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README FIRST

Software Installation

- Only install to the local drive of PCs where the application is run
- Have a minimum of 500 Megabytes free disk space available to install
- Close all programs before installing the Banyon Data Software
- Insert the Banyon Data CD or flashdrive
- Installation should start automatically, if it does not: Click on Start button; Select Run; Type in the Open text box “D:\setup” or E: or F: and press enter
- Follow instructions on the screen to complete the installation

Sharing Data

When Banyon Data application is run for the first time, it will prompt you for the location of the Shared Folder (see below).

Password Setup

There is an icon (shortcut) for each installed application. Click on the icon and the software will ask for your security password.

Two passwords are available as default: Master & banyon

The MASTER password, is used to setup and change passwords. The banyon password, is used to access the application software. The password “banyon” has been set up for you. In addition, you can
assign Rights to passwords for those who will be looking through the data but not allowed to make entries or changes. The default access rights is Full Read/Write access.

Creating New Passwords and Changing MASTER Password

1. At the password entry screen enter your master password:
   MASTER and then press ENTER key
   NOTE: If you have changed MASTER enter that password instead.
   The Password screen then appears:
   Under User Name, click on next open field, enter new user name, and then enter password. Using the drop down list, select the rights level for this user.

To change MASTER Password, simply click on password field for master password and enter in new MASTER Password. Note: If you change your Master password, please keep it on file so Banyon Data can have access to your password setup when and if needed.

Under the master password you can also “setup user rights” by clicking on that button in the bottom left of the master password screen. This only needs to be done if you do not want to have certain user access portions of the software.

Next, in the top create or type in a name for the right you want to create. For example, it could be for a specific person, so we entered “James”. Once the rights name is created simply scroll through the options and check the boxes to either have no access or read only access.

Close the screen by clicking on the x and then in the rights column you can click on the drop down to assign this right to the user id.

When you are finished entering all users, click on “Click to Return to Password Entry Screen”. This will take you back to Enter Password screen, where you can enter your security password and begin working.

Once you have accessed the application you will be shown the Desktop screen for Version 10. Both Version 10 and Version 12 are available to be used. The Version 12 screen includes the Ribbon items at the top.
Ribbon items or icons are organized in a collection based on the Main Menu. They include File, View, Tools and Help. Clicking on a Menu item will display a unique Ribbon Menu.

**If you decide to continue using the Fund Accounting Version 10 application then refer to the Version 10 manual for instructions.**

As we previously stated, you can switch from Version 12 to 10. To do so, click on the Ribbon Menu’s **Main Desktop** item in the upper right.

Version 10 Opening Screen (Original)

Version 12 Opening Screen
Setup

File Setup

Change Entity Info: to maintain your Entity address. You can also add a Logo to print on reports.

Multiple Entities: The File Menu can also be used to switch between entities if you have more than one accounting entity purchased. A second entity allows you to keep the books separate if you are doing accounting for 2 or more organizations and need separate federal ID numbers for each.

View Menu Item

The View menu gives you access to daily/monthly functions. Batches, Checks, Check Recon etc. Each of these functions will be discussed individually later in the manual. Also you have the ability to change the accounting period you are working in. The setup options area as we previously discussed.

Tools

The tools menu includes items for maintenance of the program. Most of the selections are Banyon password protected and would be guided by a Banyon support team rep. This tab also includes the backup/restore function. Backing up your data is a very important process. Having backups gives you the security if anything were to happen to your data and also allows you the ability to restore if needed.
**Help**

**Glance Support:** Banyon might instruct you to go to help and then choose a Support Session for online assistance. This allows us to connect directly to your computer and view your screen to better assist your needs or help you create a report for you. There is no extra charge to use Glance, it is covered with your yearly support fee.

**Send Data/Send Backup:** This is used to send a copy of your current data to Banyon or to send a backup. This transfer area is also used by your auditors if they have a copy of our Fund Accounting software. They can easily retrieve your data. Banyon provides our software free of charge to auditing companies, so if your auditing firm does not have a copy, have them call us.

**Export/Import Reports:** Used to export or save reports to an external file for backup. To export reports click on Export Reports icon on Top Ribbon. Next, highlight all your reports you want exported and click on export. On the next screen, select yes to send reports to Banyon or NO to save reports locally. Most of the time you will choose NO to save locally and then choose the location from the drop down (look in) to save. The default file name is BDSreps.mdb

The import feature is used if one of your reports has become damaged or if Banyon has helped create reports and you need them imported. To do an import, click on Import Report icon. Next, choose ‘YES’ if the reports are being imported from Banyon or ‘NO’ to import from a local file. Next, browse to where the file is saved and select it for import. Finally, select the reports wanted and then click on import.

**Password Re-entry/User Rights:** Refer to instructions on pages 1 & 2 of the manual for set-up instructions.

**User Rights:** Refer to instructions on pages 1 & 2 of the manual for set-up instructions.

**Software Update:** Directs you to our website banyon.com for direct access to update your program.

**Setting Your Accounting Year and Period**

At the top of the View Ribbon Menu is an option to select the current month you wish to work in. Click on the month and an option for the year. This is important to monitor as you don’t want to have the incorrect year and/or month open and then post batches in a wrong period.

**Select Month:** Click on the month/year icon on the top ribbon bar. Then click on the desired month and year for your desktop transactions to be recognize. Setting the period and then running some reports in report writer from GL Accounts, Revenue Accounts, Expenditure Accounts, and Exp/Rev Accounts will give you month to date & year to date totals for the period selected.
Backup/Restore

Backups are very important as copies of data can protect you against loss or damage. **It is important to keep at a minimum of four current backups at all times. Also, important to keep your Year End backups.** Keeping your year end backups permanently allows you to be able to go to prior years and run reports if needed.

To use Backup/Restore: Click on the Backup button on the top Tools Ribbon.

**Setup Tab:** The default backup path is c:\bdswin\_. You can change it to the path or folder of your choice in the setup screen.

![Setup Tab](image)

There are 3 possible destinations to store your backups. Click on locate to browse and select each location. One location should be your server, another could be your c:\. If you do not have a server, then the 2nd location could be a flash drive. If multiple locations are set, when you create a new backup from the back/restore tab it will ask which location to back up to.

*Banyon also offers offsite backup storage for all your Banyon Software data. Our Banyon Data Vault is an additional cost depending on how many Banyon Data programs you have. Contact us for more details.*

**Backup/Restore Tab**

By right clicking on record selector of the chosen backup, the pop up menu will appear with all the options available to choose from.

- To create a new backup, select **Create New Backup**.
- To search for a backup that is not listed, select **Locate Unlisted Backup** and browse for it.
- To restore a backup, select **Restore Selected Backup**. (Very important to right click on the backup to restore)
- Use **Remove Selected Backup** to delete unwanted backup files to free up disk space.

To delete more than one backup click the record selector box and drag the mouse down to highlight more than one backup. Next, press enter on your keyboard to delete.

*Note: To rename a backup, simply highlight the description of chosen backup and then type a new description and press enter.*
SETUP CHECKLIST

The following steps are recommended to be completed before Banyon staff begins the training. This allows more time to be spent on actual training than setup.

Banyon can help you with the following steps before your training date.

- Order checks from Riteway Business Forms 800-842-6239
- Install the software & set data path

Initial Setup screen

Building Account Descriptions

- Shows all funds, departments, balance sheet, etc accounts that are available to use. Change names, numbers, and descriptions if needed. Also delete those not needed

Setup Options

- Set your starting accounting year and period (month)
- General tab: Shows your account code structure.
- Default Accts: Enter your equity accounts and your cash account(s)

Build Accounts

- **General Ledger:** Click on GL Accounts. Next, click on the add accounts button then choose a fund from the drop down and highlight all balance sheet accounts needed for this fund. Then click on Add Account. Select the next Fund and continue until all account codes are built
  - A cash account & unreserved fund balance are required for each fund

- **Revenue Accounts:** Click on Revenue Account. Next, click on the add accounts button then choose a fund from the drop down, and dept (if applicable). Highlight all sources of revenue for the selected fund/dept. Then click on Add Account. Select the next Fund/Dept to continue until all accounts are built

- **Expenditure Accounts:** Click on Expenditure Accounts, Next, click on the add accounts button then choose the Fund from the drop down dept/function. Highlight all objects of expense for the selected fund/dept

Vendors/Customers: Set up now or as needed from the Payment & Receipt batch entry screens.
Chart of Accounts

If you are a new customer, your standard descriptions for your state Chart of Accounts may have already been entered by Banyon Data Systems. If this is not the case, you will need to enter your descriptions for each under Options then View Descriptions on the top of the screen.

On the top of the screen you will choose under Options your type of description that you will be adding or editing by clicking on the radio button for the type. This will display the descriptions already in your system. All descriptions can be changed to custom fit your organization. To add a new click on the button at the bottom and then enter in a number, description, abbreviation, and alt code (if needed).

After all your descriptions are entered, actual accounts will be created where you can then enter beginning balances and budget information for each account code. See Creating Account Codes on the next page.

Alt codes are available within each description type as well. The alt codes are used to group the description types together for reporting purposes. Say for example under object codes the alt says wages and salaries for codes 101-108. What this would allow you to do is run a report in either filter or group on the alt code "wages and salaries". This would then group those codes together on the report and give you a total amount spent.

Special Fund (not commonly used) – This is used for Fund description type only. The field allows you to inform the system of any funds that need special processing at year end. This is based upon whether the fund is budgeted annually or budgeted for the duration of the project. If the fund you are entering is budgeted for the duration of the project, click on the box under the special column, otherwise leave the box empty. In reporting, if checked, the budget balance is the difference between the starting budget amount and the total up-to-date amount that has been expensed or receipted for the expenditure or revenue account. When checked, the expense and revenue accounts DO NOT zero out at the end of the year.

Project codes are not a part of the account codes. They can be used to track revenues and expenditures for a project without creating new account or funds. Projects can also be created from the project section of the software. (Instructions in the Projects section).
Creating Account Codes
(Some states have different account code dimensions and structures. Banyon can change the “account code mask structure” if you are a new customer and the setup does not look right for your accounts.)

Once the descriptions have been verified and edited you are ready to begin building your account codes.

To begin building your accounts:

- If you are in complete startup, click on the blue underlined titles (on the Initial Setup screen Part 1) General Ledger, or Expenditure and Revenue
- If startup has already been completed you can access the Chart of Accounts from the View tab on the toolbar

On this screen you will need to click on Options from the top of the screen and select Add Account to bring up the Add Account screen. Select the type of Account Code you will need to build (GL Account, Revenue or Expense Accounts). To begin building Accounts,

- **General Ledger**: Click on GL Accounts. Next, click on the Add Account button then select a fund from the drop down and highlight all balance sheet numbers needed for this fund, once all selected click on Add Account. Select the next Fund and continue until all GL account codes are built
  
  A cash account & unreserved fund balance (equity) are required for each fund

- **Revenue Accounts**: Click on Revenue Account. Next, click on the Add Account button then select a fund from the drop down, and dept (if applicable). Highlight all sources of revenue for the selected fund/dept. Then click on Add Account. Select the next Fund/Dept to continue until all accounts are built

- **Expenditure Accounts**: Click on Expenditure Accounts, Next, click on the Add Account button then select the Fund from the drop down and dept/function. Highlight all objects of expense for the selected fund/dept

Finally, click the DONE button when you are finished building the Account Codes.
Chart of Accounts – right click options

**Detail for Account:** Clicking on this option will show a summary tab of the selected account code. Shows 3 years of budget vs actual information. Clicking on a year tab will show the adopted budget, budget, actual spent per month, and balance.

**Transaction for Account:** This option will show all transactions in the history of this account code.

Any column in the below table can be filtered to drill down for specific data like a date or check number. To filter, first choose a column that you would like to filter on. For example, we will use the **posted** column and click on a month and year we want to filter.

If we click on January 2012 and then go up to the FILTER drop down and choose FILTER BY SELECTION, then only January 2012 transactions will show. To remove the filter, click filter and then remove filter/sort.

Additionally, we could just highlight a year in the posted column and choose FILTER, then FILTER BY SELECTION and it would show 2012 transactions for this account code. For further ways to filter see the Report Writer Manual.

The columns in this table can be moved by clicking on the column name to highlight in black (let go of mouse button). Click again and hold the mouse button to drag to the desired location. Once in order, the columns can be printed going to file and print. If you only want the first few columns to print, click on the first column and hold the mouse in and drag over the other column names until all the columns you want are highlighted. Next click file and print, and then select ONLY SELECTED RECORDS under print range.

This table can also be copied and pasted into Excel by clicking the grey box next to the column heading to highlight all the columns in black. Next, press the CTRL key and C at the same time and open up Excel and hold CTRL key press V at the same time. If you only want the first few columns exported use the highlighting method explained in the above paragraph.

Another option on the “left click on account number” and select Reports than audit report. The options for each audit report include: Summary, Brief, Full, & Landscape.

The audit reports will run for the year that is checked on the “View” heading.
Periodic Processing

This screen shows each month of the current 3-years of data. In the column containing the months listed, starting with the first month of your calendar/fiscal year. Notice also that there are additional months added in your year. These are for adjustments and audit entries made at the end of the year. This way you will be able to easily separate your adjustments and audit entries from actual activity.

This screen allows you to close a month. It also will show you if there are any unposted items (batch or checks) within a period. The month will not be able to close until all items are posted.

Record Retention

Within Record Retention you will enter the number of days to retain Final Paid Encumbrances, Fully Paid AP’s and AR’s. If you do not have these modules, you will not need to complete. Please note that if you enter zero days to retain, these items will be kept forever.

Setup Options

Setup options are accessed from the main setup screen. If you have indicated on the setup screen to not show anymore, then you can access setup options from View, then Setup.

Default Accounts Tab

The Default Accounts are absolutely necessary for the system to function. A default balance sheet code must be chosen for Fund Balance, Expenditure Control, and Revenue Control. You will also need to enter your cash accounts in the lower portion of the screen. Each of these accounts will need to be built in every fund for the system to function properly.

For your current login password, default accounts can be selected for your batches (suggested to use if you have more than one checking account) or you can check the box that says last referenced bank, AP, or AR used.
Checking Accts Tab

The top portion of the screen has some checkboxes that contain beneficial features.

“Have Budget Warning on Payments”: will prompt a warning message if a payment entry is going to go over budget for the entered account code.

“Use Check Recon”: is selected if you are going to use the Banyon Check Reconciliation area of the software.

“Record Receipts in Check Recon”: is selected if you want receipt batches shown in check recon.

“Invoice can be paid more than once”: is selected if you will allow the same invoice number to be used for a vendor in Payments.

Check Stub: Select the Bank. Each bank can have a different setup (left side)

Check Alignment:

The check alignment will allow you to adjust the margins and stub alignment in order for your checks to line up. Since each printer is different, the margin selection can vary. Enter a positive amount to lower the item or a negative amount to raise.

The custom check layout screen allows you to move any of the boxes so the printing aligns better. For example, if the mailing address is not clearly showing in a window envelope, simply click, hold the mouse button, and drag to adjust the location.

Checking the box “print separate pay to line” will move where the check name appears on the check.

Other options to change include, Check Date Format, Check Amount Format and Spelling of Check Amount.

**Changing this design layout will change for all checking accounts**

Click on PRINT SAMPLE to see how everything will line up.

Check Signature: Attach a signature file to print on the check. When scanning in the signatures, have the signatures signed in a 1 inch x 3 inch box. Banyon can also scan in at a charge of $50.

If you want a specific password setup to print checks with the signature, check the “password required” box and then enter in an authorized password. This password will also be needed to be entered to change or update the signature later. (where it says enter passwords)

ACH: (added module)

Setup to create a file for electronic payments.
REPORTS TAB

On this screen you can set how some commonly used Banyon copyrighted report will print from report writer. Click on Setup sorting and grouping for selected reports then choose the report. On the right select how you want it sorted and totaled. For example, the expenditure guideline report with the shown selections will print in Fund Description Order and then Department Description order.

If you want a page break after each fund or department, check the “new page” box. The last box, “filter”, if checked will prompt for a specific fund or department when you run the report. For example, only check the filter box for department. When you print this report, a box will show asking for a dept number. Enter the number and press enter. Only that department will be displayed. If you want all depts to print, don’t enter a number and all will print.

When the changes are made, be sure to click the SAVE button at the bottom or choose SAVE AND PRINT to preview how the report will look. This report in Report Writer will run using these settings.

Purchase Order Tab (optional module tab will only show if purchased)

Next PO#: can set the number that will print at next add
Comments: default comment that will print on all created PO’s
Encumbered PO’s: you will need to select how your purchase orders are handled at the end of the year. You will also need to select an account for Encumbered Reserve and Prior Year Encumbered Reserve

This account then needs to be attached to all funds through the add GL Accounts.

ANY QUESTIONS ON WHAT ACCOUNTS SHOULD BE USED SHOULD BE DIRECTED TO YOUR AUDITOR.
Invoice Billing Tab (optional module tab will only show if purchased)

Next Invoice #: can set the number that will print at next add
Printed Comments: default comment that will print on all created invoices

Check box to include a fax number or email can also be listed on the invoice. Simply type:
Email: entityname@domain.com
Billing/AR Receipt Penalty/Interest: select the type of interest used if applicable, assign the interest rate, enter grace period and the financial account code needed to track the revenue from the interest.

Claims Tab

This tab allows you to customize what is printed at the bottom of either the claims listing or claims register. The claim listing prints an individual voucher that can be attached to each invoice. The claim register shows all payments being made and has this signature line at the end of the report. For Indiana Customers, use the drop down to either select the Town Form or Library Form and then use the first box for customizing.

If you want a signature line, then hold shift and press the dash key. Might look like this:
______________________ MAYOR

*These claims reports are then available to run under the payment batch area.

Work Flow Tab (optional module tab will only show if purchased)

1) Check the Approval is required box and fill in the minimum dollar amount required for approval
2) Add the departments which approval will be from
3) Per dept you will fill in the level of ‘if exceeds’, the authorized person and a password for them
Setup Budget

Budgets can be accessible from the top Ribbon Menu under Chart of Accounts menu option

Account Filter (Lookup)

On the top left, choose the radio button for the type of accounts to display or lookup: Rev, or Exp. If you want to limit your search, click on account filter to display the lookup. Select the fund and only that fund will be displayed.

The top menu on the budget screen will show your current 3 years of accounting along with a 4th year to begin budget preparations. You have the options to view ACTUAL or BUDGET.

Actual: will show you the dollars spent for each account code along with a breakdown by month.

Budget: will allow you to enter in budget figures for each account code. If you are on a calendar year and you budget for the full year, enter the budget figure in the JANUARY BUDGET COLUMN. If you are on a FISCAL year, enter your budget in the month your fiscal starts.

Copying or Changing the Budget

Budgets can be entered manually as just described on the previous section or they can be copied from previous year to the next or globally increased by an amount or percent.

BEFORE STARTING THE BUDGET CHANGE PROCESS, MAKE A BACKUP BY GOING TO TOOLS & BACKUP RESTORE
Click on the Budget Tab and then Click on the Options item in the upper left of the screen to Change “Year” Budget. The Budget Adjustment Screen will be displayed and click on a line item box to select the account for a budget change transaction.

Enter your adjustment amount in the upper left or enter a percent change for all accounts checked. Click on Options in the upper right to remove adjustment. Or you can change individual budgets in the adjustment column on each checked line.

You can Preview the changes by clicking on the Preview in the lower right. To commit changes you will need to select Commit Changes in the lower right.

Copy Budget

To copy a budget, click on the Options item in the upper left of the Chart of Accounts Window (Account Year/Type box). Then click on the copy option you desire. Remember to make a backup first. Your budgets can be copied to an Adopted Budget status or an actual budget for the next year. Please note the totals at the bottom of the displayed table.
Budget Reports

Budget reports can best be printed though the Report Writer module.

The Budget table does allow for transaction and audit reports directly from the screen. To get the report menu you need to right click on an account number and select the type of report or the filtering and sorting you desire.

**Detail for Account:** Clicking on this option will show a summary tab of the selected account code. Shows 3 years of budget vs actual information. Clicking on a year tab will show the adopted budget, budget, actual spent per month, and balance.

**Transaction for Account:** This option will show all transactions in the history of this account code.

Any column in the below table can be filtered to drill down for specific data like a posted period or year. To filter, first choose a column that you would like to filter on. For example, we will use the **posted** column and click on a month and year we want to filter.

If we click on January 2012 and then go up to the FILTER drop down and choose FILTER BY SELECTION, then only January 2012 transactions will show. To remove the filter, click filter and then remove filter/sort.

Additionally we could just highlight a year in the posted column and choose FILTER, then FILTER BY SELECTION and it would show 2012 transactions for this account code. For further ways to filter see the Report Writer Manual.

The columns in this table can be moved by clicking on the column name to highlight in black (let go of mouse button) Click again and hold the mouse button to drag to the desired location. Once in order, the columns can be printed going to file and print. If you only want the first few columns to print, click on the first column and hold the mouse in and drag over the other column names until all the columns you want are highlighted. Next click file and print, and then select ONLY SELECTED RECORDS under print range.

This table can also be copied and pasted into Excel by clicking the grey box next to the column heading to highlight all the columns in black. Next, press the CTRL key and C at the same time and open up Excel and hold CTRL key press V at the same time. If you only want the first few columns exported use the highlighting method explained in the above paragraph.

Another option on the “left click on account number” and select Audit Reports for Account. The options for each audit report include: Summary, Brief, Full, & Landscape

The audit reports will run for the year that is checked on the “View” heading.
Setup Customers and Vendors

To access the Customer – Vendor screen you must first click on the Customer Vendor Ribbon icon at the top. To add a Customer or Vendor click on the “*>” button at the lower left area of the screen.

Press the escape key to exit without adding.

Status: On the top, there is a drop down for Active, Inactive, or On hold. Inactive will not show up in the drop down for batches. Inactive customer/vendor at the end of the year with no transaction history for 3 years can at this time be deleted. On hold status will also not show up in batches.

Type: Select if this is a customer, vendor or both. To add a new type simply enter one in the box and it will be added. Benefit to include the type, would allow you to create a report in Report Writer based on type.

One Time Only: On the top right there is a check box for one usage only. What this will do is automatically mark the vendor as inactive after the check is posted.

Phone Number Area: This area allows you to customize what numbers you want in the list. For example: type in sales and then you can enter in the sales phone number.

Account #: If you have an account number with the vendor enter it here and it will print out on your check stubs.

Ask Separate Check: If marked yes, check writer will ask if you want separate checks. When entering a payment batch each check would have to be a separate entry #. If this option is marked as no, then the check writer combines multiple posted entries to a vendor and puts it on one check.

1099: If a vendor will require a 1099, check this box. Enter the line item you need the yearly total to be filled into on the 1099 form. This area also shows number of checks written, date of last payment, and last check number used.

Penalty Exempt: (Use in Billing/Invoice) Check box to exempt customer from a penalty

Tax Exempt: (Use in Billing/Invoice) Check box to exempt from tax and then enter Tax Exempt ID.

Terms on PO Invoice: (Use in Billing/Invoice) Enter payment terms

# of Days: (Use in Billing/Invoice) Enter number of days and then choose drop down to display day of month or invoice date. Clicking on copy to active billing invoices will copy to current invoices for customer.

Remark: The remarks box is to store any notes needed for the customer/vendor. These are informational only and not printed on check stubs. Double click on the comment field to expand to a bigger area.
There are additional five tabs associated with the Customer Vendor screen. These tabs have unique information relevant to the Customer or Vendor and will be updated as you process transactions and other built history with the account.

**Recur**

Two types of Recurs can be added to the Customer or Vendor.

Add recur items that will default when an Invoice is added in the Billing/Invoice module. Fill in the information you will need to show when Customer is selected.

Add recur that will default on a Receipt or Payment batch when the Customer/Vendor is selected.
1) Select type of batch
2) Select if amount will be a fixed or percent amount
3) Enter the Account code and all fields that are consistent. If amount changes – suggest to leave at zero and change at time of batch entry.

**Transactions**

To view transactions in simple or detail format

Print – will print a report subtotaled by year.
Checks/Deposits

To view all Checks written to the Vendor
You can also View the check detail
left click on the Check number for the following options:
Void check: void out the transaction
Reissue: will transfer the transaction and print a new check.
Will also void the original check number
Renumber: if the wrong check was originally posted incorrect
Locate: will direct you to the original batch to view transactions
Print: to print a copy of check, or the check stub

Invoice/PO

To view a list of Unpaid and Paid Invoices or Purchase Orders
Attachment

Allows you to scan a document and attach to the vendor

OPTIONS

Merge with Another Vendor: would be used if you have 2-same vendors listed and want to merge their transactions together.

Remove Inactive Vendors: will allow you to delete the customer/vendors you select. These customer/vendors do not have activity for at least 3 years.
Batch Entry Checklist

- Make sure you are in the correct month/year. (If you entered a batch in a wrong month/year, see instructions on moving batches)
- Choose either receipts, payments, or Journal Entries
- Click unposted or recurred batch (to copy a recur batch)
- Enter unique batch name ex: current date and PAY,REC or JE
- Verify type of batch Cash or AP/AR
- Verify correct cash account
- Press F5 to add additional entries or click in the new entry on left
- When done entering your last entry select Preview on the bottom for the batch report
- Post batch – will direct you to the Backup screen
- **Make this backup.** This step is very important to always make a backup before any posting process
- Once backup is complete closing screen will continue to post the batch
- If you posted a payment batch, you are now ready to print checks
- Click on Check Writer from the top (see Check Writer for detailed help)
- Select the bank account to print checks out of
- Enter in Check Date
- Select create checks
- Print Checks

- **Make Backup**
- Post Checks
- Go to Check History to run paid check register
Batch Entry (Receipts, Payments, and Journal Entries)

All batches are started the same way. **The first step is to make sure you are in the correct Month/Year at the top.** Next, choose what type of batch to process: Receipts, Payments, or Journal Entries and click on the icon to start.

Select Add New batch

Name the batch (default name is today’s date with PAY, REC, or JE) – take the default or name it yourself. *Please note that you should use a unique name for each batch.

Hit enter:

**Receipts/Deposits**

Click on the Receipt Ribbon icon and you will be prompted to choose Unposted Batches, Recur Batches or Recent Batches. To add new click on Unposted and Add New Batch.

Once the batch name is created click on edit to begin entering receipts/deposits.

Verify Type of Batch Cash or A/R

Verify Cash Account the receipts are being deposited to

*Suggest create a Receipt batch for each physical deposit to the bank. This makes Recon easier to match up.

**Customer:** Click on the drop down to select a customer or this field can also be left blank. The customer selected does have to be in your customer/vendor list so if they are not listed, you can create a new Customer. If you choose to leave this field blank, you can still put the customer’s name in the comment field for reference.

**Invoice & Invoice Date:** These fields are optional but are recommended to fill in as they can be searched, filtered, and reported on. *If you are posting to accounts receivable, then these are required fields.
Ref/Book#: (not required-could be used for auditing or tracking purposes) Enter a starting receipt or reference number and then each new entry will automatically be incremented by one.

Comment: Comments can be entered individually by line item or if you want the same comment used for all line items enter the comment in the top field and then as you assign account codes, the comment will automatically fill in. If you began entering and forgot to assign a default comment, enter it in the top comment field and then click copy comments to entries below.

Project: If any line item of the receipt is being applied to a project, select that project in the drop down. The copy option works the same as described for comment.

Check# & Date: Record the check number and check date the customer used. These fields are optional but recommended to fill in as they can be sorted, filtered, and printed on reports.

Bank or AR: Verify the correct bank account and type of batch is selected for this entry. Keep in mind entries can be posted to different bank accounts in the same batch.

Transaction date: will automatically show with the current date but may be changed to reflect the actual date that monies were received.

In the lower section you will need to choose first the type of account you will be posting to (G – General Ledger, R – Revenue or E – Expenditure). When you begin entering the actual account number you will be brought to the closest match as you type or click on the drop down to select your code. Then you will need to enter the amount of the receipt. The remaining fields on each line are optional. Entries can be made to multiple funds if needed.

F5 or Click on New Entry – to add additional items

If a batch is accidentally started in the wrong month/year. Change the month/year on the top screen. Now when you post batch you will get the option to post in original (entry) month or the current desktop month.

Post batch when all entries are entered. You will be directed to the backup screen. A backup is recommended.

Payments

Click on the Payment Ribbon icon and you will be prompted to choose Unposted Batches, Recur Batches or Recent Batches. To add new click on Unposted and Add New Batch.

- Once the batch name is created click on edit to begin entering payments.
- Verify Type of Batch Cash or A/P
- Verify Cash Account the payments are being withdrawn from

Pay To: Enter the vendor that you will be paying. If the vendor does not exist when name is entered, it will ask if you would like to add. This field is required to be filled in.

Invoice: Enter the invoice number to be paid. In the setup if you chose to flag duplicate invoices, then this field would turn yellow if you have paid this invoice number to this vendor in the past.

Clicking on the bell icon would then show the transactions for that invoice.
Ref/Claim: Not required. This number can be used for auditing and tracking purposes and will increment by one automatically.

Claim Type: Not required and typically defaulted to Direct. If needed, this is used if claims should be grouped together for reporting purposes based on the type.

Comment: Comments can be entered individually by line item or if you want the same comment used for all line items enter the comment on top first and then as you assign account codes, the comment will automatically fill in. If you began entering and forgot to assign a default comment, enter it in the top comment field and then copy comments to entries below.

Project: If any line item of the payment is being applied to a project, select that project in the drop down. The copy option works the same as described for comment. A project first must be created in the projects area from the main fund accounting desktop. (See add projects instructions)

Check#: This field is used if you want the system to print one check quickly for this entry. Fill in the check #, check date, and then select print check. You can also use this field if you manually wrote a check and want to record it in the batch. Electronic checks can also be entered. Fill out the screen and then click on check # and select ‘Assign EFT Check #’. This will autofill in the next available ‘E’ number.

Bank or AP: Verify the correct bank account and type of batch is selected for this entry. Keep in mind entries can be posted to different bank accounts in the same batch.

Transaction date: will automatically show with the current date but may be changed to reflect the actual date the monies were paid.

In the lower section you will need to choose first the type of account you will be posting to (G – General Ledger, R – Revenue or E – Expenditure). When you begin entering the actual account number you will be brought to the closest match as you type or click on the drop down to select your code. Then you will need to enter the amount of the payment. Entries can be made to multiple funds if needed.

If a batch is accidentally started in the wrong month/year. Change the month/year on the top screen. Now when you post batch you will get the option to post in original (entry) month or the current desktop month.

Post batch when all entries are entered. You will be directed to the backup screen. A backup is recommended.

Journal Entries

Click on the Journal Entry Ribbon icon and you will be prompted to choose Unposted Batches, Recur Batches or Recent Batches. To add new click on Unposted and Add New Batch.

Once the batch name is created click on edit to begin creating journal entries.

*The Journal Entry batch must be in balance for debits and credits and also by Funds
Helpful tip – you will see a red arrow to indicate whether the amount you entered increased or decreased the original amount.
Comment: Comments can be entered individually by line item or if you want the same comment used for all line items enter the comment first and then as you assign account codes, the comment will automatically fill in. If you began entering and forgot to assign a default comment, enter it in the top comment field and then copy comments to entries below.

Project: If any line item of the payment is being applied to a project, select that project in the drop down. The copy option works the same as described for comment. A project first must be created in the projects area from the main fund accounting desktop.

In the lower section you will need to choose first the type of account you will be posting to (G – General Ledger, R – Revenue or E – Expenditure). When you begin entering the actual account number you will be brought to the closest match as you type or simply click on the drop down to select your code. Then you will need to enter the amount as a negative or positive amount – depending on what you need.

If a batch is accidentally started in the wrong month/year. Change the month/year on the top screen. Now when you post batch you will get the option to post in original (entry) month or the current desktop month.

Post batch when all entries are entered. You will be directed to the backup screen. A backup is recommended.

Printing Batch Reports (Payments, Receipts and Journal Entries)

Setting Up Default Batch Reports

To print batch reports click on the receipt, payment, or journal entry while in the batch created, Click on the arrow next to Preview on the bottom. Then ‘Select Reports’.

To change where the report will be printed, click on the arrow next to Preview, Select Printer option and select printer name or screen.

Viewing Vendor & Account Code Transactions

While processing batches easily view transactions for the selected customer/vendor and account codes previously used.
View Customer/Vendor Transactions:
Once the customer/vendor is selected, click on the Customer/Vendor and select View. You will be directed to the Customer/Vendor screen. Then select Transactions, to view previous entries. Select the view of Simple, Detail or Extended list of transactions.

View Transactions for Account Codes:
Left click on the Account Code and select Transaction for Account to view previous transactions for the code.

Adding Customer/Vendors From A Batch Entry
To add a Customer or Vendor 'on the fly', enter the name in the name field. If the name does not exist, the system will ask you to add it to the database.

Recur Batches
Recur batches can be set up for Receipts, Payments, and Journal Entries. Creating a recur batch is setting up a template with a generic name, including the recurring (monthly) entries in the batch.

*Create the Recur batch in the category of Receipts, Payments or Journal Entries. Under Recurred and then select Add New. Add in all recurring items. (If amount is different per month – leave at zero)

*You can create as many recur batches as needed (for example weekly, bi-monthly, monthly, payroll liabilities)
Any changes that need to be made or added to the recur batch need to be added by going to recur, highlighting the batch and then selecting edit.

Copying Recur Batch to Current Month

To copy the recur batch to a current month, select Recurred within the batch type (receipts, payments, journal entries), click on the recur batch, then in the bottom left click on copy.

Next, enter a batch name. You will be ready to start editing the new batch or entering additional entries.

Once on the entry screen (below) each recur entry will show. Click on an entry to begin changing dollar amounts, comments, invoice #, etc. Continue until all entries are edited.

Once the batch is copied any changes you make will not affect the Recur. Therefore, you can also add any miscellaneous entries that need to be added with this batch.

IMPORT

This feature allows you to receive batches from other Banyon Data applications.

Set Up:

In order for the batches to be sent over, the Fund Accounting Data Path needs to be setup in each Banyon Data Program.

In each program you will browse to where the bdsfundd.mdb file is located. (normally on c:\bdswin or server drive)

Payroll: Open up payroll and go to tools, setup options, fund distributions. Where it says path to Banyon Data Fund click on locate to find bdsfundd.mdb

Utility Billing: Open up Utility Billing and select tools, setup options, ub options, then click on the FA Xfer tab. Click on Locate Fund to browse for the bdsfundd.mdb file.

Property Management & Point of Sale: Open up each program and select tools, setup options, interface to other Banyon Data Applications and click on the Fund Accounting area. Where it says path to Banyon Data Fund click on locate to find bdsfundd.mdb
With an external batch, you have the option of renaming the batch and/or editing the batch once loaded. The transfer shown below shows imported utility billing receipts batch with NO corresponding account codes for the receipt batch. These would be setup in Utility Billing and should match account codes built in the Fund Accounting software.

Below are basic steps for processing external batches.

1-Select Import icon on the Ribbon
2-Menu Click the refresh button to verify all batches are appearing
3-Verify your Fund Accounting Desktop is in the month/year you want to post the batches
4-A list of all batches for processing will be displayed. Highlight the batch you want to load and then click on Import or first click on print external to view batch. Suggest not to click on more than one batch to load at a time. This would combine the batches together and will not match the individual batches from the program in which they came from
5-Enter a batch name you would like to use and the batch will then be created.

If:
- Utility Billing, Point of Sale, or Property Management batch select Receipts from the Desktop and then click on the UnPosted to view, print & post the batch.
- Payroll batch, select Journal Entries from the desktop and then click on the UnPosted button to view, print, and post the batch.

6-Select the batch name that you have just loaded.
7-Edit the batch if necessary. It is possible that you will get an invalid account codes message if they were not set up correctly in the other Banyon program. Assign a valid account code in the batch and then you will have to update the correct account codes in the corresponding Banyon program so it does not send the wrong code the next time as well.
8-Print the batch.
9-Make a backup of Fund Accounting before posting the batch.
10-Post the batch

Batches – unposted options

Rename: if the current name of batch needs to be changed
Remove: this will delete the entire batch

If batch was created in the incorrect month. Change your current month to the correct month and go back to the unposted batch. When you select to post it will ask you which month to post to: original create or current.

Posted Batch Options – under Batch History
Go to Batch History for posted batch reports and options

Batch Report- find batch. Left click and select preview.

Move Posted Batch(s)
If a batch is accidentally posted to a wrong Month/Year it can still be moved if you have a backup you can restore to make it unposted. If you are unable to restore it is a good idea to make a backup first before proceeding. After backup, from the Batch History tab, find the batch name. Right click and select Replicate batch. This will create a copy of batch for you to post to the correct month. You will than go back to Batch History tab, find original batch and right click and select Reverse batch.

Reverse Batch Option (Create Backup First)
Used to completely reverse the batch out of the month. If the batch was posted to the wrong month, use the Replicate option to copy the batch and post to the correct month prior to selecting Reverse batch. Copying the batch is talked about in the previous section (Moving Batches).

Click on Batch History. Then click on the Batch Name to be reverse and click on Reverse menu option. You can narrow your search by selecting the period, batch type and batch name.

Changing Posted Batch Account Entry
Click on Batch History and narrow your search by selecting the period, batch type and batch name.

Left click on Account code – select the option needed.
Change Account: see below
Reverse Entry: see below

Enter new code – will create reversing entry for the original and add the correcting entry

Left click on Account to adjust the posted Amount:
Will create reversing entries

Left Click on Comments to edit the Comment, Check #, or Check Date
Check Writer

Once a payment batch is posted, you may need to use check writer to print your checks. Checks that were already printed directly from the batch or EFT checks will not be included in the checks to be printed.

Choose Check Writer from the top menu. All your bank accounts will now be displayed in the list. Select the cash account to print from.

On the check writer screen, enter your check date and click on create checks to have the system search for all checks to be printed for this bank account.

Preview: Shows the checks once they are generated.

Cancel Checks

From here a single line item can be deleted or the whole check. Click on each line item(s) Check Name Field to Locate Vendor Record or Click on the Amount Field to Cancel Entire Check or Adjust the Line Item. Cancel a cash check will then reverse entries back to cash. Cancel an AP check will put the entry back in the rotation to create next time.
Adjust Entry Item

Adjust Line Item will take you to the Batch History Screen where you can edit the entry amount by clicking on the amount for a line item and then have that amount edited and reversed.

Print Checks

Verify that your printing options and check design are set up the way you want them to print. These options are accessed by clicking either setup or check design.

Preview Check(s)

You could also click on the temporary check number from and to enter 1 to 1.

If first time printing, you can print initially on plain paper and hold up to your checks to see how they align or use check stock and the used stock can be voided during the posting process. Once alignment is correct, put check stock in and click the print from the preview screen.
Post Checks

Enter the first check number. When you hit enter, the check numbers will autofill. Please verify that all checks printed correctly, and the numbers are correctly assigned. Then select **Post Checks**

*It is possible that your check stock gets out of order and you will need to manually adjust the check numbers on the post screen. If you do, make sure you also check the box in the bottom left of the screen that says **DO NOT POST VOIDED CHECK #S**

*Voiding or re-issuing of a posted check can be done from Check History or the customer vendor screen “checks” area.

Select **Post all Checks.** You will be directed to the backup screen. Once the backup is complete, close the screen and the checks will continue to post.

Once the posting process is completed, to print the Check Register go to Check History tab and select the register to print.

**CHECK REPORTS**

Go to Check History

**Registers:** There are two default registers to run (Summary & Detail)

- Check Summary Register
- Check Detail Register
- Paid Check Register

Check the boxes on the left side to narrow your search filter for these reports.

**Check Guard**

Click on Check History for the check guard option (OPTIONAL MODULE). What this does is creates a .txt file that can be sent to the bank so they will only cash the checks in the file. Setup File Format must be done first.
Check Guard Setup

Verify which format your bank requires. Fill in all the information that your bank requires.

Create File

Finally, to create the file click on Create Check File. The location will default to c:\checks.txt. This file can then be emailed or browse to your financial institution.

Bank Recon

From the Fund Accounting Desktop select Bank Recon. Select the Bank you will be reconciling

Enter the date in the statement date, enter the beginning balance and you must enter the ending balance from your bank statement. After the first time completing reconciliation the beginning balance will carry over.

Using your bank statement, cancel the checks and deposits that have cleared the bank that month by clicking in the Status column to the right of the check amount.

You are able to left click on the check amount to get a detail of the entries from the created batch.

The Bank Recon screen will also show the checks for the next month, if any have been created.
Your Fund Balances are shown with the Bank Recon. After clearing all statement items, and your cash balance and checkbook balance shows difference = zero, you have successfully completed your Bank Recon.

When you select complete it will be directed to print the Bank Recon report. This will be the last time you will be able to print this report. (Once completed the cleared checks/receipts go to ‘reconciled’ status – therefore no longer in this Recon program).

If the difference is not zero,

*Double check to confirm your beginning and ending balances are accurate
*Double check what was cleared vs your bank statement. There may be one or more entries in Check recon for the month that does not match statement.
*If you transfer your Banyon Payroll to Fund Accounting, select Check Payroll to see if the Payroll checks and Payroll JE are in balance.
*Check your Journal Entries, if you have created a JE that directly effected your cash balance, this would not effect your checking account balance – which could make the two balances not match.

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**Cash Report Options**

This area allows you to run the following reports: cash balance summary, summary by alt code, summary monthly or yearly, cash balance investments, and cash balance audit summary.

First, start with the setup option in #1 to choose what cash account to run the report for. #3 is used for the reports including investments.

**Cash Balance Data:** click on the generate cash balance data button to include any posting since last generated.

**Reports:** Choose the radio button by the report you would like to generate and then click either preview or print on the bottom. To run the report for a different cash account, go back to setup and select the regenerate data under cash balance data button again.

**Combining Cash Accounts**

*at this time – needs to be done on the Ver10 screen*

If you have multiple accounts that you want to combine into one account for check reconciliation or the cash report, then click on **combine cash accounts** from the main check writer screen (checks)

After combine cash accounts is clicked a name box will pop up to enter a name for the combined accounts. Next, click on each cash account to combine and click save. This new name will now show up in your bank account list. When you select this new account, you will be able to run the cash reports to show all the attached cash accounts, or if needed you will now be able to reconcile together.
Void/Reissue Check, Print Check Stub, Print Copy of Check

These options can be done under the Customer/Vendor (checks) or the Check History screen.

Once a check is selected from the Vendor screen or from the Check History screen, left click on the check # for the options (void, reissue, renumber, locate or print-copy or stub).

You cannot Void or Reissue a Reconciled Check.

**Void Check:** MAKE A BACKUP BEFORE VOIDING A CHECK. To void, click void check and then press OK to void and reverse entries. If you are in a different accounting month than where the check was originally created this void will create 2-separate entries. The original will stay in the entry month and the reversing entry will be placed in the month the void was created.

**Re-issue Check:** MAKE A BACKUP BEFORE REISSUING A CHECK. If the vendor has lost the check and a new one needs to be printed. Nothing can be changed from the original using this process. Select Reissue -

Enter in new check number and date. Click print checks when ready. Message will appear that the new one was issued.

The original transactions will move to the reissued check number.

**Renumber:** to change the posted check number

**Locate:** This option will direct you to the Batch History to view the transaction of the check

**Print:** options to print a copy of check (marked voided) or to print the check stub

**Recur Items (Used For Invoice/Billing, Batches, & Purchase Orders)**

To setup the recur items, go to Recur Item at the top of the Fund Accounting Desktop.
Recur items can be used for billing/invoicing, purchase orders and for items in receipt and payment batches. When the item description is entered, the entry is automatically filled in based on the setup information on this screen.

Recur type:  Used to bill customers on a recurring schedule according to the recur type and a recur date. If you are billing for items randomly, then this field can be skipped.

Item: This is the recur description that is used when creating a random invoice, purchase order, or in a batch by clicking in the drop down of an entry. Once the item description is selected for the entry screen all other information like account code and dollar amount will fill in automatically.

Unit: Is describing the amount per. For example, each or per square foot.

Amount: This can be filled in or left blank if the amount varies. The amount could be entered in when the recur is selected for entry.

Account Code: Select the account code to be attached to this recur item.

Tax: To set up any taxes need, first enter your different tax codes and rates by clicking on ‘tax code’ This will direct you to ‘Set up Taxes’. Label each tax entered with a letter ‘A, B etc’ and then enter a description, percent, and click on the drop down for type (G) and then click the drop down for Act Code to select the actual accounting code.

Inquiry Menu Option

Inquiries can be done in the software for filtered items in the chart of accounts, batches features, and vendor screen. However, there is a main inquiry screen that can be accessed from the Fund Accounting Desktop by clicking on inquiry at the top.

Chart of Accounts, General Ledger, and Expenditure/Revenue will show a table view of all your account codes and current Period/Year information your Fund Accounting Desktop is set to

Posted Batches: will provide a table view of all the batches posted in Fund Accounting. It will show the batch name, the user that posted it and the dollar amount

Transactions: This option will show a table view of any transaction ever posted into the Fund Accounting. This entire table can be sorted, filtered, and printed based on any field

Check Reconciliation: Will provide a table view of all checks processed and list the status of them - reconciled, cancelled, or outstanding

Customer/Vendor: Will show a table view of all customers & vendors along with prior year, last year, and year to date totals received or paid to
Table view for the selected type (transactions) can be filtered, sorted, and printed or exported to excel.

If we click on Tran Name ‘Payments’ and then go up to the FILTER drop down and choose FILTER BY SELECTION, then only Payment Transactions will show. We could continue to filter by the year and go to the posted column to highlight a year and the go to filter, filter by selection and only that year would show. To remove the filter, click filter and then remove filter/sort.

This filter can be used on any column in this table. (see report writing manual for further filtering techniques).

The columns in this table can be moved by clicking on the column name to highlight in black (let go of mouse button). Click again and hold the mouse button to drag to the desired location. Once in order, the columns can be printed by going to file and print. If you only want the selected few columns to print, click on the first column and hold the mouse down and drag over the column names until all the columns you want are highlighted. Next click file and print, and then select ONLY SELECTED RECORDS under print range.

This table can also be copied and pasted into Excel on the top left toolbar.

Next, click each option on the left that you would like to use. After highlighting each one click on the “Add to Group” button. When you click any dollar amount field, you will need to then click on the “Add to Total” button. If you add a column or total by accident, simply highlight and then choose remove. Once fields are set, click the compute totals button and information will be displayed in a table format. You can rearrange columns in the order you want them to print by using the click and drag method talked about on this page. When ready, click PRINT RESULT and give your report a name and it will be displayed to the screen.
Projects can be created to track activity for a long-term or temporary project. From the main Fund Accounting Desktop, click on projects. To begin adding a new project click on ADD PROJECT. Next, enter a project number which can be alpha or numeric, project name, and abbreviation.

Next, enter an estimated start and end date. These fields are optional and do not have to be filled in. The comments area can be used to provide a detailed description. Finally enter the estimated receipts (donations/grants) expected and the estimated payments (cost of project).

As batches are created there is a project number drop down within the batch screen to link the item to a project number. Once the batch is posted you can come back to this project screen and click on print to view the transaction detail. There is also a summary of total payments & receipts taken in and the balance remaining on the project.

Deleting Project: To delete a project, click on the project and then click Delete Project at the bottom.
End of Month and End of Year

This area allows you to close months, End a Year and Add your New Year.

**Backup should be done before any type of period ending is done.**

**To close individual months:** select the month under the year tab, and choose the option to close (lower right).

As long as there are no unposted batches or checks you will be able to close this month. For un-posted batches you will need to put your fund accounting desktop into that period and go to batch type listed. Once you go to the correct area you should see the batch sitting there as un-posted, click on it and then click the delete button or post if it needs to be posted.

For checks with no check #’s, you will need to put your fund desktop into that period and then go to Check Writer. Next select the correct bank account, enter a check date and the unposted checks will appear. Go right to the post step and assign check numbers. Finish posting them.

*Note—closing a month does not lock the month. You would still be able to post in this month. However, you will get a warning message that you are posting to a closed month. If you choose to post, this will re-open the month.

**To close full year:** click on the year and it will prompt you to close all months. As long as there are no unposted items in any month. The year will close.

**Final a Year:** When you are ready to add a new year you must final the 3rd oldest year. *Suggest to not final the year until you need to – this will allow you to run reports for all 3 years. Reports can not be run in a Final Year.

**Add:** This will add your new year.
Reports Month End & Year End

Run Reports then select the report collection. These reports will auto run if they are checked. If a report is not listed, you will have to add it to the collection in the Report Writer.

You can see a video of the end of month and end of year process on our Video Helps link at banyon.com.

Crosstab Report

The Crosstab Report can be accessed by a click on top Ribbons More menu option.

This report will allow you to see totals for accounts with columns for the individual funds you choose. For instance you may wish to see all of your General Ledger Accounts with balances for the General Fund and Water Fund.

The first thing you will need to do is to select the funds you wish to have columns for. To the right of the fund name choose which column number you would like for the funds you want to print. They will print in the order you have chosen from left to right. There are ten columns you may choose funds for. Once this is completed you may preview this by using the preview button in the lower section of the screen. If you click on Build Query you will send this report to the Report Writer where you may filter and print the report.
Special Reports

Audit Reports

Accounting Periods: Select the year and then choose the months you need to report
Account Type: Select the type of account to run the report for
Report Format: Select the report format. Full -2 lines will provide the most detail.
Data Selection: Summary, Exclude Inactive accounts, or Print Balance Forward
Transaction Type: Select all the transaction type needed. Note that if you do not choose anything in that is ok, the report will be printed for all the accounts and transaction types.

Accounts Tab: will allow you to select one account code or multiple

To select multiple accounts, click on each account to highlight them

You can also use the other tabs which in the data example are Fund, Dept, or Object/Source. These tabs will allow you to again choose one option or more

Once the data and filtered accounts are selected click on the preview or printer icon on the bottom right.
Printing 1099’s

*From the customer/vendor screen make sure the 1099 box is checked for each vendor you want a 1099 to create.

To start creating, click on the More Ribbon Option at the top.

Then click on 1099 IRS

To create the 1099 forms click on the Create 1099 Data at the upper right corner. A backup is recommended before you create the forms.

Enter or verify the contact information

You can also enter a Reporting Minimum – this will not print the 1099’s under the amount

Next, click on the Overview option on the lower right area to view a list of vendors and their 1099 box entries. You can also void 1099s as you find necessary.

When ready, click on the Print option in the lower right area of the screen.

Next, click on the 1099 option on the left to preview what was calculated. From this screen each 1099 can be edited or deleted.

One can also be manually added by clicking on ‘Add Blank 1099’ on the lower left. To delete one that should not have been calculated, you will check the void box in the upper left corner.

To view another year 1099’s, click on the >> and select the year needed.
When ready to print, select the print option. Use the radio buttons to choose what options you want to print. The 1096 can also be printed from this area.

If needed to adjust for alignment problems, set to print to the screen first and then use the page setup to change the margins.

You can also send 1099 using the On-Line Filing option. You will need to complete the on-line PIN, transmitter codes payer name control and entity contact information. Select a File Location to place the file once generated. (defaulted to your c:\)
Select generate.

To view a video on setting up and printing 1099s go to banyon.com and click on the Video Helps on the top main menu.
Manage Payables Module (add on module)

Summary Explanation:
Assign a due date to payments. Expense account is debited and accts payable credited. When check is paid then accounts payable is debited and cash is credited. Great for year-end when you want an item expensed in your current calendar/fiscal year, but do not want to pay until your next calendar/fiscal year.

1. To first start using manage payables you must first have an accounts payable account set up for each Fund in the Chart of Accounts

2. If you do not see ACT PAY in the type field, then you need to click on the drop down in an open space and select it. Next, select the appropriate account and then in the last column name the account. This name will show up in the payment batch area.

3. Now you are ready to attach the accounts payable account to your GL Accounts. On the View screen, choose Chart of Accounts

4. Click Add Accounts

5. Once on the Add Account screen the accounts payable code needs to be added to each fund. Click on the GL button on the top and then enter in your first fund to add the payable code to. Next, on the bottom of the screen click on the payable code and then click add account. Do the same for each fund that will use the payable code.

Now you are ready to use the manage payables module. Go to Payments create a batch. If the whole batch is going to be accounts payable, select AP as the batch type and click on the drop down to pick your payable account if it does not show.

By selecting AP it will default every entry to be that type of entry. However if you want to create a cash entry for one vendor just switch the Bank or AP in the entry screen as shown below to Cash.

When creating an accounts payable, you must enter a due date and invoice #. Once the payment batch is posted accounts payable is immediately credited and the expense account is debited. When the check is printed and posted, cash is credited and accounts payable is debited.

Example: You can put in an entry in December with a due date of January. Once the batch is posted and you run the expenditure guideline it will show that you have expensed that money in December and it will affect your budget in December, but cash will not be affected until you print and post the check in January.
Looking up Open Payables

This is where you can go to see what payments are waiting to be made.

You can change the due date on this screen.

Click on the final box to cancel the entry.

If the amount that needs to be paid changes, you will change the amount and then check the final box. This will cancel the remaining amount for the one line entry.

Printing the Checks

1. Select Check Writer from the main screen
2. Select the bank
3. Fill in check date
4. Select AP – put a check in the box for all to pay
5. Print Checks
6. Post Checks

Voiding an Open Payable Check

This process can be done on the Vendor view checks screen or the Check History screen.

Locate the check number and left click and select Void.

Purchase Orders (add on module)

Before you begin to create Purchase Orders, you must go to Setup on the Purchase Order tab and setup the essential information listed below:
Next PO#: enter the number you would like to start at

Comments on Printed POs: This is a comment that will print on all created Purchase Orders

Print Fax/Email: check the box and fill in which you want to print on the form

Encumbered PO’s: Decide at your new year how you handle your encumbrances. Check the appropriate box. Next, fill in the account code that will hold the current and prior year encumbrances

Add purchase order

Click on the add new symbol * located on the lower left portion of the screen. Enter in a Purchase Order number or accept the default one given.

Then enter or browse for the Vendor Name. You can also click on the Additional Items link by the Vendor Name and locate both paid and unpaid purchase orders.

To enter an item for purchase type in an item or use the drop down to select a recur item that has been set up (See instruction on next page). If the item is a recur, all information will then fill in automatically like price and account code. An item can also be entered manually along with price and account code. To add an item to the recur list, click on Options link in the lower right corner and click on Setup Recur Items.

Billing/Shipping tab:

The shipping address will default with your entity information, however if it needs to be changed you can change it on this tab.

Next, if there are any special instructions or comments needed, click on those headings from the left side menu to add. To set up a default message to always appear go to Setup on the Purchase Order tab.
Recur Items (Used For Invoice/Billing, Batches, & Purchase Orders)

To setup the recur items, go to Recur Item at the top of the Fund Accounting Desktop

Recur type: Used to bill customers on a recurring schedule according to the recur type and a recur date. If you are billing for items randomly, then this field can be skipped.

Item: This is the recur description that is used when creating a random invoice, purchase order, or in a batch by clicking in the drop down of an entry. Once the item description is selected for the entry screen all other information like account code and dollar amount will fill in automatically.

Unit: Is describing the amount per. For example, each or per square foot.

Amount: This can be filled in or left blank if the amount varies. The amount could be entered in when the recur is selected for entry.

Account Code: Select the account code to be attached to this recur item.

Tax: To set up any taxes need, first enter your different tax codes and rates by clicking on ‘tax code’ This will direct you to ‘Set up Taxes’. Label each tax entered with a letter ‘A, B etc’ and then enter a description, percent, and click on the drop down for type (G) and then click the drop down for Act Code to select the actual accounting code.

Once everything is filled in, go back to the Invoice Detail tab and click on Post link option
To preview purchase orders click on Preview link at the bottom of the screen.

When in Preview mode, you can click on the preview button at the bottom left. Otherwise you can click on the >> arrows to the right of the Preview option and click on Reports and Settings to sort and filter and set parameters for printing Purchase Orders.

From here start with the left side and select either PO or Bar Code List. The PO is the actual purchase order and the Bar Code List will print a purchase order report with a bar code on it to be scanned in from a payment batch.

The next option is to print either all or the current purchase order only. If the selected records box is selected, you can then print by PO number range or creation date range.

Another option for printing is to only select the purchase orders with a balance due. The last two check boxes are to have the expense account code listed on the purchase order and also print your logo. The purchase order can now either be previewed or printed by clicking on the option wanted at the bottom left of the screen.
Paying A Purchase Order

When a payment batch is created, and a vendor is selected, click on the drop down arrow for PO # and click on the PO you want to pay.

Once the purchase order is loaded, you can then change the PO amount if it is different than the original amount. You would then click the final button and it will reverse out the unpaid amount of the purchase order. If you do not click the final button when changing the amount or if you are making a partial payment, the software will assume the remaining needs to be paid and track that as a balance.

Looking Up Existing Purchase Order

To look up a purchase order for inquiry purposes you will need to be on the purchase order screen and then type either the purchase order number or Vendor name, click on the Additional Items link to view a list of all unpaid and paid PO’s for this Vendor.

The Search History link option can be chosen to see if there is a remaining balance or to see payments made towards this purchase order.

To final or cancel a purchase order click the final box to reverse out the balance.

To add an item to the posted purchase order.
Click on the post option on the left – this will change the PO to an unposted state.
Add the item(s) to add by filling in the expense code, amount, comment (description).
Then click Post.
Billing - Invoicing (add on module)

Before you begin to create an Invoice, you must go to Setup on the Billing/Invoice tab and setup the essential information listed below:

- **Next Invoice #** - enter start #
- **Printed Comments** – this comment will print on all Invoices created.
- **Included Fax/Email** – if needed on the Invoices
- **Billing/AR Receipt Penalty/Interest**: If you charge Penalty or Interest. You will need to fill out the calculation information.
- **On-Line Payment**: to set up the account information for on-line payment (if needed)

Add an Invoice

From the invoicing screen click on add "***"

Accept or change the default invoice number and then click the customer name from the drop down. If the customer is not available, click cancel and you will have to add them in Customer/Vendor.

As with all areas of our system use, you can press the ESC key to exit out of the current display.
Enter or browse for the Customer Name. You will be able to click on the Additional Items link to view both paid and unpaid Invoices for this Customer.

Next, enter an item for Invoicing. Two ways for the item to display.
1) Enter in manually. Description, Amount and Account Code or
2) Use the drop down to select a recur item that has been set up. If the item is a recur, all previous information will then fill in automatically. To add an item to the recur list, click on the Options link in the lower right corner and click on Setup Recur Items. (Instructions below).

Billing/Shipping tab

1) Billing and Shipping address will default with your entity information, however if it needs to be changed you can change it on this tab
2) If there are any special instructions or comments needed, click on those headings from the left side menu to add. To set up a default message to always appear go to Setup on the Billing/Invoice tab
3) Confirm Terms, Type, Days and Interest Start if Penalty will be calculated
4) AR Cash Act: Also if you are Accural basis, make sure you verify the invoice has the correct Cash Basis or AR.

If a recur was set up for the Customer, the information will fill in automatically or you can enter in an item, amount, and account code manually.

The next step is to post by clicking on Post and then select either cash basis or accounts receivable from the drop down. Next, click Copy Entry Items and then Post.

The penalty and interest information can also be filled in at this time. The rate is filled in on setup options (p.9). The type is chosen for day of month due and then enter day or days from invoice date and enter days. A starting date can also be input for interest.
Recur Items (Generic-Used For Invoice/Billing, Batches, & Purchase Orders)

To setup the recur items, go to Recur Item at the top of the Fund Accounting Desktop.

Recur type: Used to bill customers on a recurring schedule according to the recur type and a recur date. If you are billing for items randomly, then this field can be skipped.

Item: This is the recur description that is used when creating a random invoice, purchase order, or in a batch by clicking in the drop down of an entry. Once the item description is selected for the entry screen all other information like account code and dollar amount will fill in automatically.

Unit: Is describing the amount per. For example, each or per square foot.

Amount: This can be filled in or left blank if the amount varies. The amount could be entered in when the recur is selected for entry.

Account Code: Select the account code to be attached to this recur item.

Tax: To set up any taxes need, first enter your different tax codes and rates by clicking on ‘tax code’ This will direct you to ‘Set up Taxes’. Label each tax entered with a letter ‘A, B etc’ and then enter a description, percent, and click on the drop down for type (G) and then click the drop down for Act Code to select the actual accounting code.

Recur Items (attached to a specific Customer)

Two types of Recurs can be added to the Customer or Vendor.

Add recur items that will default when an Invoice is added to this Customer. Fill in the information you will need to show when Customer is selected.

Type: informational

Item Description: to describe the item for invoice

Wallet: used for repeat (yearly etc) billing

Qty: to multiply the unit price

Unit Price: price for each

Tax: tax code (Setup in the Recur tab-

Account: account code to for the item

Tax: To set up any taxes need, first enter your different tax codes and rates by clicking on ‘tax code’ This will direct you to ‘Set up Taxes’. Label each tax entered with a letter ‘A, B etc’ and then enter a description, percent, and click on the drop down for type (G) and then click the drop down for Act Code to select the actual accounting code.
Printing Invoices & History Statements

To print the current invoice, click on preview in the lower right area.

If you need to select and sort invoices then click on the “> >” next to Preview and choose Reports and Setting. Select the options you need:

Select form to Print:
Listed below are details on the options

Invoice:
When this is marked, you will also need to select a box in the next area to print all invoices or just the current. The other option to print a range, is by selected records and then either by invoice numbers or creation date or from and to invoice numbers.
To only print those invoices with a balance due, make sure you check the box that says include only those with balance due.

The other check boxes under the invoice information to print include:

Invoice History:
This is printed for the customer selected so they can see any payments made towards the invoice and any remaining balances on the invoice.

Statement Summary:
A printed statement for the customer selected that will show all invoices they have including amounts due, paid, original amount.
Bar Code List:

This prints a list of either all or just the current invoice and can then be used to scan in when the invoices are paid.

When ready to preview or print, click on the following options for your print.

**Duplicate Watermark:** prints Duplicate on the invoice
**“Past Due” Stamp:** prints PAST DUE on the top of the Invoice
**Shipping Info:** will print the shipping headings on the Invoice
**QR Code:** for on-line payments
**Unit & Quantity:** will show these columns if filled in
**Amount Paid:** will show any amounts previously paid
**Entity Logo:** to print your Entity Logo on the Invoice
**Exclude Zero Balances:** will not print any Invoices that are fully paid

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**RECURRING INVOICES**

Recurring invoices can be created for memberships, pool passes, shelter rentals, community center rentals, public housing, air hangar rents, etc. To begin, revisit the recur section of the manual and make sure the recur type is set to hangar rent or membership and then fill in the description, unit, amount, account code, tax.

Once the recur type is setup, the recur needs to be attached to a customer record.

Click on **Recur Billing** Ribbon option on the top menu.

Next, choose a recur type from the drop down and enter in and item description. If the recur item has been setup the amount and codes will load automatically. Enter and expire date so when you generate your recur invoices you will selected by recur type or expire date.

At the bottom there is also a special instructions area that can be filled in with a message and that message will automatically be included in the “special instructions” area on the invoice when created.
To generate the invoices, enter the Invoice date and then click on the Generate option in the lower right corner.

The invoices can be generated by recur type or by the expire month/year that was setup for each customer.

First, at the top select a posted date, then choose either cash basis or accounts receivable. Next, select how you are going to generate the recurs either by type or date.

**Entering Invoice in Receipts**

Once an invoice has been posted it can be entered in the receipts area when paid. On the receipt batch entry screen you must enter the customer name.

Use the drop arrow on the Invoice # field. This will list all open Invoices for this Customer. Next, select the invoice the customer is paying it will autofill into this entry.

If the customer is only paying part of the invoice, change the amount. If the balance is still owed, then uncheck the final box to keep the remaining amount as a balance owed. If the final box stays checked...
the remaining balance will be reverse out.

A receipt can also be entered from the bar code list report. Scan the bar code on the report and the entry will be input into the batch.

**Viewing Invoice History**

Invoice history can be viewed from the invoice screen under the post button and the history button on the left side menu. Under the post button, the final box can be checked to void any remaining balance on an invoice.

Use the PRINT option from the invoice screen to print any customer/vendor history statements for the current invoice or all invoices for them.

**Calculating Penalty/Interest**

From the invoice screen select the Options link at the lower right corner and then click on Calculate Interest menu item. Then click on the Setup Tab to establish interest parameters.

Once the penalty setup is verified, click on the Calculation tab.

On the Calculation screen enter from and to date range on the top and then proceed to click on the Calculate Penalty button.

All Customers in the criteria enter will preview.

Clicking on the Print link in the lower left will show exactly how the penalty was calculated for each invoice. From here if any penalty should be exempt, click the check box in the right column.

After previewing the penalty report decide if any penalties should be removed and then proceed to make a backup. After the backup, the last step is to post from the lower right corner. Once posted, the late fees are now applied and will show the penalty on the customer invoicing screen.

Past due invoices can then be printed from the main billing/invoicing screen to show the new penalty & late fee charges applied along with the other past due charges.
Billing/Invoicing Reports In Report Writer

There are two categories in report writer to run reports from for Invoicing. Go to view, then report writer. On the left side for category/collection click on either Invoice Summary or Receivables.
ACH Direct Payments Module (add on module)

ACH –Direct Payment is accessed from the top Ribbon menu and select in the Setup Group the Options Menu item. Next, click on the Checking Acts Tab and then click on the ACH Tab. The Direct Payment module to the Banyon Fund Accounting software is a separate program which runs in the Fund Accounting program. It is an optional module which may be purchased from Banyon Data Systems, Inc. Please note that the term ACH (Automatic Clearing House) and DP (Direct Payments) are used interchangeably. They both refer to the same context: ACH Direct Payments.

ACH Direct Payments contain these main parts:

**Step 1 – ACH Setup** – You will need the following information for your company ACH account record:
- Employer Federal Identification Number
- Company Bank Name
- Routing Number for Bank
- Federal Reserve Location number

**Step 2 – Vendor/Customer** – You will need the following information for each Vendor ACH record:
- Bank Name
- Bank Routing ID
- Bank Account Number
- Account Type is Checking, Savings or Loan
Step 3 – Pre-Note

At least one Pre-note is recommended to be done to make sure you have entered the data according to your banks requirements.

Step 4 - Transfer Method
There are three ways you can transfer to your bank for Direct Payments on printed paper, by diskette, or by modem. If your bank allows transfer by modem, check for modem and modem software compatibility.

Direct Payment when set allows you to make ACH Payments in a payment batch.

Pre-Note
Pre-Note this will create a record to be sent to Your bank the next time a transfer is made. After acceptance by your bank you will need to come back here and select the ACH Option Direct Payment.

Before your bank can withdraw money out of your customers’ bank accounts, it needs to verify if the provided information about the ACH accounts are correct. Your part is to notify the bank of these new accounts it needs to verify. This process is called a prenote.

Vendor Payments
When making a Vendor Payment the ACH button will be shown for Vendors that have been setup for ACH payments.

Clicking the ACH button will insert the next EFT sequence number in the Check # followed by and E for eft. This payment will then appear in the ACH Transfer screen for transfer to your bank.

If the Check # is left blank or a check number is entered the payment will be treated as if you do not have ACH.

ACH Transfer – select Check History, select ACH (bottom of the history screen). ONLY ONE TRANSFER IS ALLOWED PER DAY.
Payment Date is most important as for it is used to determine when the actual account transfer between banks will take place. Check the box in front of each Vendor Name that you want transferred.

- **Pat Smith** has been selected. This is a pre-note to verify the vendors account information.
- **John Doe** has been selected. This is a payment for $20.00. When this transfer is made $20.00 will be transferred to the vendors Checking account.

- **Print Report** – this will provide a hard copy of the transfer. This report can be sent to your bank for them to process the transfers. You must still create the ACH file to complete the process.

- **Create ACH File** – a file will be created in the location and file name specified on the ACH Setup screen. If the location is for a flash drive, make sure the flash is inserted, this can then be brought to the bank or browse for to place on bank’s website. The Transfer step is then NOT necessary.

- **Transfer ACH File** - this option is used if your bank provided you with a program for transferring the ACH file. The program must be loaded on the computer and then use ACH Setup to identify the program. Clicking ‘Transfer ACH File’ will run the bank’s program.

- **Review Setup During Bank Rejection**-this screen provides details on what was sent to the bank.

- **View Prior** - when you ‘Create ACH File’ the program inserts the Payment Date into the data. So the next time you start ACH Transfer you will not see this data. View Prior will ask for the payment date.
Deposit Slip Printing (ADD ON MODULE)

Deposit Slips are printed from the Receipt Batch screen. From an active unposted batch, click on the Deposit button on the right side to display the bank deposit information.

Fill in bank name, address, routing id, and account number. This information will only need to be entered the first time.

Fill in a deposit date if the date is other than current as it will default to today’s date.

Check the box if the customer name should be printed and then also check the other box if you want the software to print the micr numbers on the deposit slip.

(you can also get the micr numbers pre printed in magnetic ink. Check your bank to see if they will accept the micr in non magnetic ink first.)

If no check numbers are entered on the receipt, then everything will show up as cash in the top corner of the deposit slip. Recording check numbers will list each item separately and print the check number also.

Once everything is entered click on Preview Deposit Slip and then print when ready.
Bar Code Printing (ADD ON MODULE)

The bar code printing module will allow a bar code to be printed on the fund accounting checks. The bar code can be used to scan into a document imaging software. Contact Banyon for more details.
Generalized Fund Accounting Process

- **Payments**

  **In Payments:**
  - Add New Payment Batch
  - Edit the Payment Batch
  - Enter in your total
  - Balance the Batch
  - Print the Batch Listing

  **For Claims**
  - Print the Claim Docket
  - Print the Claims

  **Posting Payment Batch**
  - Make a backup in Backup/Restore
  - Post the Payment Batch

  **To Print Checks**
  - Create the Check File
  - Print the Unpaid Summary Register
  - Print the Checks
  - Post the Checks

- **Receipts**

  **In Receipts/Deposits:**
  - Add New Receipt Batch
  - Edit the Receipt Batch
  - Enter in your total
  - Balance the Batch
  - Print the Batch Listing
  - Make a backup in Backup/Restore
  - Post the Batch

- **Journal Entries**

  **In Journal Entries:**
  - Add New Journal Entry Batch
  - Edit the Journal Entry Batch
  - Balance the Batch
  - Print the Batch Listing
  - Make a backup in Backup/Restore
  - Post the Batch

- **Month End Process**

  **In Periodic Processing:**
  - Click on specific month/year
  - Make a backup in Backup/Restore
  - Click on Monthly Reports button and run reports
  - Click on Month-End Button to complete Month-End
➢ Year End Process

In Periodic Processing:
- Add New Year (in last month of year)
- Run Month End Process for period 12

In Special Reports:
- Run Year End Reports
- Run Summary Audit Reports for Auditors
- Create and print your 1099’s

Continue working in New Year After Audit is done
- Switch back to Period 13 Year 2 Make adjusting entries
- Run Month End Process for Period 13
- Run Final close year from Periodic Processing

➢ Report Writer

For report writer information please see our Report Writer Manual.