries that will be included on the Check Register report.


These transaction types are defined in **Maintain Journal Transaction Types**. The system will allow up to 99 transaction types.

You should define transaction types to group entries together for report printing. For example, you may have four different checking accounts. You may want to set up four different check types, one for each account. Then, when you enter transactions, you would use the check type for the correct account. This would let you print a Check Register per checking account because you can print the Check Register by transaction type.

Transaction types 1-10 and 95 – 99 are reserved by the system. You can change some information on these transaction types, but the system requires that these 15 transaction types remain their assigned types.

The system will also allow you to assign a balancing account for each transaction type. If the transaction type is a check, the system will balance to the cash account if no balancing account is assigned to the transaction type when you use the auto-balancing feature. If the transaction type is a journal entry and you assign a balancing account, the system will auto-balance to it. If a balancing account is not assigned, the system will not allow you to do the auto-balancing.

- **Date:** Enter the date of this transaction. The date entered must be within the current period for this company.
- **Description:** Enter the description for the entry. If you leave this field blank, the system will use the description of the transaction type you are using.

If you wish to enter an additional description, click the  **Additional Description** button or press **[F4]**, and enter the additional transaction description.

- **Attachment:** Select this button if you wish to add an attachment to a journal entry. For more information on how to add advanced objects like video or sound to an attachment, refer to the CertiflexDimension System Manager Guide. Transaction attachments may be displayed later by accessing the General Ledger account detail (Review Accounts).

### ***Journal Entry – General Ledger Account Distribution***

Each line of the journal entry distribution will contain a company number, account and amount.

If you have the **Master Data** set to allow for multiple company ledger input or, if you have Job Cost available, the system will activate the **Ask Company**, **Ask Job**, and **Current Company** buttons.

- Click **>Ask Company** if you want to enter multiple company ledger transactions.
- Click **>Ask Job** if you want to make an entry to a job.
- Click **>Current Company** if the entries are for the current company only.

If you click **>Ask Company** or **>Ask Job**, the system will allow you to change the company ID or job number for each individual journal entry leg.

The following is an example of a multiple company journal entry. Assume you have a Client 00 and a Client DS. Client 00 represents the main company and pays all bills for Client DS.

If you were to record a journal entry for rent for Client DS, you would enter it as shown below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The following shows how the system actually makes the journal entries for the example.

ID	Account	Debit	Credit
----	---------	-------	--------

00	100000	Cash on Hand		450.00
00	140000	Intercompany	450.00	
DS	140000	Intercompany		450.00
DS	820000	Rent	450.00	

You do not have to make the intercompany account entries; the system automatically makes the journal entries between the two clients for you through the intercompany account.

For additional details on allocations to jobs, please refer to the CertiflexDimension Job Cost User's Guide.

- **Company:** Enter the company ID for the selected journal entry leg.
- **Account:** Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press **F5**. To display a list of General Ledger accounts, press **F6**.
- **Debit Amount:**  
**Credit Amount:** Enter the current journal entry leg's amount in the correct field.  
 You can enter a line for a \$0 transaction. This is useful for recording transactions such as \$0 checks. In order to enter a \$0 journal entry leg, press **[F2]** at this prompt.
- **Accept:** When an amount is entered, click **>Accept** to validate the entry leg.  
 When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.
- **Edit:** Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **>Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **>Balance** to automatically balance the journal entry.

The use of automatic balancing depends on whether you have assigned a balancing account to the transaction type you are using. If you click **>Balance**, the system will balance the journal entry by applying the remaining debit or credit amount to the automatic balance account number on the transaction type. If you access an account and then click **>Balance** when the cursor is in the **Debit Amount** or **Credit Amount** fields, the system will balance the journal entry by applying the remaining debit or credit amount to the account specified on that leg.

After the journal entry is balanced, the system will allow you to click **>Save** to validate and save the journal entry. The system will then take you back to the **Reference** prompt to continue posting the next journal entry. When finished, the system will automatically print a transaction listing of all posted transactions.

### **Repeat/Reverse Journal Entries**

Within the Record Journal Entries option, you can reverse or repeat prior journal entries made for this company. To select this option, click the  **Repeat/Reverse** button or press **[F3]**. The system will then display the **Repeat/Reverse Journal Entry Options** window:

Repeat/Reverse Journal Entry Options

Date	Ref No.	TT	Description
4/30/2012	ADJ-S4	JE	JE Summary for April
5/31/2012	ADJ-S5	JE	JE Summary for May
6/30/2012	ADJ-S6	JE	JE Summary for June
7/31/2012	ADJ-S7	JE	JE Summary for July
8/31/2012	ADJ-S8	JE	JE Summary for Aug.
9/30/2012	ADJ-S9	JE	JE Summary for Sept.
10/31/2012	ADJ-S10	JE	JE Summary for Oct.
11/30/2012	ADJ-S11	JE	JE Summary for Nov.
12/5/2012	4587	JE	Journal Entry
12/23/2012	4588	JE	Journal Entry
12/23/2012	4589	JE	Journal Entry
12/23/2012	6	JE	Journal Entry
12/31/2012	654	JE	Journal Entry
12/31/2012	ADJ-S12	JE	JE Summary for Dec.
12/31/2012	DEPR	JE	ACCUMULATED DEPRECIATION

Transaction Type  
☐ All Types ☒ Journal Entry Only

Period Type  
☐ Month ☐ Quarter ☒ Year

Find Assign Next Reference Only Reverse Repeat Close

Date	Type	Reference No.	Control Number
11/30/2012	JE	ADJ-S11	880

Journal Entry Description  
 JE Summary for Nov.

Journal Entry Account Distribution

Account	Description	Amount	Job/Co.
100000	Cash in Checking	3,745,011.82	00
100000	Cash in Checking	(4,170,435.04)	00
110000	Short Term Investments	124,992.00	00
120000	Trade Accounts Receivable	351,910.22	00
120000	Trade Accounts Receivable	(87,363.01)	00
132000	Inventory	31,992.30	00
132000	Inventory	(29,156.91)	00
140000	Intercompany Account	294,322.38	00
140000	Intercompany Account	(294,322.38)	00

A listing of the journal entries for this client will appear on the left. From the list on the left, click on the desired journal entry. Once selected, the entry's detail will appear on the right.

The **Repeat/Reverse Journal Entry Options** window provides the following options:

- **Transaction Type:** Select the types of transactions to view for this client. You can view **Journal Entries Only**, or you may view **All Types**.
- **Period Type:** Select the range of entries you wish to view. You can view entries for the **Month**, **Quarter**, or **Year**.
- **Find:** Click this button to search the listing for a particular entry.
- **Assign Next Reference Only:** Once you have selected a journal entry, you may choose enter an entry manually, but use the next reference number in order to keep the entries organized. Click this button to assign the next reference number based on the transaction you have selected.
- **Reverse:** Click this button will reverse the selected journal entry.
- **Repeat:** Click this button will repeat the selected journal entry.
- **Close:** Click this button to close the Reverse/Repeat Journal Entry Options screen.

Once you have selected to repeat or reverse an entry, or to assign the next reference number, you will be returned to the Record Journal Entries screen and your selection will appear. You can click **>Save** to save the entry, or continue entering lines within the journal entry.

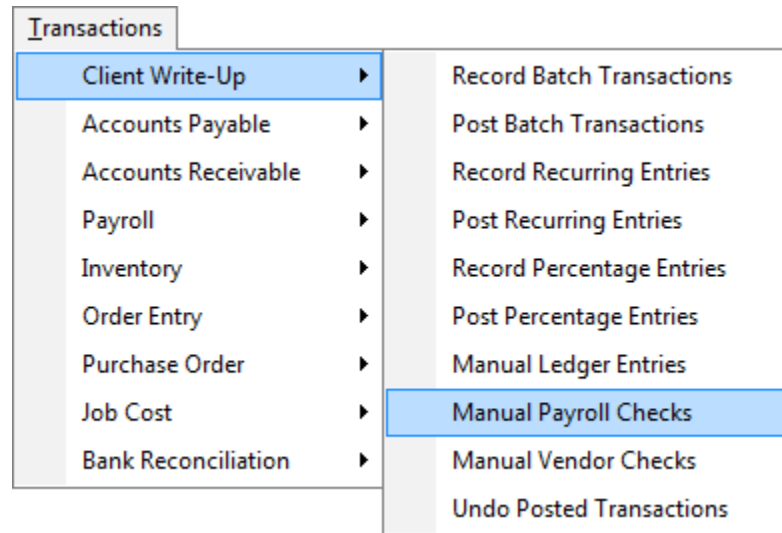
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## Record Manual Payroll Checks

This option allows you to enter payroll check information to update an employee's history record only. When you enter payroll checks via this option, the system does not update the ledger files. This option is commonly used to enter beginning wage and withholding balances for new clients.

If you are using the manual check option to record beginning balances for an employee already into the second quarter or beyond, it is a common practice to record a check for each quarter.

To enter and post manual payroll checks, click **>Transactions >Client Write-up >Manual Payroll Checks**.



### Manual Payroll Check Overhead Information

A screenshot of a software window titled 'Record Manual Payroll Checks'. The window contains several input fields: 'Employee Name' with the value 'Doe, Dudley X', 'Employee Number [10]' with a search icon, 'Last Check [12/17/2012 : \$1,250.00]', 'Pay Check Date' with the value '12/31/2012' and a calendar icon, 'Check No.' with the value '000100', 'Check Amount' with the value '\$ 1,250.00' and a currency icon, and a 'Start' button.

- **Employee:** Select the employee to record the manual paycheck for.
- **Check Date:** Enter the date the check was written. This date must be in the current calendar year.
- **Check Number:** Enter the check's reference number.
- **Check Amount:** Enter the total net amount of the check in this box.

Entering a check amount is optional. If a check amount is entered, the system will automatically verify that the payroll distributions (Net Check) are equal to the original check entered. Leaving the check amount zero will eliminate this verification checking.

Once the overhead check information has been entered, press **Start** to begin entering the detail for the payroll check.

### Additional Overhead Options

- **[F2] Repeat Employee Check:** Press **[F2]** to repeat the last check in the current calendar year for the selected employee.

- **[F3] Auto Calculate Check Amount for Net:** If your client does not include any detail for payroll checks, you can optionally use this feature to back-calculate gross pay and withholdings. Once you have selected an employee and entered a check amount, press **[F3]** to activate this feature.
  - Some tax withholdings are based on wage bracket type information such as FIT and most SIT. The ATF Payroll net check feature is **not capable of calculating wage bracket taxes accurately**. ATF Payroll will use a flat percentage manually set up on each employee. Since using a flat percentage is not the same as using a true wage bracket with exemptions, you should make sure that the flat percentage set on each employee's tax tables are generally greater than or equal to the wage bracket percentage for each employee's expected annual earnings.
  - Flat percentage tax withholdings such as FICA, Medicare and State Disability Insurance are calculated based on the withholding tax percentage set on each tax table of this type.
  - Payroll codes such as wage reductions and reimbursements can be automatically included in the net check calculations by entering a fixed amount or percentage on any payroll code. Fixed amounts and percentages for payroll codes are maintained on each employee.
- **[F4] Edit Existing Check:** To edit an existing check for an employee, press **[F4]** to retrieve a list of existing employees' checks written within the current calendar year. Highlight the check you wish to edit and click **>Ok**. As a reminder, editing a check in the **Manual Payroll Check** program will not change any ledger accounts. Normally payroll checks originally written from **Batch Transactions** should be edited using the **Undo Batch Transactions** feature.
- **[F5] Delete Existing Check:** Press **[F5]** to retrieve a list of existing checks for the employee. Highlight the check you wish to delete, and click **>Ok**. Deleting a check in the **Manual Payroll Check** program will not change any ledger accounts. Normally payroll checks originally written from **Batch Transactions** should be deleted using the **Delete Payroll Check** option located in **Undo Batch Transactions**.

## Manual Payroll Check – Payroll Allocation Detail

Line	Code	Code Description	Hours	Amount	Cr
01	1.1	Regular/Salary Hours and Wages	88.00	\$1,342.00	
02	1.2	Overtime Hours and Wages	0.00	\$0.00	
03	04	Federal Income Tax Withheld		\$321.00	Cr
04	02	F.I.C.A. Tax Withheld		\$110.72	Cr
05	03	Medicare Tax Withheld		\$25.89	Cr
06	06	California Tax Withheld		\$107.15	Cr
07	07	CA - SDI Tax Withheld		\$21.07	Cr
08	11	Bonus		\$468.83	
09	31	Cafeteria Plan - Section 125		\$25.00	Cr

Hours Worked

Standard 88.00

Overtime 0.00

Add New Code

The default hours, gross pay and fixed payroll codes are automatically retrieved from the selected employee. You will be prompted for standard wages, overtime wages, active tax tables and any payroll codes containing fixed amounts or percentages amounts for the selected employee. Amounts should normally be entered in as positive numbers. Any amount subtracted from the employee's check includes a "CR" to the right of the amount prompt on the allocation line. All active codes for an employee are available for input. To add a new code, click the **Add New Code** button to the right-hand side of the screen. The added code will be for this check only. Allocation totals by type are included for your convenience.

Tax tables that are inactive or have reached a maximum wage limit are included in the active allocation list. A red amount field designates these tax tables.

After you have finished entering payroll allocations, click **>Save** to return to the Employee prompt to begin your next entry. If FICA/Medicare checking is enabled, the system will insure the FICA/Medicare entered is accurate for the wages paid. If they are not correct, a warning is displayed with the ability to correct the FICA/Medicare by adjusting the FIT withheld.

If you wish to see a list of recorded manual payroll checks for the session, click on the **Review** button at the bottom of the screen. Upon exit, the system will automatically print a listing of all manual checks.

## Preferences

Selecting this button accesses a smart dialog box with a list of options that affects the entry of manual checks and the user's interaction. The preferences screen is presented in a checkbox format to select features with a description of each preference.

- **Always use [Enter] as [Tab] during Line Entry:** Select this option if you wish to use the **[Enter]** key in lieu of the Windows standard **[Tab]** key to move to the next field during payroll allocation line entry. Since the majority of the line item information can be entered from the 10-key, most users will prefer to activate this selection. You can optionally set this preference for all CertiflexDimension programs by selecting **User Preferences** from the **System Manager** window.
- **Always use [+] as [Shift+Tab] on Line Entry:** Select this option if you wish to use the **[+]** key in lieu of the Windows standard **[Shift+Tab]** key to move to the previous field during payroll allocation line entry. Since most line item detail can be entered from the 10-key keypad, most users will prefer to activate this selection.
- **Always prompt for Full Dates:** Select this option if you wish to have the system ask for full transaction dates (MMDDYY). If this option is not selected the system will automatically assume the current month and year for all transactions and prompt for the day only. Since many transactions are often across multiple accounting periods, most users will prefer to activate this selection. You can optionally set day prompting universally for all CertiflexDimension programs by selecting **Auto Select Day on Date Prompt** from **User Preferences** under the main File menu.



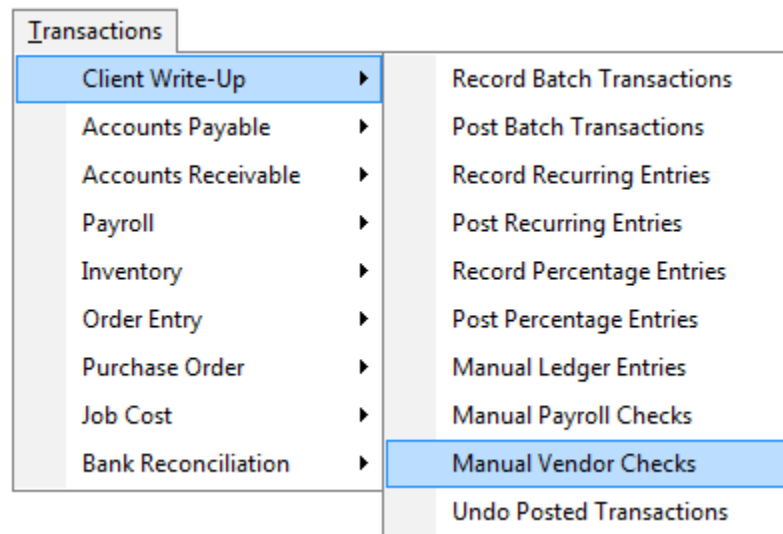
- Full date prompting includes several useful tools. When a full date is asked, enter a one or two-digit day and the system will automatically assume the current month and year. Enter a month and day in a MMDD format and the system will automatically assume the current year. Date separators are not required when using full date prompting.
- **Ask Standard and Overtime Hours:** Select this option if you wish to be prompted for both standard and overtime hours. The system will default the standard hours to the number of hours set as a default for each employee.
- **Check FICA/Medicare Amounts:** Select this option if you want the system to verify the amount of FICA and Medicare withheld.

Selecting this option also activates the FICA/Medicare automatic split feature. This feature allows you to enter the withholding at the combined rate and the system will automatically split the amount into the appropriate withholdings.

## Manual Vendor Checks

This option allows you to enter vendor check information to update vendor history only. Entering vendor checks from this option will not update ledger files.

To enter and post manual vendor checks, click **>Transactions >Client Write-up >Manual Vendor Checks**.



### Record Manual Vendor Checks

The screenshot shows the 'Record Manual Vendor Checks' dialog box. At the top, there are fields for 'Vendor Name' (Adams Insurance Agency) and 'Vendor Number [100]', with a 'Start' button. Below this is a 'Current Year Check Listing' table with columns for Check Date, Check No., and Check Amount. The table contains four rows of data. To the right of the table are fields for 'Check Date' (12/31/2012), 'Check No.' (123456), 'Check Amount' (\$ 1,212.00), '1099 Check' (checked), 'FIT Amount' (0.00), and 'SIT Amount' (\$ 0.00. At the bottom of the dialog are buttons for 'Delete Previous Check', 'Review', 'Save', 'Cancel', and 'Close'. The status bar at the bottom indicates '100%' zoom, '[00] - Diversified Systems, Inc.', and the date '12/31/2012'.

Check Date	Check No.	Check Amount
5/20/2012	7520	\$1,289.10
10/1/2012	000101	\$1,212.00
11/21/2012	7678	\$1,289.90
12/22/2012	023540	\$50.00

- **Vendor Name:** Select the name of the vendor you are entering the check for. Click **>Start** to begin recording the vendor check.
- **Current Year Check Listing:** This field will show all the checks for this vendor for the current fiscal year.
- **Check Date:** Enter the date of the check.
- **Check No.:** Enter the check number.
- **Check Amount:** Enter the total amount of the check.
- **1099 Check:** If this vendor check is to be included on the vendor 1099, check this box.

- **FIT Amount:** If there is an FIT amount associated with this vendor check, enter that amount in this box.
- **SIT Amount:** If there is an SIT amount associated with this vendor check, enter that amount in this box.

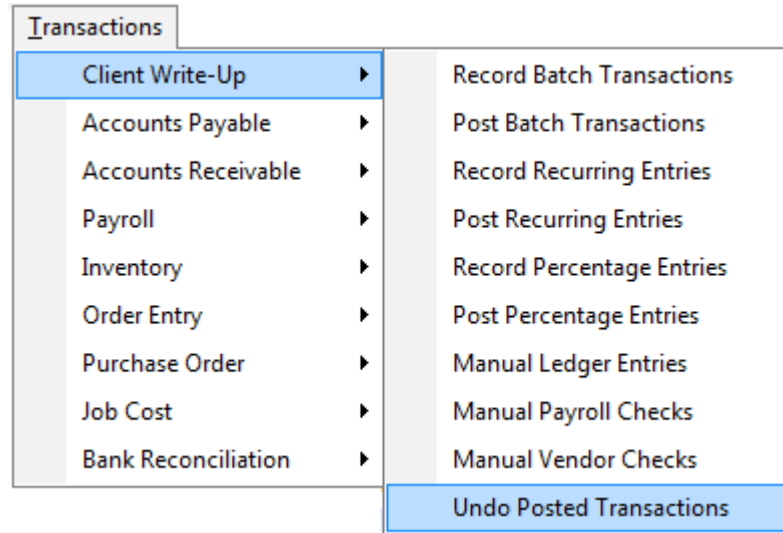
After entering the check information, click **>Save** to save the check.

To delete a vendor check, select the vendor name and click **>Start**. Select the check you wish to delete from the Current Year Check Listing and click **>Delete Previous Check**. Deleting a vendor check will update the vendor history only and not the ledger accounts.

---

## Undo Posted Transactions

This option allows you remove posted transactions. To access this option, click **>Transactions >Client Write-up >Undo Posted Transactions**



---

**NOTE: Undo Posted Transactions** will NOT make an adjusting entry to the ledger. It will actually remove the entry from the files. Therefore, no audit tracking for the undo option is available.

---

## Undo Batch Transactions

By default, the system archives all batches that have been posted. You can undo any batch posted in the current fiscal year regardless of the batch date

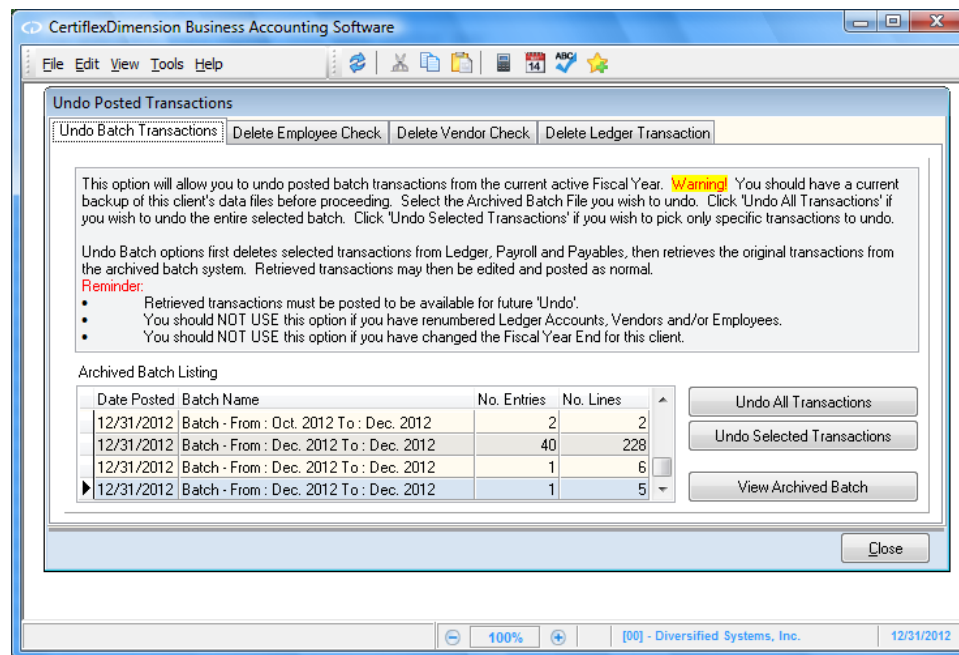
**Undo Batch Transactions** deletes selected transactions from the Ledger, Payroll and Payables, and then retrieves the original transactions from the archive. Retrieved transactions may then be edited and posted as normal.

To undo a posted batch, click the **>Undo Batch Transactions** tab.

---

**NOTE:** You should NOT USE this option if you have renumbered Ledger Accounts, Vendors or Employees. You should NOT USE this option if you have changed the client's Fiscal Year End.

---



Highlight the batch you wish to undo, and then click **>Undo All Transactions** to undo the entire batch.

To undo selected entries, click **>Undo Selected Transactions**. You will then see a listing of transactions in the posted batch.

- **Select All:** Click this button to select all transactions within the batch.
- **Select Rest:** Highlight a batch line and click this button to select all transactions following the one highlighted.
- **Clear All:** Clicking this button will remove all selected transactions from the listing.
- **Clear Rest:** Highlight a batch line and click this button to remove all transactions following the one highlighted.

After making your selections, click **>Ok** to remove the selected batch lines.

If you are unsure which batch contains the transactions you wish to undo, you can view the contents of the batch by highlighting the batch and clicking **>View Archived Batch**.

## Delete Employee Check

Undoing an employee transaction allows you to delete a recorded check for an employee. The system will only allow you to delete checks written in the current fiscal year.

When you delete an employee check, the system will remove the transaction from the employee's history and attempt to remove the ledger and archived batch transactions. If the system is unable to automatically delete the ledger and archived batch transactions, you must remove the ledger transactions using **Delete Ledger Transaction**.

To undo a recorded employee check transaction, click the **>Delete Employee Check** tab.

The screenshot shows the 'CertiflexDimension Business Accounting Software' window. The 'Undo Posted Transactions' section is active, with the 'Delete Employee Check' tab selected. The 'Employee' dropdown is set to 'Doe, Dudley X'. Below it, the 'Employee Check Listing' table displays the following data:

Date	Check No.	Check Amount	Gross Pay	Hours
1/1/2012	7012	\$945.21	\$1,357.88	88
1/17/2012	7031	\$945.21	\$1,357.88	88
2/2/2012	7051	\$945.21	\$1,357.88	88
2/16/2012	7102	\$945.21	\$1,357.88	88
3/1/2012	7302	\$945.21	\$1,357.88	88
3/16/2012	7341	\$945.21	\$1,357.88	88
4/2/2012	7381	\$945.21	\$1,357.88	88
4/16/2012	7405	\$945.21	\$1,357.88	88
5/1/2012	7439	\$945.21	\$1,357.88	88
5/17/2012	7500	\$945.21	\$1,357.88	88

To the right of the table, a text box explains: 'This option will allow you to delete a recorded check for an employee for the currently active Fiscal Year. Select the employee of the check to be deleted and then select the check from the employee's listing of recorded checks and click 'Delete Employee Check'.' Below this is a 'Delete Employee Check' button. At the bottom right of the window is a 'Close' button. The status bar at the bottom shows '100%' zoom, '[00] - Diversified Systems, Inc.', and the date '12/31/2012'.

- **Employee:** Select the employee for which you wish to delete a check. When a valid employee is entered, the system will display the employee's checks. Select the check to delete and click **>Delete Employee Check**.

## Delete Vendor Checks

Undoing a vendor transaction allows you to delete a recorded check to a vendor. The system will allow you to delete checks written in the current processing fiscal year only.

**NOTE:** When you delete a vendor check, the system will remove the transaction from the vendor's history. The system will also attempt to remove the ledger and archived batch transactions. If the system is unable to automatically delete the ledger and archived batch transactions, you must remove the ledger transactions using **Delete Ledger Transaction**.

To remove a recorded vendor check transaction, click the **>Delete Vendor Check** tab.

Undo Posted Transactions

Undo Batch Transactions | Delete Employee Check | **Delete Vendor Check** | Delete Ledger Transaction

Vendor: American Contractors

Vendor Check Listing

Date	Check No.	Check Amount	Discount Amount	GL Transaction No.
3/12/2012	7321	\$2,500.00		0
6/18/2012	7528	\$3,450.00		0
10/18/2012	7557	\$1,250.00		0
12/9/2012	000102	\$12,121.00		1027
12/18/2012	1218	\$725.00		1029
12/22/2012	023541	\$1,200.00		1059

This option will allow you to delete a recorded check for a vendor for the currently active Fiscal Year.

Select the vendor of the check to be deleted and then select the check from the vendor's listing of recorded checks and click 'Delete Vendor Check'.

Delete Vendor Check

Close

100% [00] - Diversified Systems, Inc. 12/31/2012

- **Vendor:** Select the vendor for which you wish to delete a check. When a valid vendor is entered, the system will display the vendor's checks for the current fiscal year. Select the check to delete and click **>Delete Vendor Check**.

## Delete Ledger Transaction

Deleting a ledger transaction allows you to remove a single journal entry from the General Ledger. The system will allow you to delete entries made in the current fiscal year only.

To remove a recorded ledger transaction, click the **>Delete Ledger Transaction** tab.

CertiflexDimension Business Accounting Software

File Edit View Tools Help

Undo Posted Transactions

Undo Batch Transactions Delete Employee Check Delete Vendor Check Delete Ledger Transaction

Transaction No. 1069

Transaction Listing

Trans. No.	Date	Type	Reference	Description
1065	12/28/2012	1	023547	Paul's Phillips 66
1066	12/28/2012	1	023548	Smith & Barney Accounting
1067	12/28/2012	1	023549	TU Electric
1068	12/31/2012	3	000111	Jones, Bill
1069	12/31/2012	3	000112	Stone, Samuel

Transaction Detail

Account No.	Account Name	Amount
81000A	Salaries and Wages - Dept A	\$2,198.53
220000	Payroll Taxes Payable	(\$136.31)
220000	Payroll Taxes Payable	(\$31.88)

This option will allow you to delete a recorded ledger transaction from the current year ledger.

You need the CertiflexDimension **unique transaction number** of the entry you wish to delete. This number is printed on the general journal and check register. Enter the unique number of the Journal Entry you want to delete and click 'Delete Ledger Transaction'.

Delete Ledger Transaction

Close

100% [00] - Diversified Systems, Inc. 12/31/2012

- **Transaction Number:** Enter the journal entry transaction number for the journal entry you wish to delete. This number is found on the General Journal report and the Detailed Check Register. When a valid transaction number is entered, the system will display the journal entry. To delete the journal entry, click **>Delete Ledger Transaction**.



## Checks/Deposits

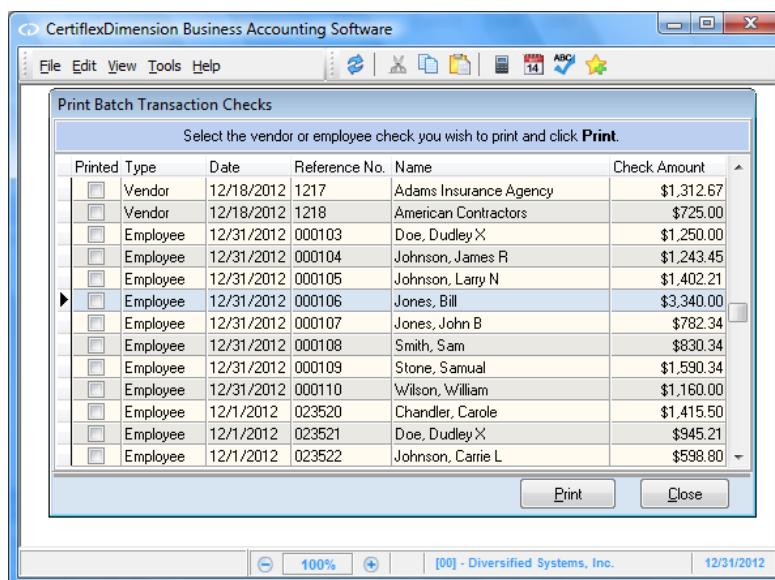
### Print Batch Transaction Checks

CertiflexDimension Client Write-up offers you the option to print checks from the batch prior to posting.

To print batch transaction checks, select **>Checks/Deposits >Client Write-up >Print Batch Transaction Checks**.



If you are using the MICR Check program, you will be prompted to select the account you wish to use for the checks. Select this account and click **>Ok**, otherwise you will be taken directly to the main screen.



You will then find a list of all transactions designated as checks in the current batch. Double-click on a check to access a preview screen. This screen will show the check as it will be printed, with additional fields for entering check voucher and distribution information.

- **Current Printer:** This is the selected printer where the check will be printing. To change the printer, click on the **Printer Setup** button at the bottom of the screen.

The following fields cannot be changed on this screen.

- **Check No.:** This field contains the check number for the vendor or employee check.
- **Pay:** The amount of the check is displayed in longhand in this field. If the longhand amount is too long, this field will display the amount in numeric form.
- **Date:** The check date is in this field.
- **Amount:** This field contains the check amount in numeric form. Asterisks precede the amount if the check amount does not fill the entire field.
- **To The Order Of:** The recipient's name and address appear in this field. These are taken from the vendor or employee record.

The following fields are specific to the check and can be modified before printing.

- **Memo:** Enter the memo to print on the check, if desired.
- **Check Stub Information (Vendor Checks Only):** This information will be printed on the check voucher or stub. In the case of a vendor check, you can use these fields to show the invoices paid. For example, if you were paying a vendor for three different invoices, you may list each invoice on a separate line. You can also list the corresponding amount of each invoice.
- **Printer Device to Printer/Printer Device to Report View:** Select whether you would like to print the check to the selected printer or to screen via Report View.

Once you have set up the check, click on **Print** to print the check. Once you have printed the check, you will notice that the **Printed** box next to the check on the check listing will be selected. This indicates the check has been printed, but does not prevent you from printing the check again.

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**NOTE:** After the batch has been posted, these checks will be unavailable for printing.

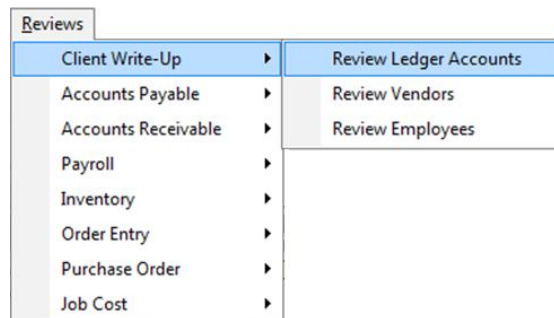
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# Reviews – Client Write-up

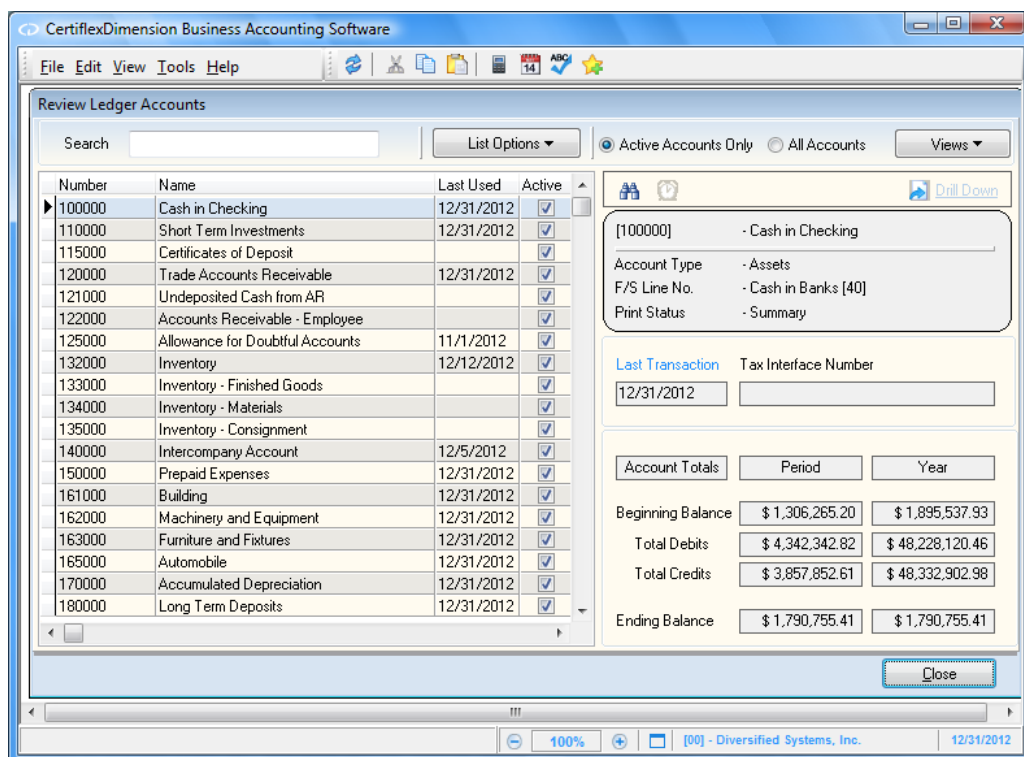
## Review Ledger Accounts

Reviewing accounts gives you the ability to look-up and review information about an account without accessing the account from the **Maintain Ledger Accounts** section. When you **Maintain** a ledger account, the system locks that account and prohibits access by other users. When you **Review** a ledger account, other users will continue to have access to the account for transaction entry.

To review accounts, click **>Reviews >Client Write-up >Review Ledger Accounts**.







The **Review Ledger Accounts** system displays a primary ledger account listing.




The following standard options are available:

- **Double-Click:** You can double-click a record to **Drill Down** to the account detail.


- **Search:** Enter a character string for the record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.
- **List Options –  Sort By:** Select the column you wish to sort your ledger account listing by. If your record listing is using the Indirect Access Method, you can sort in ascending or descending order. Click on the column heading to select a column to sort by.
- **List Options –  Locate:** To refine your record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** Using the standard CertiflexDimension Filter dialog, you may filter any listing so that only matching records appear (i.e. Show only ledger accounts that contain the word “Payable” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog”.
- **Active Accounts Only:** Select this option to include only active accounts in the account list.
- **EZ-Finder:** EZ-Finder is a unique search program designed to perform fast, efficient data searches from within CertiflexDimension. For step-by-step instructions on using EZ-Finder, click on the **EZ-Finder**  button, then click **>Options >How to Use EZ-Finder**.

---

**NOTE:** If the selected ledger account contains alert memos, you can review the memos by clicking the **Alert Memo**  button.

---

## Drill Down


To review an individual account detail and transactions, double-click the account or highlight the account and then click the **Drill Down**  button. The detail account system includes **Budgets, Alert Memos, Notes, Links** and **Memos** options, as well as the following sections:

- **Transactions:** Click this option to review the individual transactions for a fiscal year. You can sort the transactions list by Month-to-Date, Quarter-to-Date, and Year-to-Date. The right side of the detail window displays a list of all transactions for the current account within the selected period. The left side of the account detail window displays the detail associated with the currently highlighted transaction. To review detail from another fiscal year, select **>Fiscal Year** and then click **>Apply**.

---

**NOTE:** The transaction **Drill Down** system uses the “Record Listing with Indirect Access Method.” For more details on utilizing this style of listing, please refer to your *System Manager Reference Guide*.

---

While reviewing an account’s transactions, a **Transaction Attachment**  may be added, edited, viewed, or deleted. To access these options, right-click on the paperclip icon. A drop down menu will appear and display the available options. If no attachment has been made to the selected transaction, you will only have the option to **Add Attachment**. If the transaction has an existing attachment, you will have the options to **View Attachment, Edit Attachment, or Delete Attachment**.

- **Period Totals:** Click this option to review all summarized period totals for a fiscal year. To review totals from another fiscal year, select **>Fiscal Year** and then click **>Apply**.

## Views

The **Review Ledger Accounts** system includes a wide variety of alternate listing methods for reviewing your ledger accounts. You can **Drill Down** to any account detail by double-clicking on accounts.

The **Financial - Balance Sheet** and **Financial - Income Statement** views first summarize accounts by their Financial Statement Categories. Categories can be expanded into Financial Statement Lines by clicking on the expander option **[+]**. Double-clicking on a Financial Statement Line will list all Ledger Accounts associated with that line.

**NOTE:** The **View** system uses the “Record Listing with Indirect Access Method.” For more details on utilizing this style of listing, please refer to your *System Manager Reference Guide*.

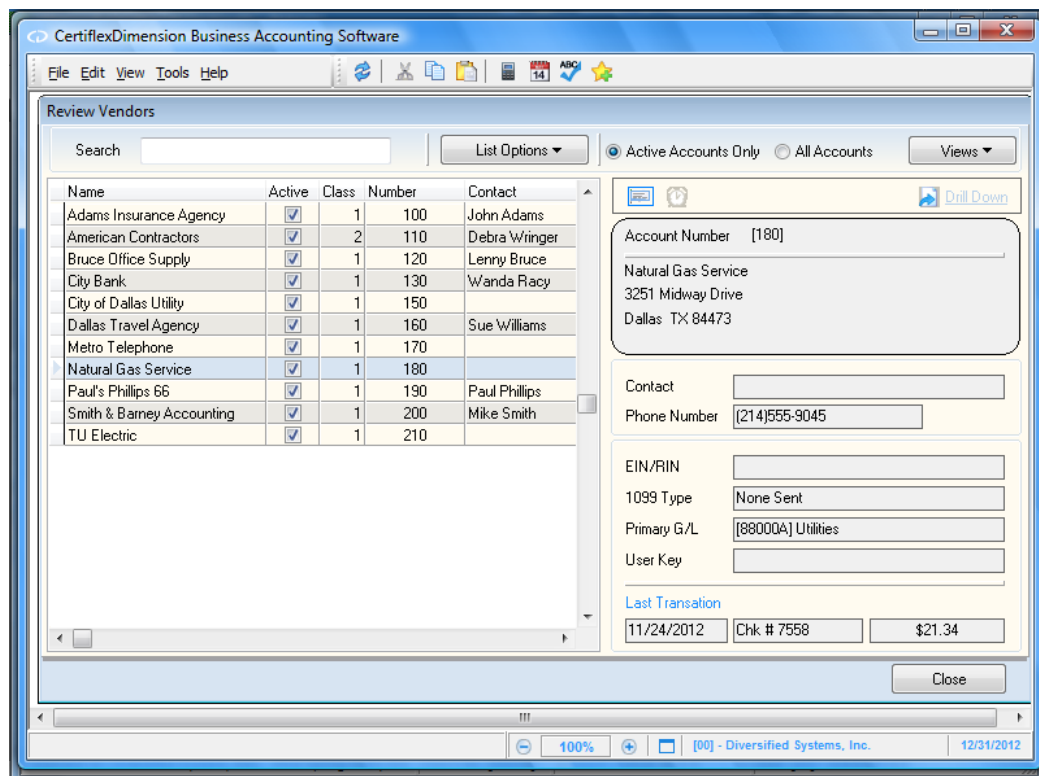
## Review Vendors

**Review Vendors** gives you the ability to look up and review information about a vendor without accessing the vendor through the **Maintain Vendors** section. When you **Maintain** a vendor, the system locks that vendor and prohibits access by other users. When you **Review** a vendor, other users will continue to have access to the vendor for transaction entry.




To review a vendor, click **>Review >Client Write-up >Review Vendors**.




The **Review Vendors** system displays a company's primary vendor listing.



The following standard options are available:


- **Double-Click:** You can double-click a record to **Drill Down** to the vendor account detail.
- **Search:** Enter a character string for the vendor record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.
- **List Options –  Sort By:** Select the column you wish to sort your vendor listing by. If your record listing is using the Indirect Access Method, you may sort in ascending or descending order. You can optionally click on the column heading to select a column to sort by.
- **List Options –  Locate:** To refine your vendor record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** Using the standard CertiflexDimension Filter dialog, you can filter any listing so that only matching records appear (i.e. Show only vendors that contain the word “Acme” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include only active vendors in the account list.
- **Quick Copy Address Label:** Select this option to copy a selected vendor’s name, address and contact information to the Windows clipboard for easy addressing of letters in labels.

---

**NOTE:** If the selected vendor account contains alert memos, you can review the memos by clicking the **Alert Memo**  button.

---

## Drill Down

To review an individual vendor account’s detail and transactions, double-click the account or highlight the account and click  **Drill Down**. The vendor detail account system includes **G/L Accounts** and **Alert Memos** options, along with the following:

- **Transactions:** Click this option to review the individual transactions associated with the selected vendor. You can sort the transactions list by **Month-to-Date**, **Quarter-to-Date**, **Year-to-Date** or **All Years**. The right side of the detail window displays a list of all transactions for the current vendor within the selected period. The left side of the detail window displays the detail associated with the currently highlighted transaction.

---

**NOTE:** The **Transactions** drill down system using the “Record Listing with Indirect Access Method.” For more details on this style of listing, please refer to your *System Manager Reference Guide*.

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## Views

The **Review Vendors** system includes a wide variety of alternate listing methods for reviewing your vendor accounts. You may **Drill Down** to any account detail by double-clicking on accounts.

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**NOTE:** The **View** system uses the “Record Listing with Indirect Access Method.” For more details on this style of listing, please refer to your *System Manager Reference Guide*.

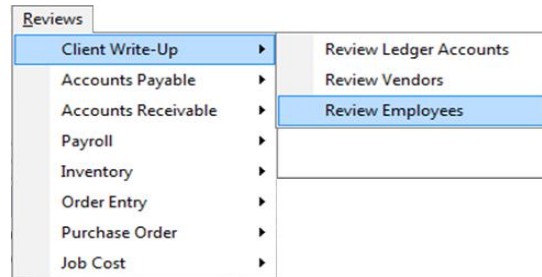
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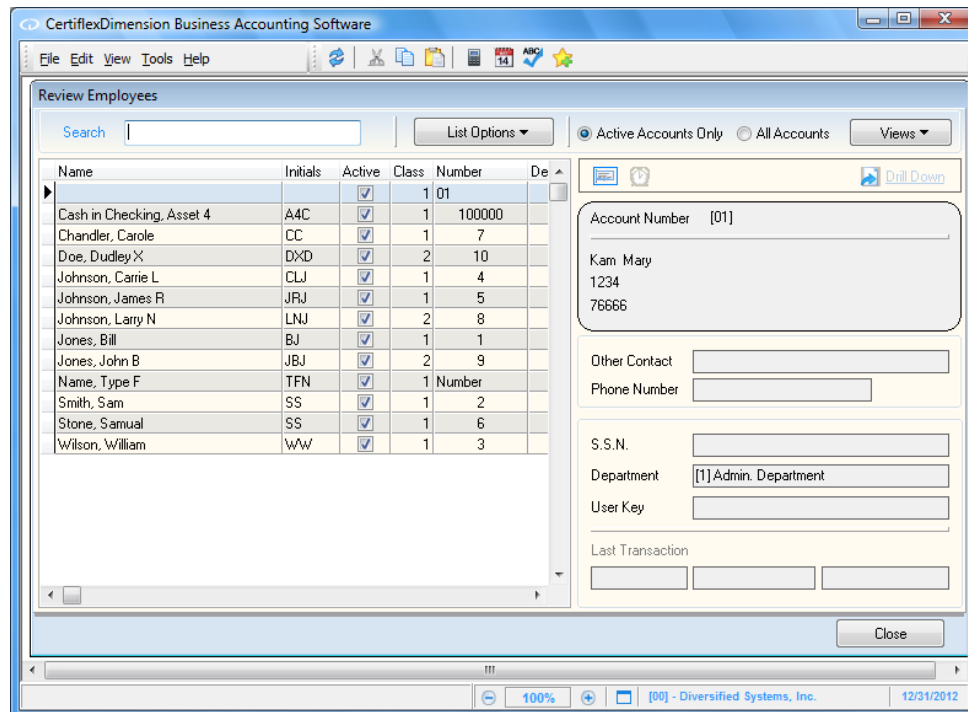
## Review Employees

Reviewing employees gives you the ability to look up and review information about an employee without accessing the employee through the **Maintain Employees** section. When you **Maintain** an employee, the system locks that employee and prohibits access by other users. When you **Review** an employee, other users will continue to have access to that employee for transaction entry.




To review an employee, click **>Reviews >Client Write-up >Review Employees**.



The **Review Employees** system displays a company's primary employee listing.




The following standard options are available:

- **Double-Click:** You can double-click a record to **Drill Down** to the employee account detail.
- **Search:** Enter a character string for the employee record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.
- **List Options –  Sort By:** Select the column you wish to sort your employee listing by. If your record listing is using the Indirect Access Method, you can sort in ascending or descending order. You can optionally click on the column heading to select a column to sort by.
- **List Options –  Locate:** To refine your employee record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** Using the standard CertiflexDimension Filter dialog, you may filter any listing so that only matching records appear (i.e. Show only employees that contain the word “Smith” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include only active employees in the account list.


- **Quick Copy Address Label:** Select this option to copy a selected employee's name, address and contact information to the Windows clipboard for easy addressing of letters in labels.

---

**NOTE:** If the selected employee account contains alert memos, you can review the memos by clicking the **Alert Memo**  button.

---

## Drill Down

To review an individual employee's account detail and transactions, double-click the account or highlight the account and then click  **>Drill Down**. The detail account system includes **Pay Data Controls**, **W2 Settings** and **Alert Memos** options, along with the following:

- **Transactions:** Click this option to review the individual transactions associated with the selected employee. The right side of the detail window displays a list of all transactions for the current employee account within the current year. The left side of the detail window displays the detail associated with the currently highlighted transaction. You can optionally drill down to see all detail for an individual employee check by highlight the check and clicking **>Drill Down**.

---

**NOTE:** The **Transactions** drill-down system using the "Record Listing with Indirect Access Method." For more details on this style of listing, please refer to your *System Manager Reference Guide*.

---

- **Period Totals:** Click this option to review the period totals for the selected employee. You can select from styles of **Wages/Tax**, **Payroll Codes** or **Hours**. You can also select period types of **MTD/QTD/YTD**, **Monthly** or **Quarterly**. To include vendor transactions from the current
- unposted batch, click **>Include Batch**.

## Views

The **Review Employees** system includes a wide variety of alternate listing methods for reviewing your employee accounts. You can **Drill-down** to any account detail by double-clicking on accounts.

---

**NOTE:** The **View** system uses the "Record Listing with Indirect Access Method." For more details on this style of listing, please refer to your *System Manager Reference Guide*.

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# Printing Reports

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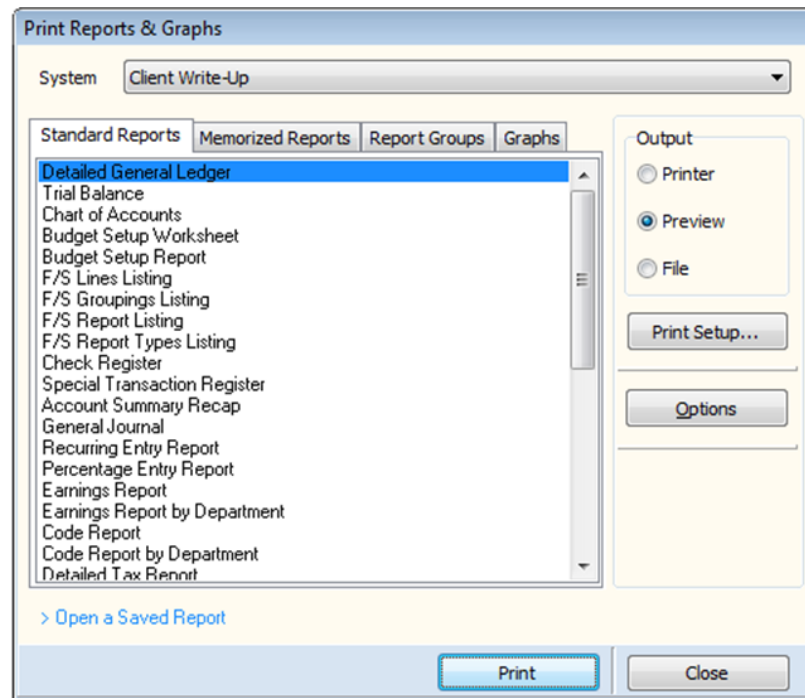
## Client Write-up Reports

Printing reports in CertiflexDimension is an easy, yet powerful element of the program. You can print almost any report based on almost any criteria you desire.

To print a report in Client Write-up, click **>Reports >Client Write-up >Standard Write-Up Reports**.

Reports	
Client Write-Up	Standard Write-Up Reports
Accounts Payable	Financial Statements
Accounts Receivable	Cover Letters
Payroll	Payroll Tax Report Worksheets
Inventory	Payroll Quarterly State Forms
Order Entry	Payroll 941 Quarterly Tax Form
Purchase Order	Payroll W-2 Forms
Job Cost	Payroll 940 FUTA Form
Bank Reconciliation	Payroll 944 Annual Tax Form
	Vendor 1099 Forms

For detailed explanations of each field on the **Print Reports & Graphs** screen and instructions on how to use the **Sort/Selects** feature, please refer to your *CertiflexDimension System Manager Reference Guide*.



Below is a list of Client Write-up reports and the **Options: Report Criteria** available for each report.

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**NOTE:** Financial Statements and Cover Letters are not covered in this section. Printing these reports is explained in the **Financial Statements** section.

---

## Detailed General Ledger

The Detailed General Ledger (also known as an Audit Trail) is a list of ledger accounts displaying each account's beginning and ending balances and all posted transactions per account.

From an accounting standpoint, transaction reports such as the Audit Trail are very important because they provide documented proof of what makes up an account's ending balance. The Audit Trail also comes in handy if you need to re-enter transactions for any reason.

Additionally, you can review the Audit Trail to detect posting errors. If you find that a posting error has occurred, you should make an adjusting journal entry to correct the affected account balance. We recommend you print the entire Audit Trail at the end of each accounting period to have a permanent record of activity.

In the **Client Write-up Master Data**, the system provides several fields that dictate the exact manner in which the Audit Trail report will print. These fields are:

- **Audit Trail Type:** This allows you to specify whether the system will print debit amounts in one column and credit amounts in another column or print all transactions in a single column and the ending balance for each account in another column.
- **One Account Per Page on Audit Trail:** This allows you to dedicate each account to its own page when printing the Audit Trail.
- **Consolidate Checks on Audit Trail:** This allows you to select whether you want check type journal entries for the cash account or both the cash and expense accounts to consolidate into one transaction or if you want check type entries to print in a detailed format.

Review the Client Write-up Master Data to ensure that these settings are defined properly.

The Audit Trail report will print XX's beside the ending account balance for any accounts out of balance with the transactions. This will highlight problem accounts. This feature is available only when you print for the Month, Quarter-to-Date, or Year-to-Date. The feature is not available when you print for a range of dates.

As the Audit Trail prints, the system tests each account to verify that the account balance is in agreement with the total transaction balance. If the account is in balance, \*\* will print next to the ending balance of the account. If XX is printed beside the ending balance of an account, it means that the selected period's account balance and the total of the period's transactions do not agree.

There are two occurrences that might cause an account to be marked as out of balance.

- When you were posting a journal entry, an error may have occurred due to any number of circumstances, such as having a bad spot on your data drive, an unreliable network connection or experiencing a power failure. The system posted the transaction to the account updating the account balance, but was not able to post to the transaction file. This results in the total of the transactions being different from the balance for the account.
- A journal entry was posted to an out of balance account. In this instance, the system is able to post to the transaction file, updating the total period transactions, but is not able to post to the account balance. Therefore, the account's year-to-date and period-to-date balances were not updated.

The system may be able to correct itself when the account balances and the period's transactions do not agree. To attempt to correct an out-of-balance condition, you could execute a ledger recalculation program. We strongly recommend that you call Technical Support for information on running the recalculation program before you use it. Improper use of the recalculation program could cause further damage the data files.

### **Report Criteria**

- **Accounts with Balances but No Activity:** If you do not select this check box, the system will not print any accounts that have a balance but do not have activity for the specified reporting period. If you select this check box, the system will include all accounts, even those with no activity, unless the account has a zero balance.
- **Zero Balance Accounts with No Activity:** If you do not select this check box, the system will not print any accounts with a zero balance that did not have any activity for the specified reporting period. If you select this check box, the system will include all accounts, those with no activity, those with activity, and those with zero balances and zero activity.

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**NOTE:** If you want the system to include all active accounts regardless of whether they have balances or transactions, or if they do not have balances or transactions, select both **Accounts with Balances but Zero Activity** and **Zero Balance Accounts with Zero Activity**.

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- **Summarize Prior Month Entries:** This selection is only available for **Quarter-to-Date**, **Year-to-Date** or **Date Range** period types. If you select this check box, the system will summarize all periods for the period type selected, except for the most current period. The most current period will print in a detailed format. If you do not select this check box, all periods will print in a detailed format.
- **Print Monthly Balances:** This option is only available for **Quarter-to-Date**, **Year-to-Date** or **Date Range** period types. Select this check box if you want the system to include monthly balances.
- **Include Batch Transactions:** This option will include any unposted batch transactions. If there is no open batch, this option will not be available.
- **Suppress Additional Description Lines:** This option will prevent any additional description lines from printing on the report.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending dates to be included on the report.

- **Print Index Page:** This option will instruct the system to print an account index at the end of the report.
- **Account Mask:** To report for only the accounts that have a common character(s), such as departmental accounts, place the character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

## **Trial Balance**

The Trial Balance will print each account's total debit and credit amounts for the selected period. The Trial Balance will also include a profit or loss summarization at the end of the report. The system will allow you to print the report in a standard format or in a Working Trial Balance format. The Working Trial Balance report includes debit and credit adjustment columns for notations.

### ***Report Criteria***

- **Include Inactives:** Select this check box to include the accounts that are set to inactive.
- **Lines to Skip (working Trial Balance only):** Enter the number of lines you want skipped between each account.
- **Report Type:** Select which type of trial balance to print.
- **Reporting Period:** Select the period to include on the report.

## **Chart of Accounts**

The Chart of Accounts report prints all of the company's account information and financial statement grouping status.

### ***Report Criteria***

- **Include Inactive Accounts:** Select this check box to include the accounts set to inactive.
- **Print Detailed Report:** Select this check box to print each account's account number, account name, financial statement line number description, date of last journal entry, print status, and balance. If you want the system to only report each account's number, name, financial statement line number, and print status, do not select this check box.
- **Account Mask:** If you want to report for only the accounts that have a common character(s), such as departmental accounts, place that character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

## **Budget Setup Worksheet**

You can use this report as a guide for entering budgets to the accounts. This report provides space for you to record the budget amount for each period for each account.

### ***Report Criteria***

- **Include Inactive Accounts:** Select this check box if you want the report to include the accounts set to inactive.
- **Account Mask:** If you want to report for only the accounts that have a common character(s), such as departmental accounts, place that character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

## Budget Setup Report

You can use this report to verify that the budget amounts defined for each account are correct. You should print this report periodically to review for accuracy.

### ***Report Criteria***

- **Include Inactive Accounts:** Select this check box to include the accounts set to inactive.
- **Account Mask:** To report for only the accounts that have a common character(s), such as departmental accounts, place that character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

## F/S Line Listing

The Financial Statement Line Listing prints the detailed information for all of the financial statement line numbers.

## F/S Reports Listing

The Financial Statement Reports Listing prints a list of the financial statement reports. This report includes each report number, type, and description.

## F/S Groupings Listing

The Financial Statement Groupings Listing prints the detail list of the financial statement groupings, including the accumulator information. When creating or modifying financial statements, this report will aid you in reviewing and locating grouping information, totaling errors, etc.

### ***Report Criteria***

- **Include Accumulators:** Select this check box if you want the system to include the accumulator information on the report.

## F/S Report Types Listing

The Financial Statement Report Types Listing prints a list of the financial statement types. This report includes each type's report identifier, description, and number of columns.

## Check Register

The Check Register prints all check transaction types recorded to the General Ledger regardless of the source. Only transaction types set as a check type are included on this report. Transaction types 1, 3, 8, and 9 are preset by the system as check types. The system will also include any check types added to the system.

### ***Report Criteria***

- **Summarize:** If you do not select this check box, the system will print for all accounts that have a check transaction type posted to it. If you select this check box, the system will prompt you to enter the account you want included.
- **Include Intercompany/Job Detail:** To include detail from intercompany accounts or from jobs, select this option.
- **Sort by Check Number:** To sort this report by check number.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending inclusive dates.

## Special Transaction Register

The Special Transaction Register allows you to print a transaction register for any specific transaction type.

### ***Report Criteria***

- **Summarize:** If you do not select this check box, the system will print for all accounts that have a selected transaction type posted to it during the selected reporting period. If you select this check box, the system will prompt you to enter the cash account to include.
- **Include Intercompany/Job Detail:** To include detail from intercompany accounts or from jobs, select this option.
- **Transaction Type:** Select the individual transaction type to include.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending inclusive dates.

### **Account Summary Recap**

The Account Summary Recap will show a summary of account debits and credits based on the transaction types involved.

#### ***Report Criteria***

- **Transaction Type:** Select the individual transaction type to include.

### **General Journal**

The General Journal prints all journal entry transaction types recorded to the General Ledger regardless of the source. These are all transaction types except check types.

#### ***Report Criteria***

- **Include Intercompany/Job Detail:** To include detail from intercompany accounts or from jobs, select this option.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending inclusive dates.

### **Recurring Entry Report**

This report prints all recurring entries, including the journal entry detail, recorded during the current processing period.

### **Percentage Entries Report**

This report prints all percentage entries, including the journal entry detail, recorded during the current processing period.

### **Earnings Report**

The Earnings Report prints each employee's earnings history for gross wages, FIT, FICA, Medicare, etc. You can print this report for Month-to-Date, Quarter-to-Date or Year-to-Date.

#### ***Report Criteria***

- **Include Batch Transactions:** Select this check box to include transactions from unposted batches.
- **Include Hourly:** Select this check box to include hourly employees.
- **Include Salaried:** Select this check box to include salaried employees.
- **Reporting Period:** Select the period to report.
- **Employee Class:** Select the range of employee classes that will be included in the report.

### **Earnings Report by Department**

The Earnings Report by Department prints each employee's earnings history for gross wages, FIT, FICA, Medicare, etc., separated by departments. You can print this report for Month-to-Date, Quarter-to-Date or Year-to-Date.

### ***Report Criteria***

- **Include Batch Transactions:** Select this check box to include transactions from unposted batches
- **Include Hourly:** Select this check box to include hourly employees.
- **Include Salaried:** Select this check box to include salaried employees.
- **Reporting Period:** Select the period to report.
- **Employee Class:** Select the range of employee classes that will be included in the report.

### **Code Report**

The Code Report prints an accumulated total of a selected payroll code for each employee included on the report. The report will print each included employee's employee number, name, social security number, and the accumulated total of the selected payroll code.

### ***Report Criteria***

- **Include Batch Transactions:** Select this check box to include transactions from unposted batches.
- **Include Hourly:** Select this check box to include hourly employees.
- **Include Salaried:** Select this check box to include salaried employees.
- **Code:** Select the payroll code to include in the report.

---

**NOTE:** This report will only print for one payroll code. If you need a report for multiple payroll codes, you will need to print this report for each desired payroll code.

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- **Reporting Period:** Select the period to report.
- **Employee Class:** Select the range of employee classes that will be included in the report.

### **Code Report by Department**

The Code Report by Department prints an accumulated total of a selected payroll code for each employee included on the report, separated by department. For each department, the report will print each included employee's employee number, name, social security number and the accumulated total of the selected payroll code.

### ***Report Criteria***

- **Include Batch Transactions:** Select this check box to include transactions from unposted batches
- **Include Hourly:** Select this check box to include hourly employees.
- **Include Salaried:** Select this check box to include salaried employees.
- **Code:** Select the payroll code you want the report to include.

---

**NOTE:** This report will only print for one payroll code. If you need a report for multiple payroll codes, you will need to print this report for each desired payroll code.

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- **Reporting Period:** Select the period to report.
- **Employee Class:** Select the range of employee classes that will be included in the report.

### **Detailed Tax Report**

The Tax Report Worksheets prints tax reports that you will use to assist you in filing the client's payroll tax returns. This report can optionally include state and local information.

### ***Report Criteria***

- **Include Batch Transactions:** Select this check box to include transactions from unposted batches.

- **Local Information:** To include local information, select the local tax table to include.
- **State Information:** To include state information, select the state tax table to include.
- **Reporting Period:** Select the period to include. You can select month-to-date, quarter-to-date, year-to-date, or month-to-date, quarter-to-date, and year-to-date on the same report.

## Summarized Tax Report

The Summarized Tax Report prints tax reports that you will use to assist you in filing the client's state payroll tax returns.

### *Report Criteria*

- **Include Batch Transactions:** Select this check box to include transactions from unposted batches
- **Include Covered Wages:** Select this check box to include the covered wages information.
- **Tax Table Information:** Select the tax table to include.
- **Employee Name Format:** This field allows you to define the format to use when printing the employee's name. Different states require this information to print in different formats. The system allows you to choose between last name, first name, middle initial or first name, middle initial, last name or first initial, middle initial, last name.
- **Reporting Period:** Select the period to report for. Select from month-to-date, quarter-to-date, or year-to-date.

## Payroll Check History

The Payroll Check History report includes employee paycheck history information that can be printed in a variety of formats.

### *Report Criteria*

- **Include Hourly:** Select this check box to include hourly employee information.
- **Include Salary:** Select this check box to include salary employee information.
- **Detailed:** Select this check box to print in detailed format. This format will include tax code amounts as well as earning/deduction code amounts.
- **Reporting Period:** Select which total to print the report for. You can choose from month-to-date, quarter-to-date, year-to-date or for a date range. If you choose to print for a date range, the system will ask for the beginning and ending inclusive dates.
- **Employee Class:** Select the range of employee classes you wish to include on this report.

## New Hire Report

This report lists all employees hired after a specified date.

### *Report Criteria*

- **Include Inactives:** Select this check box to include inactive employees on the report.
- **One Employee Per Page:** Select this check box to print each employee on a separate page.
- **Include Date Hired:** To print the date the employee was hired, select this check box.
- **Include Date of Birth:** Select this check box to include the employee's date of birth on the report.
- **As Of Date:** Select a date for the report so that it will contain only employees hired after the date specified.
- **Employee Class:** Select the range of employee classes you wish to include on this report.

## Employee Maintenance Report

The Employee Maintenance Report lists each included employee's entire employee information as defined in the **Adding an Employee** section



### ***Report Criteria***

- **Include Inactive Employees:** Select this check box to include employees set to inactive.
- **Employee Class:** Select the range of employee classes to include on this report.

## **Employee Listing**

The Employee Listing is a summarized report that lists each included employee's number, name, social security number and department.

### ***Report Criteria***

- **Include Inactive Employees:** Select this check box to include the employees set to inactive.
- **Employee Class:** Select the range of employee classes to include on this report.

## **Department Listing**

The Department Listing prints all of a department's information, as defined in the **Adding A Department** section.

## **Payroll Codes Listing**

The Payroll Codes Listing prints all the account codes' information, as defined in the **Defining an Account Code** section.

## **Vendor Maintenance Report**

The Vendor Maintenance Report prints all vendor information as defined in the **Adding a Vendor** section.

### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box to include the vendors set to inactive.
- **Vendor Class:** Select the range of vendor classes to appear on this report.

## **Vendor Listing**

The Vendor Listing prints all vendor numbers and vendor names.

### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box to include the vendors set to inactive.
- **Vendor Class:** Select the range of vendor classes to appear on this report.

## **Vendor Check History**

The Vendor Check History report prints, for each vendor included, each check transaction posted to the vendor in vendor number order and includes each check's check date, check number, check description and check amount posted to each vendor.

### ***Report Criteria***

- **Include Inactives:** Select this check box to include the vendors set to inactive.
- **Include General Ledger Detail:** Select this check box to print each check transaction's date, number, description, amount and ledger entry posted to each vendor in vendor order.
- **Reporting Period:** Select which total to print the report for. You can choose from month-to-date, quarter-to-date, year-to-date, or for a date range. If you choose to print for a date range, the system will ask for the beginning and ending inclusive dates.
- **Vendor Class:** Select the range of vendor classes to appear on this report.

## Vendor Check History by Check Number

The Vendor Check History by Check Number report prints, for each vendor included, each check transaction posted to the vendor in check number order and includes each check transaction's number, date, vendor number, vendor name and amount.

### **Report Criteria**

- **Include Inactives:** Select this check box to include the vendors set to inactive.
- **Reporting Period:** Select which total to print the report for. You can choose from month-to-date, quarter-to-date, year-to-date, or for a date range. If you choose to print for a date range, the system will ask for the beginning and ending inclusive dates.
- **Vendor Class:** Select the range of vendor classes to appear on this report.

## Vendor Mailing Labels

Vendor Mailing Labels allows you to print labels for the vendors.

### **Report Criteria**

- **Include Inactive Vendors:** Select this check box to include the vendors set to inactive.
- **Avery Label Brand:** Select the type of labels you wish to print.
- **Vendor Class:** Select the range of vendor classes to appear on this report.

## 1099 Verification Report

Vendor 1099 Forms allow you to review the 1099 information and print the 1099 forms for the appropriate vendors.

### **Report Criteria**

- **Include Inactive Vendors:** Select this check box to include the vendors set to inactive.
- **Minimum 1099 to Print:** Select the minimum 1099 amount to be included on the report.
- **1099 to Print:** Select the type of 1099 to be included on the verification report. For example, if you only wish to see the vendor receiving a 1099 for Non-Employee Compensation, select Box 7 as the type of 1099 to print.

---

**NOTE:** In each vendor's maintenance screen, under the **Additional** tab, the system allows you to define the type of 1099 the vendor will receive (what box to print the 1099 amount in). If the vendor does not receive a 1099, the system will also allow you to define the vendor as **None Sent**. If the amount defined in the vendor's **1099 Amount** field exceeds the minimum 1099 amount defined in the Master Data and the 1099 type is defined to any type other than **None Sent**, then the system will generate a 1099 for the vendor.

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- **Vendor Class:** Enter the beginning and ending vendor class to report.

## Client Maintenance Report

The Client Maintenance Report prints all client information as defined in the **Adding a Client** section.

## Client Listing

The Client Listing prints all client numbers, names, phone numbers, and fax numbers.

## Client Checklist Listing

The Client Checklist Listing prints each client's monthly, quarterly and annual checklist information.

### **Report Criteria**

- **Include Quarterly Checklists:** Select this check box to include the quarterly checklists in addition to the monthly checklists.
- **Include Yearly Checklists:** Select this check box to include the yearly checklists in addition to the monthly checklists.

## Client Notes Listing

The Client Notes Listing prints each client's notes information.

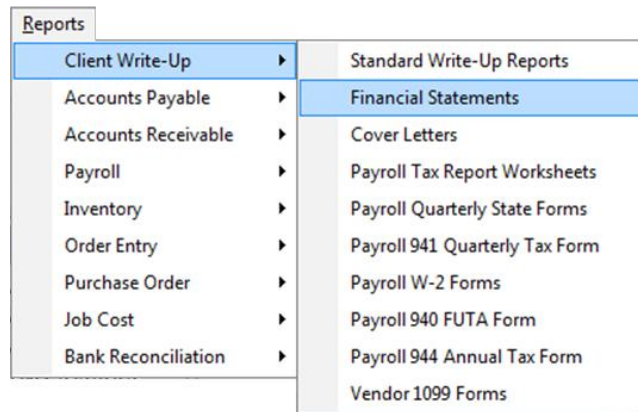
## Client Mailing Labels

Client Mailing Labels allows you to print labels for the clients.

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## Print Financial Statements

To print financial statements, click **>Reports >Client Write-up >Financial Statements**.

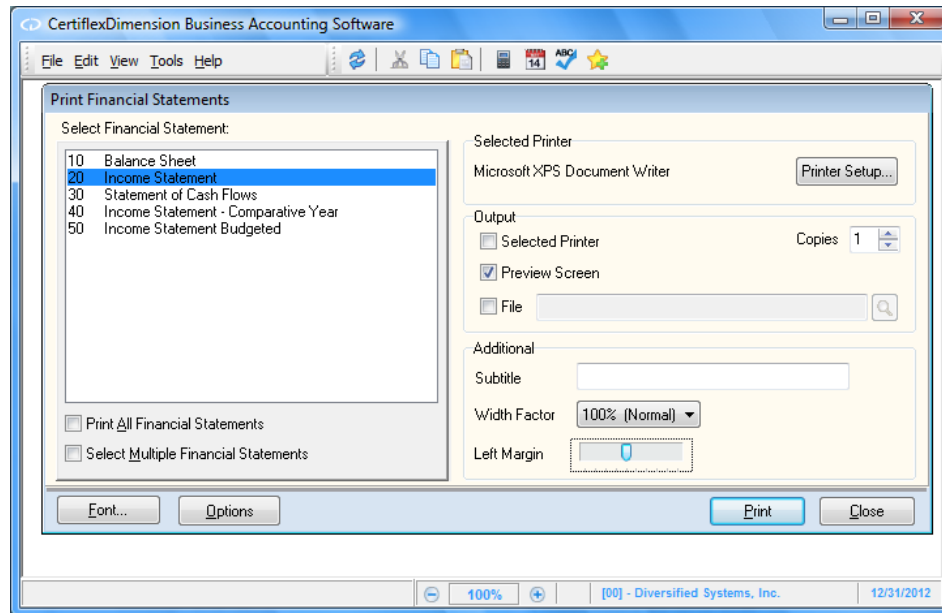


If the **Use Advanced Financials** option is enabled in the company's Master Data, the system will display the following screen.

The screen displayed will depend on how the **Use Advanced Financials** Master Data field is set.

## Advanced Financials

If the **Use Advanced Financials** Master Data field is selected, the system will display the following screen.



- **Select Financial Statement:** Select the financial statement you want to print. If the desired financial statement is not listed here, you must add the financial statement to the listing.
- **Print All Financial Statements:** Select this check box if you want the system to print all financial statements with **Auto Print** selected (maintained in **Financial Statement Reports**) for the selected company.
- **Select Multiple Financial Statements:** Select this check box if you want the system to print more than one financial statement. If you select this option, the system will allow you to choose multiple financial statements to print. When you begin the printing process, the system will print each financial statement, one after the other.

To select a range of financial statements, hold the **Shift** key and click on the first and last financial statement to print. The system will highlight all financial statements between the two selections.

To select a random order of financial statements, hold the **Ctrl** key and click the various financial statements you wish to print.

- **Selected Printer:** This section displays the currently selected printer. To change this setting, select **Printer Setup**.
- **Report Output:** This section allows you to define where the report will print and the number of copies.
  - **Selected Printer:** Select this check box if you want the system to print the financial statement to the selected printer.
  - **Preview Screen:** Select this check box if you want the system to print the financial statement to screen.

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**NOTE:** The system will allow you to select both check boxes. If you want to review a report to screen first then print a copy, you can do so from the preview screen. When printing from the preview screen, you can print a range of pages in lieu of printing the entire report.

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- **Copies:** Enter the number of copies you want printed.

- **Subtitle:** If you want a second report title for the selected financial statement, enter the title here. For example, if you are printing a financial statement masked for a particular department, you may enter a subtitle of *Department 1*.

---

**NOTE:** If you enter a report subtitle, the selected financial statement **MUST** have the {PRINTEXTRA} keyword defined in the report header. If the {PRINTEXTRA} keyword does not exist in the report header, the input for this field will not display on the financial statement.

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### **Width Factor**

The **Width Factor** option allows you to define the width of the selected Financial Statement in terms of relative percentage: 90% (Narrow), 100% (Normal), or 110% - 150% (Wide).

### **Left Margin**

The **Left Margin** option allows you to adjust the left margin of the selected Financial Statement using a slider control. Move the slider to change the report's left margin accordingly.

### **Font**

This button allows you to define which default font to use for this report. If you want to change the default font for this financial statement, click **>Font** and select the desired font from the Windows font listing.

---

**NOTE:** During maintaining financial statements, the system allowed you to define fonts associated with the financial. If you change the default font here, this setting will not override the fonts defined on the financial statement itself. This setting only changes the font for the sections of the financial statement that do not have fonts associated with it through the definition of the financial statement.

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### **Options**

Click **>Options** to define the following:

- **Supporting Schedules:** This section allows you to print supporting schedules. Select to print the supporting schedules after the financial statements print, to print supporting schedules only, or to not print the supporting schedules.

If you select to print the supporting schedules, the system will allow you to define the following:

- **Page Eject After Each F/S Line:** Select this check box if you want the system to print each financial statement line number that is defined to print a supporting schedule on a separate page. If you do not select this check box, the system will include all supporting schedules on one report.
- **Include Account Numbers on Descriptions:** Select this check box if you want the system to include the account numbers on the supporting schedules.
- **Print Schedules for Default Financial Statement Lines:** Select this check box if you want the system to print supporting schedules for all line numbers that have accounts defined as summarized accounts and that have **Supporting Schedule** selected in **Maintain Financial Statement Lines**. Select the individual line number to print a supporting schedule for.

When you click **>Ok** the system will display the **Financial Statement Line Number Listing** screen if the **Print After Financial Statements** or **Print Supporting Schedules Only** is selected.

If you want to print supporting schedules for multiple selected line numbers, select the **Select Multiple F/S Lines to Print** box. With this check box selected, you can select a range of line numbers or a random selection of line numbers. To select a range of line numbers, hold the **Shift** key and click on the first and last line number to include. The system will highlight all line numbers between the two. To print a random selection of line numbers, hold the **Ctrl** key and click the line numbers to include.

- If you wish to print financial statements for a range of companies, select **Print Range of Companies**. The system will then prompt you for the beginning and ending range of companies to include. **Financial Statement Summary/Detailed Options:** This section allows you to tell the system to override the summarized or detailed print status assigned to each account. Select **Print Summary/Detailed as Normal** to print the financial statements using the print status defined on each account. Select **Override as All Summarized** to print the financial statements in the print status of Summarized for each account no matter what the account's print status is. Select **Override as All Detailed** to print the financial statements in the print status of Detailed for each account no matter what the account's print status is.
- **Company Options:** This section allows you to define what companies to print financial statements for. Select **Print Current Company Only** to print financial statements for the currently loaded company.

To print financial statements for all companies within a specified class number, select **Print Companies in Selected Class**. The system will prompt you for the class number at the bottom of this section.

To print financial statements for a consolidated entity, select **Print Consolidated Entity Members**. The system will prompt you for the consolidation entity number.

- **Masking Options:** This section allows you to define exactly which accounts to include on the financial statements. If you do not select the **Override Normal Report Masking** check box, the system will use the masking defined in the Report File for the selected financial statements. To override the masking defined in the Report File for this printing only, select this check box.

When you select **Override Normal Report Masking**, the system will prompt you to use a temporary normal masking or a temporary filtered masking. A normal masking will include all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts that have an A in the sixth digit of the account number, you would select **Use Temporary Normal Masking** and place an A in the sixth position of the **Account Mask**.

A filtered masking will exclude all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts except for those that have an A in the sixth digit of the account number, you would select **Use Temporary Filtered Masking** and place an A in the sixth position of the **Account Mask**.

- **Currency Conversion:** This section allows you to convert the currency for the financial statements into other printing denominations.

If you want the financial statements to print in another currency, select the **Use Currency Exchange Rate** check box. The system will then prompt you for the exchange factor of the US dollar into the foreign currency at the time of printing. The system will also allow you to select the currency sign. Select either the dollar (\$), the pound (£). If you select to not print a currency sign, we recommend that you add the appropriate printing terms for the selected currency in the heading of the financial statement. For example, you might want to use a heading similar to "The following financial statement is printed in Yen."

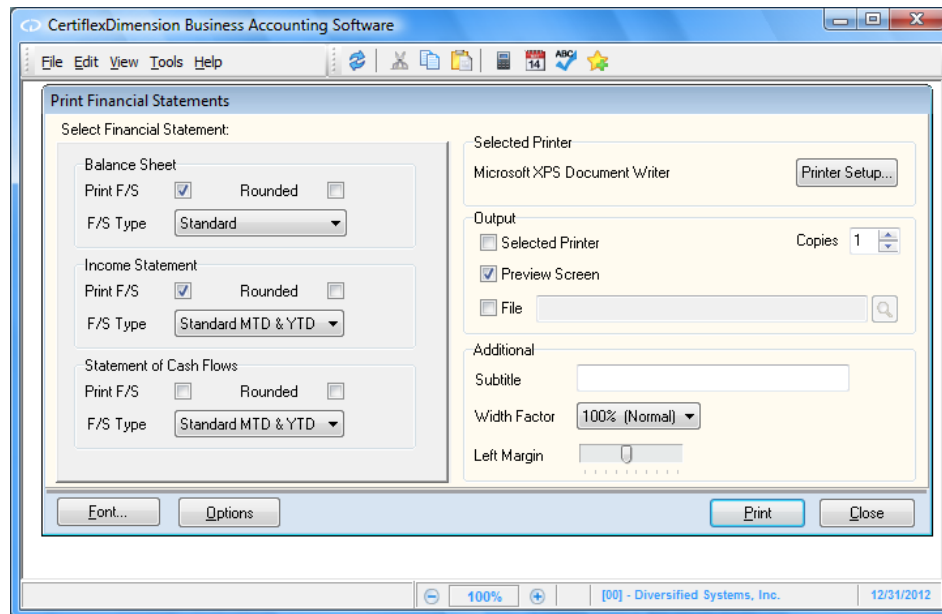
If you want the financial statements to print the amounts in a different format, select **Convert to Hundreds, Convert to Thousands, Convert to Ten Thousands, Convert to Hundred Thousands, or Convert to Millions**.

For example, if the financial statement amounts are in the millions and you wish to convert to millions, the system will print the following amounts as:

\$3,650,000.00=		\$3.65
\$5,275,000.00	=	\$5.28
\$10,000,000.00	=	\$10.00

## Standard Financials

If the **Use Advanced Financials** option is disabled in the company's Master Data, the system will display the following screen.



- **Balance Sheet:** To include the Balance Sheet in the printing of the financial statements, select the **Print F/S** box. If you want the Balance Sheet to print the amounts rounded to the nearest whole dollar, select the **Rounded** check box. In this **F/S Type** field, select the type of Balance Sheet to print. You can select from a Standard Balance Sheet, Comparative MTD amounts, Comparative QTD amounts, Comparative YTD amounts, or a Budgeted Balance Sheet.
- **Income Statement:** To include the Income Statement in the printing of the financial statements, select the **Print F/S** box. If you want the Income Statement to print the amounts rounded to the nearest whole dollar, select the **Rounded** check box. In this **F/S Type** field, select the type of Income Statement to print. You can select from standard MTD & YTD amounts, standard QTD & YTD amounts, standard YTD amounts only, comparative MTD & YTD amounts, comparative QTD & YTD amounts, comparative YTD amounts only, budgeted MTD & YTD amounts, budgeted QTD & YTD amounts, budgeted YTD amounts only, standard four QTD & YTD amounts, standard MTD, QTD & YTD amounts, and standard 12 periods.
- **Statement of Cash Flow:** To include the Statement of Cash Flows in the printing of the financial statements, select the **Print F/S** check box. If you want the Statement of Cash Flows to print the amounts rounded to the nearest whole dollar, select the **Rounded** check box. In the **F/S Type** field, select the type of Statement of Cash Flow to print. You can select from a Standard MTD & YTD amounts, Standard QTD & YTD amounts, and Standard YTD amounts only.
- **Selected Printer:** This section displays the printer currently selected to print to. To change this setting, click **>Printer Setup**.
- **Report Output:** This section allows you to define where the report will print and the number of copies to print.
  - **Selected Printer:** Select this check box if you want the system to print the financial statement to the selected printer.
  - **Preview Screen:** Select this check box if you want the system to print the financial statement to screen.

---

**NOTE:** The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system will allow you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the whole report.

---

- **Copies:** Enter the number of copies you want printed.
- **Report Subtitle:** If you want a second report title for the selected financial statement, you can enter that title here. For example, if you are printing a financial statement masked for a particular department, you may enter a subtitle of *Department 1*.

---

**NOTE:** If you enter a report subtitle, the selected financial statement **MUST** have the {PRINTEXTRA} keyword defined in the report header. If the {PRINTEXTRA} keyword does not exist in the report header, the input for this field will not display on the financial statement.

---

### **Width Factor**

The **Width Factor** option allows you to define the width of the selected Financial Statement in terms of relative percentage: 90% (Narrow), 100% (Normal), or 110% - 150% (Wide).

### **Left Margin**

The **Left Margin** option allows you to adjust the left margin of the selected Financial Statement using a slider control. Move the slider to change the report's left margin accordingly.

### **Font**

This button allows you to define which default font to use for this report. If you want to change the default font for this financial statement, click **>Font** and select the desired font from the Windows font listing.

---

**NOTE:** During maintaining financial statements, the system allowed you to define fonts associated with the financial. If you change the default font here, this setting will not override the fonts defined on the financial statement itself. This setting only changes the font for the sections of the financial statement that do not have fonts associated with it through the definition of the financial statement.

---

### **Options**

Click **>Options** to define the following:

- **Supporting Schedules:** This section allows you to print supporting schedules. Select to print the supporting schedules after the financial statements print, to print supporting schedules only, or to not print the supporting schedules.

If you select to print the supporting schedules, the system will allow you to define the following:

- **Page Eject After Each F/S Line:** Select this check box if you want the system to print each financial statement line number that is defined to print a supporting schedule on a separate page. If you do not select this check box, the system will include all supporting schedules on one report.
- **Include Account Numbers on Descriptions:** Select this check box if you want the system to include the account numbers on the supporting schedules.
- **Print Schedules for Default Financial Statement Lines:** Select this check box if you want the system to print supporting schedules, but only as defined on the individual line numbers.

When you click **>Ok**, the system will display the **Financial Statement Line Listing** screen if the **Print After Financial Statements** or **Print Supporting Schedules Only** option is selected. Select the individual line number to print a supporting schedule for.



If you want to print supporting schedules for multiple selected line numbers, select the **Select Multiple F/S Lines to Print** check box. With this box checked, you can select a range of line numbers or a random selection of line numbers. To select a range of line numbers, hold the **[Shift]** key and click on the first and last line number to include. The system will highlight all line numbers between the two selected. To select a random selection of line numbers, hold the **[Ctrl]** key and click on the various line numbers to include.

- **Financial Statement Summary/Detailed Options:** This section allows you to tell the system to override the summarized or detailed print status assigned to each account. Select **Print Summary/Detailed as Normal** to print the financial statements using the print status defined on each account. Select **Override as All Summarized** to print the financial statements in the print status of Summarized for each account no matter what the account's print status is. Select **Override as All Detailed** to print the financial statements in the print status of Detailed for each account no matter what the account's print status is.
- **Masking Options:** This section allows you to define exactly which accounts to include on the financial statements. If you do not select the **Override Normal Report Masking** check box, the system will use the masking defined in the Report File for the selected financial statements. To override the masking defined in the Report File for this printing only, select this check box.

When you select **Override Normal Report Masking**, the system will prompt you to use a temporary normal masking or a temporary filtered masking. A normal masking will include all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts that have an A in the sixth digit of the account number, you would select **Use Temporary Normal Masking** and place an A in the sixth position of the **Account Mask**.

A filtered masking will exclude all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts except for those that have an A in the sixth digit of the account number, you would select **Use Temporary Filtered Masking** and place an A in the sixth position of the **Account Mask**.

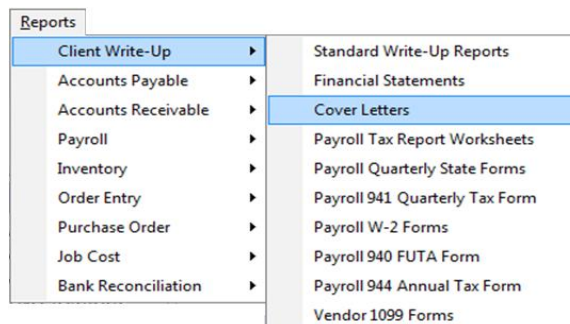
## Print Cover Letters

Cover letters are files that you can print to accompany the financial statements. You can create your own unique cover letter with this program or modify any of the three example cover letters included with the software.

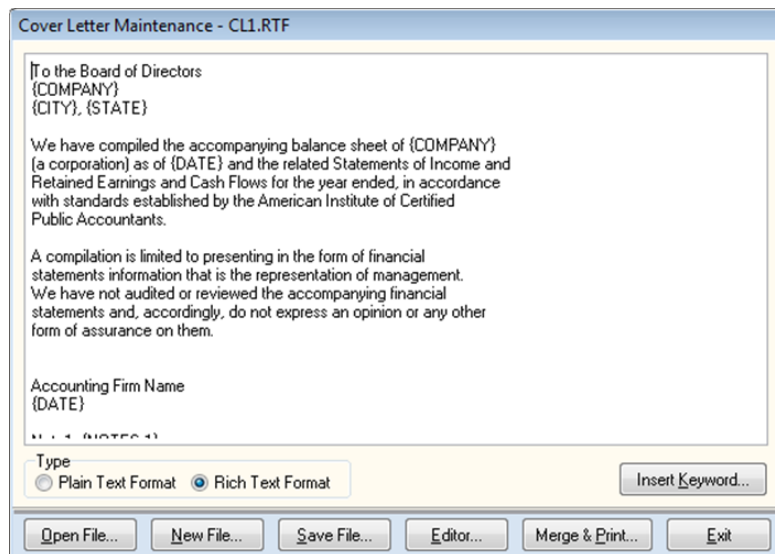
Cover Letters support text and rich text formats. If you are using rich text format, click **>Editor** to use the Windows Rich Text Editor. The editor supports features such as highlighting, bolding, and centering for your cover letters.

To print **Cover Letters**, click **>Reports >Client Write-up >Cover Letters**.

To create your own information on this cover letter, click the three sample this program, you \Advx\XConnect. CL2.RTF, and



cover letter, you can type the screen. To open any saved **>Open File**. To open any of cover letters included with can find the files in The file names are CL1.RTF, CL3.RTF.



You can also insert keywords into the cover letters. To insert a keyword, click **>Insert Keyword**. The system will display a list of available keywords. Click the keyword to use and the system will insert that keyword at the present cursor location in the text file.

Keywords are merge commands you can use with the cover letters. When you print the cover letter the system will merge the appropriate responses for the keywords with the other information. For example, if we have a cover letter beginning with

To the Board of Directors:  
 {COMPANY}  
 {CITY}, {STATE}

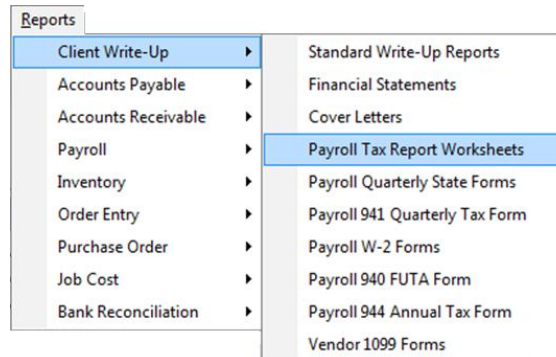
the system will automatically insert the company name, city, and state for the currently loaded company. This way you can use the same cover letter for many different companies and the system will automatically insert the correct company name for you.

To change the font used for this letter, click **>Font**. To print the letter, click **>Print**.

## Tax Report Worksheets

CertiflexDimension Client Write-up tracks virtually unlimited information pertaining to your employees. The **Tax Report Worksheets** program is designed to group together the specific payroll information you need in a worksheet format that can then be printed or transferred to other software applications like spreadsheets, word processors and other database applications. For example, one of the most common uses of the Tax Report Worksheets is to gather state tax information to assist in quarterly state continuation forms processing.

To access the Tax Report Worksheet option from the menu, click **>Reports >Client Write-up >Payroll Tax Report Worksheets**.



The opening window is designed to allow you to select what type of information you wish to include in the worksheet. For example, if you would like to work with the current period employee contribution to a company pension plan, select the period type to **Month to Date**. Set the calculated column for **Special Tax Code** to be the code used for the employee contribution to the company pension plan.

A screenshot of the 'Tax Report Worksheets' dialog box. The window title is 'Tax Report Worksheets'. The address bar shows 'C:\Certiflex\ADVXX\Connect\Def00\WSS'. Below the address bar is a text box with the instruction: 'Change any desired setting and click "Calculate" to create the worksheet.' The dialog is divided into several sections: 'Period Type' with radio buttons for 'Month to Date' (selected), 'Quarter to Date', 'Year to Date', and 'Date Range'; 'Employee Class Range' with 'From' (1) and 'To' (99) spinners and an 'Active Only' checkbox; 'Employee Name Style' with radio buttons for 'Last, First, Middle Initial' (selected), 'Last, First Initial, Middle Initial', 'First, Middle Initial, Last', 'Last Name Only', and 'First Initial, Middle Initial, Last'; 'Date Range' with 'From' (12/1/2012) and 'To' (12/31/2012) date pickers; 'Calculated Columns' with dropdown menus for 'State' (Texas), 'Local' (None), 'Code One' (None), 'Code Two' (None), 'Code Three' (None), 'Other Employee Tax' (None), 'Other Employer Tax' (None), 'Hours Table 1' (None), and 'Hours Table 2' (None); and a checkbox for 'Include Current Batch Transactions' which is checked. At the bottom are three buttons: 'Load Worksheet Setting', 'Calculate', and 'Close'.

If you have previously saved a tax report worksheet that you wish to use, click **>Load Worksheet Setting** and the system will display a list of previously saved worksheet files. Additional configured worksheet files can be downloaded from <http://support.certiflexdimension.com>.

## Period Type

Select the period type of Month-to-Date, Quarter-to-Date, Year-to-Date, or Date range. If you want to perform an analysis of prior period data, change your CertiflexDimension processing date back to the prior period before running this program.

## Employee Class Range

Enter the beginning and ending class range of employees you would like to include on the worksheet.

## Active Only

Select this check box if you would like to include active employees in the worksheet. You should be careful in creating a worksheet that you want to include all wages paid in a period and using active only option at the same time. If you have an inactive employee that was paid wages in the desired period, do not select this check box. You will be able to filter out any employees that have no wages by using the Filter Option described to you in later on in the chapter.

## Employee Name Style

If you are using the worksheet to assist in filing federal and/or state tax forms, you may be required to display the employee's name in a different format. Select the name style that is best suited to you needs.

## Calculated Columns Options

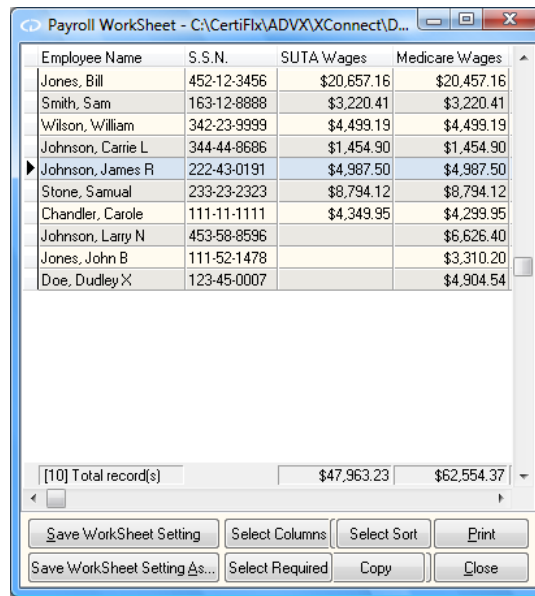
The options in calculated columns will allow you to determine what information will be presented in any column of the worksheet that may contain variable data. For example, you may have multiple states in your payroll system. Selecting the state you would like to work with will activate the selected state wages, state income tax, and state unemployment wages on the worksheet. The following table and code type allow entry in this section:

State, Local, Code One, Code Two, Code Three, Other Employee Tax, Other Employer Tax and two separate hours tables. You will also have an option to Include Current Batch Transactions.

To select any specific types, click the preferred option and table or code from the displayed list.

## Calculate

When all of the preferred settings have been selected, click **>Calculate** to allow the system to build the requested worksheet. When the system has finished building the worksheet, the Payroll Worksheet will appear with the default columns displayed:



The screenshot shows a window titled "Payroll WorkSheet - C:\CertiFlx\ADV\XConnect\D...". It contains a table with the following data:

Employee Name	S.S.N.	SUTA Wages	Medicare Wages
Jones, Bill	452-12-3456	\$20,657.16	\$20,457.16
Smith, Sam	163-12-8888	\$3,220.41	\$3,220.41
Wilson, William	342-23-9999	\$4,499.19	\$4,499.19
Johnson, Carrie L	344-44-8686	\$1,454.90	\$1,454.90
Johnson, James R	222-43-0191	\$4,987.50	\$4,987.50
Stone, Samuel	233-23-2323	\$8,794.12	\$8,794.12
Chandler, Carole	111-11-1111	\$4,349.95	\$4,299.95
Johnson, Larry N	453-58-8596		\$6,626.40
Jones, John B	111-52-1478		\$3,310.20
Doe, Dudley X	123-45-0007		\$4,904.54

Below the table, there is a summary row: "[10] Total record(s)" with values "\$47,963.23" and "\$62,554.37". At the bottom, there are buttons: "Save WorkSheet Setting", "Select Columns", "Select Sort", "Print", "Save WorkSheet Setting As...", "Select Required", "Copy", and "Close".

### ***Changing Columns on a Worksheet***

- **Changing a Column Width:** To change the width of a column, place your mouse over the left-hand side of the column title and drag the column to the left or right. Remember, a column's minimum width is determined by the width of the column title.
- **Moving a Column:** To change the order of the columns, place your mouse on the column title you wish to move and drag the column to the left or right.
- **Changing a Column Title:** To change a column's title, click on the column you wish to change. The system will display a pop-up change title option window.
- **Adding or Deleting Columns:** To add a new column to the worksheet or delete an existing column, click **>Select Column** and a check style listing of all available columns will appear. Select the check box to make a column appear on the worksheet. Click **>OK** when all the desired columns have been selected.

### ***Save Setting***

To save the current worksheet setting, click **>Save Setting** and the system will allow saving the current worksheet setting. The setting's included the columns that are to be displayed along with the active columns width, order and titles, and required selections along with options selected on the opening tax report worksheet window. Worksheet settings do not save advanced sorting or filters. If you prefer the current setting to be used as default, save the setting with the name of 'Def[DZ]' ([DZ] = Company ID) in the \Advx\XConnect directory and the system will use these settings as the default setting.

### ***Select Filter***

To set a filter for the current worksheet, click **>Select Filter** and the system will allow you to activate a filter for any columns within the worksheet

- **Filtered Records:** If you select this option, the system will allow you to specify a filter for the records. If you select this option, click **>Filter Criteria** to define the filtering.

For example, if you are using a worksheet that includes the Tax Code column and it is set to the employee pension plan code for the company. If you prefer to only see the employees that are contributing to the plan, do the following:

Select a filter and select the 'Tax Code' field. Set the starting range to .01 and then click **>OK**.

The worksheet will then only display employee records for those employees who an amount greater than .01 in the column for Tax Code.

### ***Select Sort***

To change the record sort order of the worksheet, click **>Select Sort** and select the check box for the column you prefer to sort the worksheet with, and then click **>OK**.

### ***Select Required***

To have the current worksheet show only employees who have a value in a selected column, click **>Select Required** and select the column required. A required column is similar to filtering, but unlike filters that cannot be saved in a worksheet's setting, required selections can be saved.

## **Exporting, Copy and/or Printing Worksheets**

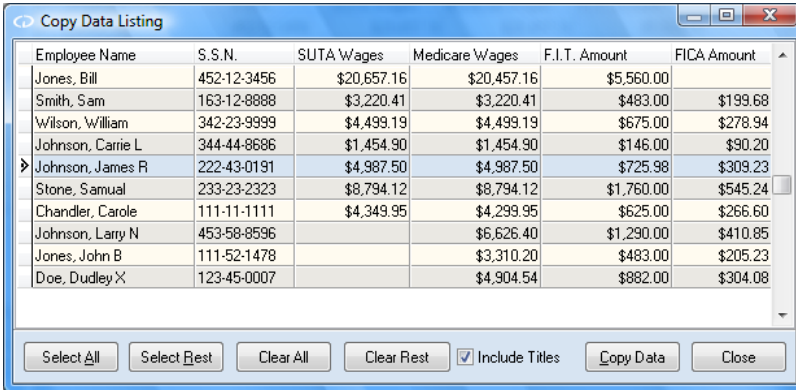
Once you have all the information displayed in the format you prefer to see, you may want to print or move the information to another application. Printing the worksheet in Dimension will allow you to print the worksheet as it is displayed on the screen. If however, you need advanced format capabilities, sub-totals or additional column calculations. You may need to export or copy the worksheet to a spreadsheet or work processor program.

## Export

To export the current worksheet to a TAB Delimited ASCII file, click **>Export** and the system will show the Export Worksheet Window. The default folder/file name to export to is \Advx\XCONNECT\EXPORT.TXT. To change the export file name or folder, click **>Browse**. If you wish to include the worksheet column titles, select the **Include Titles** check box. To create the TAB delimited ASCII file click **>Export**

## Copy

To copy the current worksheet to the windows clipboard, click **>Copy Data**.



Employee Name	S.S.N.	SUTA Wages	Medicare Wages	F.I.T. Amount	FICA Amount
Jones, Bill	452-12-3456	\$20,657.16	\$20,457.16	\$5,560.00	
Smith, Sam	163-12-8888	\$3,220.41	\$3,220.41	\$483.00	\$199.68
Wilson, William	342-23-9999	\$4,499.19	\$4,499.19	\$675.00	\$278.94
Johnson, Carrie L	344-44-8686	\$1,454.90	\$1,454.90	\$146.00	\$90.20
Johnson, James R	222-43-0191	\$4,987.50	\$4,987.50	\$725.98	\$309.23
Stone, Samuel	233-23-2323	\$8,794.12	\$8,794.12	\$1,760.00	\$545.24
Chandler, Carole	111-11-1111	\$4,349.95	\$4,299.95	\$625.00	\$266.60
Johnson, Larry N	453-58-8596		\$6,626.40	\$1,290.00	\$410.85
Jones, John B	111-52-1478		\$3,310.20	\$483.00	\$205.23
Doe, Dudley X	123-45-0007		\$4,904.54	\$882.00	\$304.08

## Print

- **Selected Printer:** This section displays the printer currently selected to print to. To change this setting, select **Printer Setup**.
- **Printer Setup:** Allows you to select which printer to report to. The system will default to the Windows default printer. If you want to change the printer for this report, click **>Printer Setup** and select the printer from the Windows printer selection list.
- **Font:** This button allows you to define which default font to use for this report. If you want to change the default font for this financial statement, click **>Font** and then select the desired font from the Windows font listing.
- **Output:** This section allows you to define where the report will print and the number of copies to print.
  - **Selected Printer:** Select this check box if you want the system to print the financial statement to the selected printer.
  - **Preview Screen:** Select this check box if you want the system to print the financial statement to the screen.
- **Copies:** Enter the number of copies you want printed.

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## Quarterly State Forms

The **Quarterly State Unemployment Forms Generator** is an add-on module to *CertiflexDimension Client Write-up*. The Generator is designed to print Quarterly State Unemployment Forms for selected states.

This documentation is a general overview of the program. State agencies are constantly modifying forms. Therefore, a special instruction feature is included in the program to address each specific state's requirement.

**All States are not the same.** The Forms Generator supports states most often requested by our customers. If your state is not available, please contact our Sales Department at **1-800-237-8435** to see if your form can be added. Forms for most states can be printed on blank paper. A few states continue to require printing on a preprinted form. If your state requires a preprinted form, please do not send the Employer's Copy (blank paper form) to the state. It will most probably not be accepted.

Some states require employers with more than 250 employees to file their quarterly state unemployment forms on digital media. Since every state has unique file formatting requirements, digital media filing is only available through our custom software services. For more information on this service, please contact the Sales Department at **1-800-237-8435**.

### Required Resources

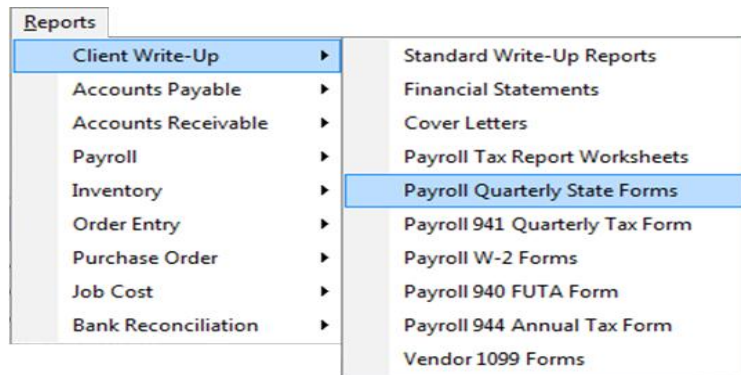
- **Laser Printer:** The Generator is designed to print forms on a Laser Printer (HP 4 and above). Many states allow forms to be printed on plain paper and often include barcodes required for scanning.
- **Additional Fonts and Resources:** The Generator uses additional fonts and other resources licensed from Greatland/Nelco Forms Company. Many of these resources require mandatory annual updates, or more often in some instances, to correctly produce up-to-date tax forms. It is **EXTREMELY IMPORTANT** to subscribe to Software Maintenance service to insure your Forms Generator is in compliance with your state agency's most current requirements.

### Installation

- **Programs and Resources:** *A demonstration Forms Generator is automatically installed with all CertiflexDimension Payroll and Client Write-up programs.* The demonstration program allows you to print one quarterly form per company. Forms for subsequent quarters require purchasing and installing a registered version of the Quarterly State Unemployment Forms Generator module.
- **Font Installation:** The Forms Generator requires special tax fonts installed on each workstation used to print state forms. To install the special fonts, click **>Install Dimension Fonts** from the **Options** menu.

## Getting Started

To print Quarterly State Forms, click **>Reports >Client Write-up >Payroll Quarterly State Forms**.



The Forms Generator includes a convenient program wizard to walk you through the steps to create your forms.

**Step 1:** Form Style and State Table

**Step 2:** Preparer Information

**Step 3:** Employer Information

**Step 4:** Wage Limits and Rates

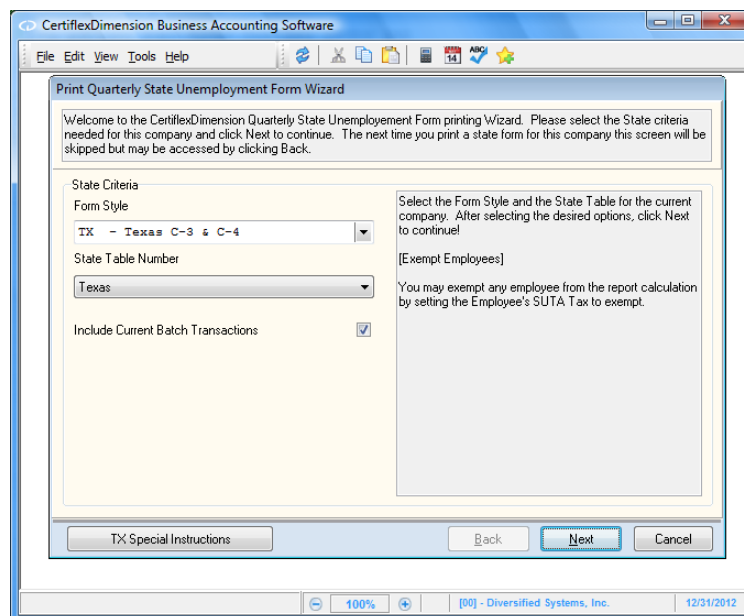
**Step 5:** Wage Calculation

**Step 6:** Print State Form

Since company information set-up in Steps 1 through 3 rarely changes, these steps will be automatically skipped the next time you print a form for the same company.

## Form Style and State Table

Select the **Form Style** and **State Table Number** for the state you wish to print and select **Include Current Batch Transactions** if you wish to include unposted batch amounts in the calculation.



Once you have selected the Form Style, you should select **Special Instructions** to review additional instructions for your specific state form. Click **>Next** to continue.



## Preparer Information

CertiflexDimension Business Accounting Software

File Edit View Tools Help

Print Quarterly State Unemployment Form Wizard

Please provide information about the preparer of this state form. The next time you print a state form for this company this screen will be skipped but may be accessed by clicking Back.

Preparer Information

Preparer Type: Self - Company Employee

Preparer's Name or Firm Name: John Q. Preparer

Preparer's Address: 1234 Main Street

Preparer's EIN/SSN or Agent No.: 9999999

Preparer's Phone Number: 123-345-1234

TX Special Instructions Back Next Cancel

100% [00] - Diversified Systems, Inc. 12/31/2012

Some state forms will require specific information regarding the tax form preparer. Click **>Next** to continue.

## Employer Information

CertiflexDimension Business Accounting Software

File Edit View Tools Help

Print Quarterly State Unemployment Form Wizard

Please provide employer information about this company. The next time you print a state form for this company this screen will be skipped but may be accessed by clicking Back.

Employer Information

Employer Name: The Sample Diversified Company

Trade Name and/or Address: 1000 Main Street

Dallas TX 75244

Employer EIN: 75-5555555

Phone: 214-484-4747

Employer State ID No.: 45454545

Additional State ID No.: 4

SICS Code: 13414

Local Tax Area Code: 141

Location / Unit Code: 141

☒ Seasonal Employer

☒ Multiple States

TX Special Instructions Back Next Cancel

100% [00] - Diversified Systems, Inc. 12/31/2012

Most of the data for the **Employer Information** screen will be automatically transferred from the **Company Control File** and **Master Data**. Some states require additional account numbers and codes that have been assigned to the employer. If your company requires forms for multiple states, select the **Multiple States** check box. The system will begin at Step 1 (Form Style and State Table) each time so that you will not have to use the **Back** button to select another form. If your state requires you to report S.I.T. deposits on a daily or weekly basis, select the **Daily** or **Weekly SIT Deposits** check box. Click **>Next** to continue.

## Wage Limits and Rates

Print Quarterly State Unemployment Form Wizard

Confirm the Employer contribution rate(s) and limit(s) are correct and click 'Next'.

Diversified Systems, Inc. - TX - Texas C-3 & C-4

EIN: 75-555555 State ID: 45454545

Quarter: 04 Year: 2012 Quarter Ending: 12/31/2012 Due By: 01/31/2013

UI Wage Limit: \$ 7,000.00 Final Return - Out of Business: ☐

Base UI Percentage Rate: 2.7100%

Additional UI Tax Rate: 0.0000%

State Disability Wage Limit: \$ 0.00

SDI Percentage Rate: 0.0000%

TX Special Instructions Back Next Cancel

100% [00] - Diversified Systems, Inc. 12/31/2012

Enter your current **U.I. Wage Limit** and **U.I. Base Contribution Rate** for the reporting period. If your state has a separate line for an **Additional U.I. Rate**, make sure the **Base U.I. Rate** does not include the additional rate amount. Since some states do not notify employers of rate changes until after the quarter ends, the Forms Generator program will use the rate you have entered here to recalculate all employer **U.I. Contributions**. If your state also requires State Disability Insurance, you will be allowed to set the **SDI Wage Limit** and **Contribution Rate**. Click **>Next** to continue.

## Quarterly State Form Wage Calculation

Print Quarterly State Unemployment Form Wizard

Diversified Systems, Inc. - TX - Texas C-3\_C-4

Count on 12th: 1st 0 2nd 0 3rd 0 New Hire Count: 0 SDI Private: 0

Total U.I. Wages: \$ 105,072.75 Edit Details UI Wage Limit = \$ 7,000.00

Wages in Excess: \$ 105,072.75 Base UI Rate = 2.7100%

Total Taxable U.I. Wages: \$ 0.00 Export Detail

Total U.I. Contributions: \$ 0.00 Base U.I. Tax: \$ 0.00 Additional Tax: \$ 0.00

Total SDI Contributions: \$ 0.00 SDI Wages: \$ 0.00 x Rate of 0.000000

U.I. Tax Subtotal: \$ 0.00 Interest: \$ 0.00 Penalty: \$ 0.00 (Prior Credit): \$ 0.00 Unpaid Prior: \$ 0.00

Total Adjustments: \$ 0.00

Total U.I. Tax Due: \$ 0.00

S.I.T. Withholding Liability: \$ 0.00 1st Month: \$ 0.00 2nd Month: \$ 0.00 3rd Month: \$ 0.00 Unpaid Prior: \$ 0.00

(Total Payments & Credits): \$ 0.00 (Deposits): \$ 0.00 (Prior Credit): \$ 0.00

Total Withholding Tax Due: \$ 0.00

Total Tax Due: \$ 0.00

TX Special Instructions Back Next Cancel

100% [00] - Diversified Systems, Inc. 12/31/2012

The **Wage Calculation** screen shows the total of all calculated data.

### ***Unemployment Tax Section***

- **Total U.I. Wages:** Sum of wages subject to U.I. Contributions for the payroll reporting period.
- **Wages in Excess:** Sum of wages subject to U.I. Contributions in excess of the U.I. Wage Limit.
- **Total Taxable U.I. Wages:** Sum of wages subject to U.I. Contribution not in excess of the limit. Normally you would not need to adjust this amount unless employee wages have been recorded in the wrong payroll-reporting period. If you make changes to this amount, the system will recalculate the difference into the Wages in Excess.
- **Total U.I. Contributions:** Total taxable U.I. Wages times the total U.I. Contribution Rate.
- **Total SDI Contributions:** If your state has a SDI tax, this amount is SDI Wages times SDI Rate.
- **U.I. Tax Subtotal:** Total U.I. Contributions plus total SDI Contributions.
- **Total Adjustments:** This amount is the total of any interest, penalty, credits or previously unpaid balance. Most state forms describe the formulas for calculating late fees, interest or penalty on the back of the preprinted form.
- **Total U.I. Tax Due:** U.I. Tax Subtotal plus Total Adjustments.

### ***State Wages and Withholding Section***

This section will be active only if your state includes State Wages and SIT withholding on the State Unemployment form.

- **SIT Withholding Liability:** The total amount of SIT tax you have withheld from employees. Normally you would not adjust these numbers unless employee wages and withholding have been recorded in the wrong reporting period.
- **Total Payments and Credits:** Enter the total of all SIT deposits and any credits issued by the state. The numbers should be entered as positive numbers.
- **Total Withholding Tax Due:** SIT Withholding Liability minus Total Payments and Credits.
- **Total Tax Due:** Total U.I. Tax Due plus Total Withholding Tax Due.

## Edit Details

The **Edit Details** option allows you to change the information printed for each employee on most state forms. Changes made to the detailed information will only alter the information that prints on the form and does not affect employee records. **This option should be used with caution.** To change the detailed information of an employee, click the **>Edit Details** button.

SSN	Employee Name	U.I. Wages	YTD U.I. Wages	State Wages	YTD SIT	Ty
452-12-3456	Jones, Bill	\$41,314.32	\$134,197.89			
163-12-8888	Smith, Sam	\$7,514.29	\$26,836.75			
342-23-9999	Wilson, William	\$10,498.11	\$37,493.25			
344-44-8686	Johnson, Carrie L	\$4,364.70	\$17,458.80			
222-43-0191	Johnson, James R	\$11,637.50	\$41,562.50			
233-23-2323	Stone, Samuel	\$17,588.24	\$57,161.78			
111-11-1111	Chandler, Carole	\$12,155.59	\$47,280.97			

The system will display the employee detail in a grid format that accepts direct entry. Remember, the preferred method to change this information is to adjust the actual employee record and recalculate the report.

## Export Detail

The **Export Detail** option allows you to export employee wage detail to a delimited file. This is extremely helpful if your state requires you to file state unemployment electronically. Almost every state requiring electronic filing offers downloadable software to upload employee wages from a delimited file. To export the employee wage detail, click the **>Export Detail** button.

Employee Name	SSN	Wages
Jones, Bill	452-12-3456	\$41,314.32
Smith, Sam	163-12-8888	\$7,514.29
Wilson, William	342-23-9999	\$10,498.11
Johnson, Carrie L	344-44-8686	\$4,364.70
Johnson, James R	222-43-0191	\$11,637.50
Stone, Samuel	233-23-2323	\$17,588.24
Chandler, Carole	111-11-1111	\$12,155.59

The system will display the employee detail to be exported. Click the **>Export** button and the system will prompt you to name and save the file. It is recommended that you save this file in the folder being used to transfer the delimited wage records (i.e. C:\QuickFile). You can save the wage records in either a tab (\*.Txt) or comma (\*.Csv) delimited format.

## Print State Forms

The **Print State Forms** window includes the standard printer controls found in all CertiflexDimension programs. In addition, the following print options are specific to the Quarterly State Unemployment Forms Generator:

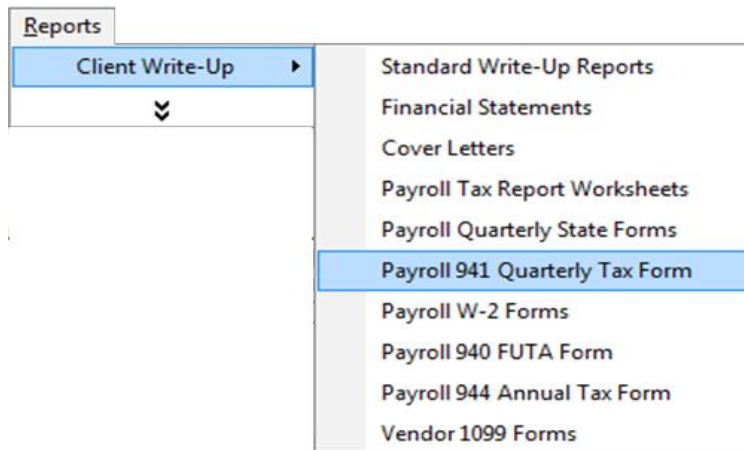
### ***Output Media***


- **Labeled Form:** This option is available for states where preprinted forms are required. Selecting this option will allow the Forms Generator to print the variable payroll data and not include information such as Company Name, Address, etc. This information is preprinted on the form received from the taxing agency.
- **Blank Form:** This option is available for states where preprinted forms are required. Selecting this option assumes that the preprinted form is a blank generic form available from most states and does not include company specific preprinted information.
- **Blank Paper:** This option is available for states allowing forms to be printed on plain paper. For states requiring preprinted forms, this option can be selected to print the **Employer Copy** of the form.

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## Printing Payroll 941 Quarterly Tax Form

The Payroll 941 Quarterly Tax Form allows you to create and print the client's Form 941 Employer's Quarterly Federal Tax Return on the government's preprinted form or plain paper. To generate a Form 941 report, click **>Reports >Client Write-up >Payroll 941 Quarterly Tax Form**.



Since this program uses a Forms Generator to adhere to the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 941 application. To review this detailed documentation, select  **>Additional Help**.

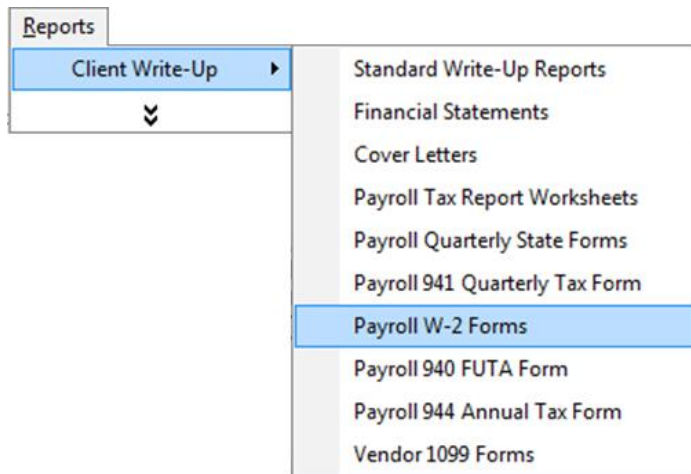
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## Printing Payroll W-2 Forms

Selecting Payroll W-2 Forms allows you to calculate, review, and print W-2's and W-3's for a company. The forms printed on preprinted on approved forms or plain paper. A full electronic filing option is included also.

**NOTE:** The system does not require you to print your W-2s before you begin processing payroll in a new year. Just remember to set the processing date back to the last day of the prior calendar year to obtain the correct payroll totals when printing your W-2s.

To generate W-2's and W-3's, click **>Reports >Client Write-up >Payroll W-2 Forms**.

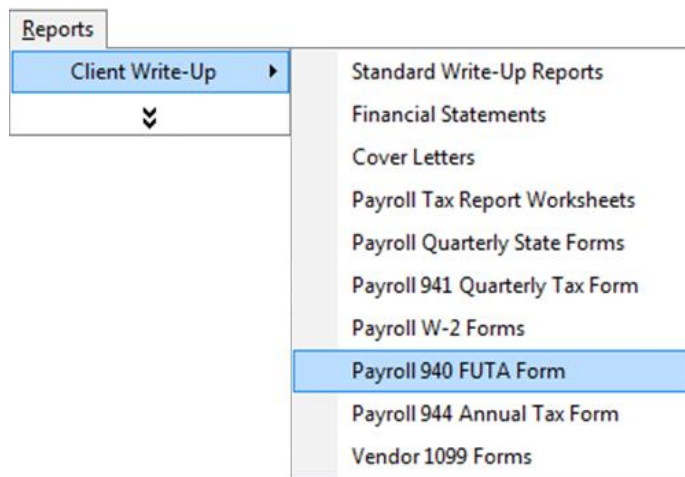


Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the W2 application. To review this detailed documentation, select [? >How to Prepare and Print W2/W3 Tax Forms](#). To review a summarized document of just changes for the current year, select [? >What's new for Tax Year 2XXX](#).

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## Printing Payroll 940 FUTA Form

The Payroll 940 FUTA Form allows you to create and print the client's 940 Employer's Annual Federal Unemployment (FUTA) Tax Return on the government's pre-printed form or plain paper. To generate a 940 report, click **>Reports >Client Write-up >Payroll 940 FUTA Form**.

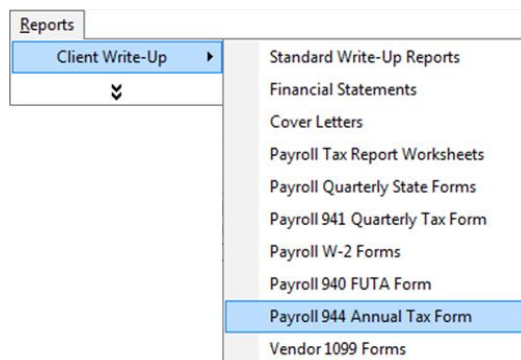


Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 940 application. To review this detailed documentation, select [? >Additional Help](#).

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## Printing Payroll 944 Annual Tax Form

The Payroll 944 Annual Tax Form allows you to create and print the client's 944 Employer's Annual Federal Tax Return on the government's pre-printed form or plain paper. To generate a 944 report, click **>Reports >Client Write-up >Payroll 944 Annual Tax Form**.



Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 944 application. To review this detailed documentation, select [? >Additional Help](#).

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**NOTE:** You should not file Form 944 Employer's ANNUAL Federal Tax return unless the IRS has sent you notice to file this return.

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Most employers must file Form 941 (Employer's Quarterly) at the end of every quarter.

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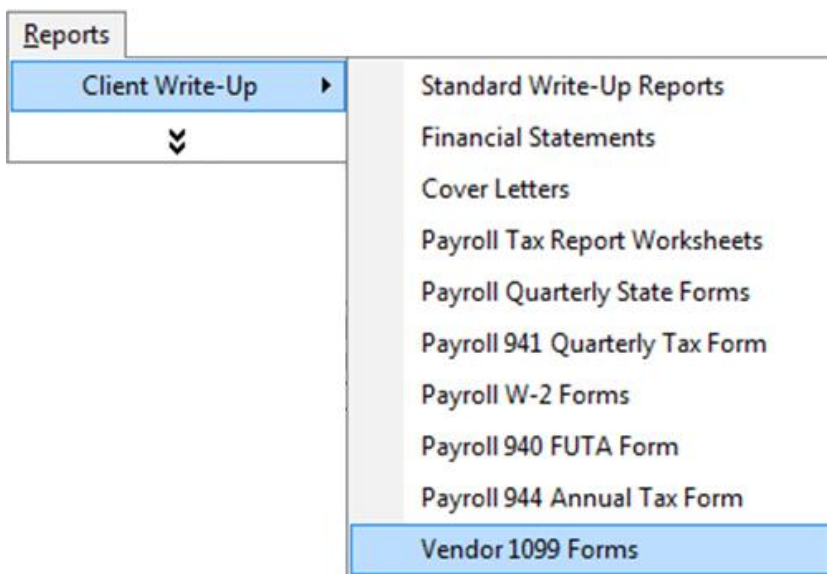


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## Vendor 1099 Forms

This feature prints to Form 1099 Misc. and Form 1099 Int. forms to approved preprinted forms (Copy A and 1096). Copy B – D may be printed on preprinted forms or plain paper. Before printing 1099s, be sure that all vendor checks for the reported year are entered. Also, print the applicable vendor reports and review them for accuracy.

To print 1099's, click **>Reports >Client Write-up >Vendor 1099 Forms**.



Since this program uses a Forms Generator designed around the current year's Federal Guidelines, all detailed documentation for this option is self maintained within the 1099 application. To review this detailed documentation, select  **>Additional Help**.

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## Print Prior Period Federal Tax Forms

This option is specifically designed to allow accounting professionals to access and print prior quarter/year federal tax forms. Since annual federal tax forms are changed at a minimum every calendar year, the current year application and forms are not compatible with the previous year(s). Once in a while, the federal government changes the Quarterly 941 form in such a manner that these forms become incompatible between quarters. Prior period federal tax forms applications are now archived and can be accessed from this application. Choose the Federal Tax Form you wish to access in a prior year/quarter and then select the prior period processing period date you wish to use in accessing the selected form. To launch the selected prior period tax form application utilizing the processing date you have selected, click > **Launch Now**.

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**NOTE:** The system will launch the archived federal tax return applications that contain additional help information that was active for the specific tax year you are accessing.

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## Client Write-Up WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use a Client Write-Up WorkSheet Report, click **>Reports >Client Write-up >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **> Create**.

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**NOTE:** Each WorkSheet can be saved in three different styles. The system will always start with the “Default” style saved for this WorkSheet.

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The options for formatting and printing Worksheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide – WorkSheet Reports*.

### Worksheets

Below is a list of WorkSheet Reports available for this module.

- **Chart of Accounts**
- **Working Trial Balance - MTD**
- **Working Trial Balance - QTD**
- **Working Trial Balance - YTD**
- **Transaction History - MTD**
- **Transaction History - QTD**
- **Transaction History - YTD**

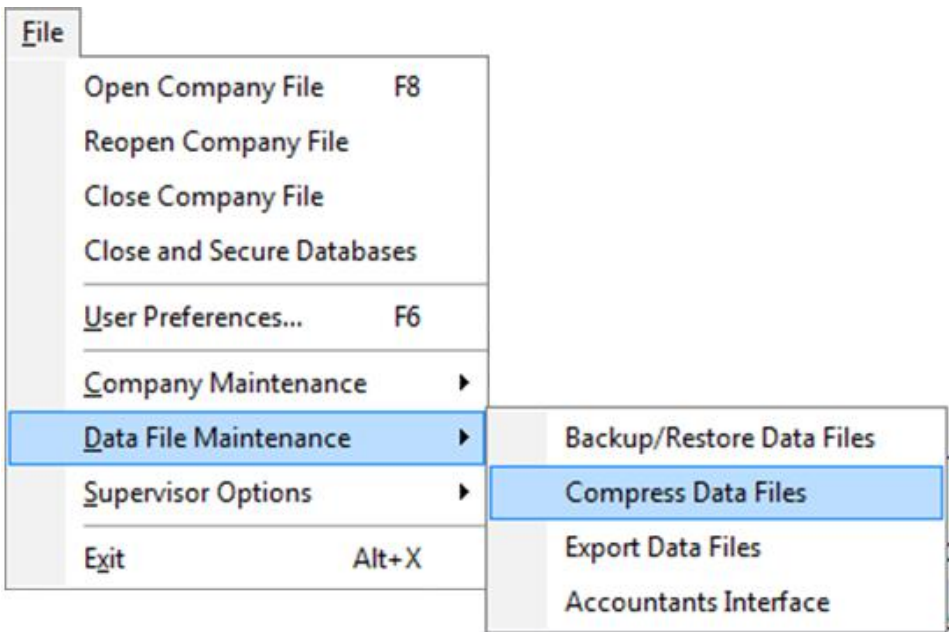
# Compressing Data Files

## Compressing After-the-Fact Vendor & Employee Check History and Archived Batches

Compressing the after-the-fact vendor and employee check history and archived batches allows you to remove history transaction history from the system’s data files. You would periodically select this option to remove old transaction information that you no longer need or want in the files.

We recommend that you perform this option as part of your year-end processing procedure. For example, if you need to have the last two years of transaction information on file, at the beginning of each year, you would compress the unneeded year.

To compress files, select **>File >Data File Maintenance >Compress Data Files**.



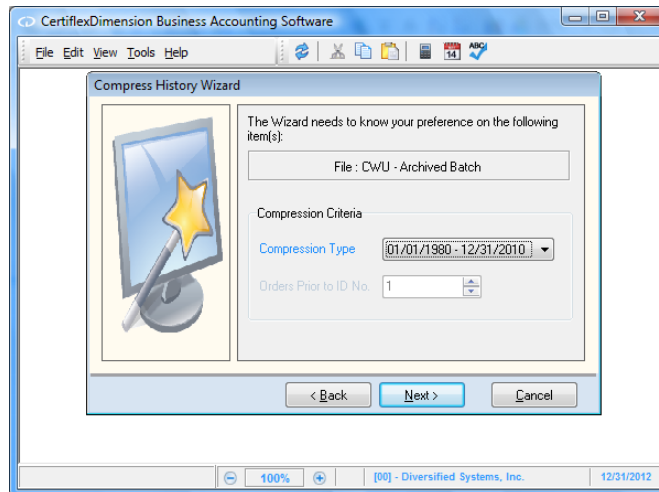
Click **>Next** to advance from the **Compress History Wizard**’s welcome screen and begin. You will then be prompted for the following:

- **File List:** Select the data file to compress. For after-the-fact vendor check history, select **CA2 - ATF Vendor Check History**. For after-the-fact employee check history, select **CP5 - ATF Employee Check History**. For Archived Batch history, select **CWU – Archived Batch**.



After you have selected the file you want to compress, click **>Next**.

- **Compression Type:** This selection allows you to define the number of years of history transactions to remove from the files.




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**NOTE:** Many CertiflexDimension reports generate their reported information from the history files. Be very careful of the selection for the date. If you compress history transactions and later attempt to print a report using the information from the history files for a date that has been compressed, the system will not be able to retrieve the information without restoring a backup.

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Once you have defined the Compression Type, click **>Next**. The system will then display a confirmation screen showing the file that has been selected to compress.



To begin the compression, click **>Compress**.

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**NOTE:** Make sure that you have at least two backups of the data files before you begin the compression. Once the compression option begins, you must allow the system to complete the process. If you experience a power failure or if something interrupts the compression process, you will be required to restore a backup.

Once the compression program is complete, all history transactions for the selected program through the selected date will have been deleted. You will not be able to access any transactions prior to the compress through date without restoring a backup.

If you are operating on a network, make sure that all users have logged out of CertiflexDimension. The compression program will not operate properly if there are other users logged in.

The time the compression program takes is dependent upon the number of transactions currently in the history file and the speed of your computer. We recommend that you not perform this option during the busy part of your day; because once the compression is started you cannot stop the process for any reason without having to restore a backup.

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## Standard Sample Listings

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### Chart of Accounts

When creating a new client, the system will allow you to create the chart of accounts by copying from industry specific charts supplied with the system.

#### Standard Balance Sheet Accounts - All Types

Account No.	Account Name	F/S#	Prt Status
100000	Cash on Hand	10	Summarized
110000	Short Term Investments	12	Summarized
115000	Certificates of Deposit	12	Summarized
120000	Trade Accounts Receivable	13	Summarized
125000	Allowance for Doubtful Accounts	13	Summarized
132000	Inventory	14	Summarized
150000	Prepaid Expenses	15	Summarized
161000	Building	21	Summarized
162000	Machinery and Equipment	22	Summarized
163000	Furniture and Fixtures	24	Summarized
165000	Automobile	23	Summarized
170000	Accumulated Depreciation	27	Summarized
180000	Long Term Deposits	29	Summarized
190000	Trade Accounts Payable	32	Summarized
210000	Federal Income Tax Payable	33	Summarized
220000	Payroll Taxes Payable	33	Summarized
230000	Other Accrued Expenses	34	Summarized
240000	Current Portion Long Term	35	Detailed
310000	Debit	41	Summarized
320000	L T D Auto	41	Summarized
400000	L T D Mortgage	45	Summarized
410000	Capital Stock	47	Summarized
450000	Paid in Capital in Excess of Par	48	Summarized
9990	Retained Earnings	48	Detailed
	Intercompany		

## Standard Income Statement Accounts - Manufacturing

Account No.	Account Name	F/S#	Prt Status
601000	Retail Sales	51	Detailed
602000	Scrap Sales	51	Detailed
603000	Wholesale Sales	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
700000	C O S	61	Detailed
702000	Materials	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
838000	Landscaping	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
842000	Subcontract	81	Detailed
843000	Tools	81	Detailed
844000	Uniforms	81	Detailed
845000	Union	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed



## Standard Income Statement Accounts - Wholesale

Account No.	Account Name	F/S#	Prt Status
603000	Wholesale Sales	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
700000	C O S	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
838000	Landscaping	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
842000	Subcontract	81	Detailed
845000	Union	81	Detailed
846000	Storage	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

# Standard Income Statement Accounts - Retail

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
700000	C O S	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
847000	Brochures	81	Detailed
848000	Furniture & Equipment	81	Detailed
849000	Security	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Taxes	195	Detailed

## Standard Income Statement Accounts - Service

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
604000	Services	51	Detailed
605000	Fees	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salary and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

## Standard Income Statement Accounts - Medical

Account No.	Account Name	F/S#	Prt Status
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
811000	Contract Labor	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
841000	Shipping	81	Detailed
850000	Collection	81	Detailed
851000	Reference Materials	81	Detailed
852000	Medical Supplies	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

## Standard Income Statement Accounts - Professional

Account No.	Account Name	F/S#	Prt Status
604000	Services	51	Detailed
606000	Auditing Fees	51	Detailed
607000	Compilation Fees	51	Detailed
608000	Payroll Preparation Fees	51	Detailed
609000	Review Fees	51	Detailed
610000	Write-Up Fees	51	Detailed
611000	Consulting Fees	51	Detailed
612000	Tax Preparation Fees	51	Detailed
690000	Other Income	52	Detailed
691000	Billing Adjustments	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
841000	Shipping	81	Detailed
853000	Professional Development	81	Detailed
854000	Practice Development	81	Detailed
855000	Recruiting	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Taxes	195	Detailed

## Standard Income Statement Accounts - Information

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
6040000	Services	51	Detailed
613000	Campaign Income	51	Detailed
614000	Contribution Income	51	Detailed
615000	Dues Income	51	Detailed
616000	Legacies	51	Detailed
617000	Program Fees	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
856000	Program Expense	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

### Standard Income Statement Accounts - Management

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
604000	Services	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
841000	Shipping	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

## Standard Income Statement Accounts - Miscellaneous

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
601000	Retail Sales	51	Detailed
604000	Services	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
700000	C O S	61	Detailed
702000	Materials	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
811000	Contract Labor	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
838000	Landscaping	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
842000	Subcontract	81	Detailed
843000	Tools	81	Detailed
844000	Uniforms	81	Detailed
845000	Union	81	Detailed
846000	Storage	81	Detailed
847000	Brochures	81	Detailed
848000	Furniture & Equipment	81	Detailed
849000	Security	81	Detailed
850000	Collection	81	Detailed
851000	Reference Materials	81	Detailed
852000	Medical Supplies	81	Detailed
853000	Professional Development	81	Detailed
854000	Practice Development	81	Detailed
855000	Recruiting	81	Detailed
856000	Program Expense	81	Detailed



890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

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## Financial Statement Line Listing

<u>Line Number</u>	<u>Description</u>
10	Petty Cash
11	Cash in Banks
12	Savings & Marketable Securities
13	Accounts Receivable
14	Inventory
15	Prepaid Expenses
19	Investments
20	Land
21	Buildings
22	Equipment
23	Automobile
24	Furniture & Fixtures
25	Leasehold Improvements
26	Fixed Assets
27	Less Accumulated Depreciation
29	Other Assets
31	Notes Payable
32	Accounts Payable
33	Taxes Payable
34	Accrued Expenses
35	Current Portion Long Term Debt
41	Long Term Liabilities
42	Less Current Portion
43	Deferred Taxes
44	Owner's Equity
45	Capital Stock
46	Paid-in Capital
47	Additional Paid-in Capital
48	Retained Earnings
49	Net Income (Loss) - Y.T.D.
51	Sales
52	Other Income
61	C.O.S. - Department A
62	Cost of Goods Sold
71	Salaries & Wages
72	Payroll Taxes
73	Rent
74	Interest
75	Depreciation
76	Insurance
77	Repairs and Maintenance
78	Advertising
79	Utilities
80	Travel and Entertainment
81	Other Expenses
90	Gain (Loss) on Disposal of Assets
195	Federal Income Taxes
196	State Income Taxes
197	Tax Credits

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## Cover Letters

Cover letters are ASCII Rich Text files that you can print with financial statements. You can create your own unique cover letters or you can use one of the three cover letters available in your system.

### CL1.RTF

To the Board of Directors

{COMPANY}

{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY} (a corporation) as of {DATE} and the related Statements of Income and Retained Earnings and Cash Flows for the year ended, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Accounting Firm Name

{DATE}

Note1: {NOTES1}

To the Board of Directors

{COMPANY}

{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY} (a corporation) as of {DATE} and the related Statements of Income and Retained Earnings and Cash Flows for the year ended, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operation, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Accounting Firm Name

{DATE}

Note1: {NOTES1}

To the Board of Directors

{COMPANY}

{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY} (a corporation) as of {DATE} and the related Statements of Income and Retained Earnings for the year ended, in accordance with standards established by the American Institute of Certified Public Accountants.

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Accounting Firm Name

{DATE}

Note1: {NOTES1}

Note2: {NOTES2}

Note3: {NOTES3}