

BUSINESS SENSETM

User's Manual
for the MacintoshTM

MONOGRAM
Monogram Software, Inc.

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Monogram Software, Inc.
531 Van Ness Avenue, Torrance, CA 90501

Business Sense Manual
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and designed and produced by Bruce Kaplan.

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Monogram Software, Inc.
531 Van Ness Avenue
Torrance, CA 90501
(213) 533-5120

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CHAPTER 1: INTRODUCTION

BUSINESS SENSE FEATURES

Business Sense is a powerful, easy-to-use, integrated accounting system designed for the Macintosh. General Ledger, Accounts Receivable, Invoicing, Accounts Payable, Payroll and Budgeting functions are provided. Powerful, yet flexible, Business Sense was designed to serve in any small-to-medium-sized business environment.

When a window is closed, new transactions are automatically posted and all modules are updated. This eliminates redundant data entry and ensures integrity between accounting functions.

Business Sense uses icons and menus. It was designed for the Macintosh, not converted from an older system. The Macintosh user-interface has been fully implemented. You can edit information rather than retype it. Business Sense works with two floppy disks or a hard disk.

Business Sense uses multiple windows. You can open additional journals and lists without closing one journal to go to another.

You can type the first few letters of an account, customer or vendor name, and Business Sense will look up the account number for you. You can select an account, customer or vendor in its listing window, then click a button to transfer the account number to your journal. You can use multiplication formulas to calculate money amounts. The Find feature locates accounts, descriptions and amounts in the lists, journals and reports.

Fifty-two reports and graphs are illustrated in Appendix D: Reports Catalog. They are available anytime and are always up-to-date. Mailing labels can be prepared for customers, vendors and employees. Accounting data can be exported to spreadsheets, text editors, data base managers and communications programs for additional processing or analysis.

A powerful Recurring Entries function lets you customize Business Sense to simplify repetitive journal entries, monthly subscriber billing and regular check writing.

GENERAL LEDGER

The Business Sense General Ledger handles up to 8,000 accounts and up to five checking accounts. Money amounts can be up to a trillion dollars. Books can be kept for multiple companies.

Account numbers are four digits long. Departmental sub-accounts allow profitability of up to 99 departments or profit centers to be tracked. Eight-digit sub-accounts can be used to segregate amounts that will be summarized in the Income Statement or Balance Sheet.

Transactions can be distributed to an unlimited number of accounts.

Monthly closing is not required. The books stay open for all months all year.

You can pay bills directly from the Chart Of Accounts, or put them through the Accounts Payable module.

Sales are tabulated for seven localities and three tax-exempt sales categories.

ACCOUNTS RECEIVABLE

The Accounts Receivable module processes up to 8,000 open item and balance forward customers. Credit limits, invoice aging and commissions are tracked. The program will calculate and apply finance charges, and produces customer statements on demand. Credit memos can be issued efficiently.

INVOICING

Business Sense prepares detailed invoices for some sales or for all sales. Sales taxes are calculated for invoices based on codes in the line items. Multiple ship-to addresses are stored for each customer.

ACCOUNTS PAYABLE

The Accounts Payable module holds up to 8,000 vendors. It lets you select invoices for payment individually or in groups. It prints one itemized check when you pay a vendor for multiple invoices. It tracks discounts, credit memos and partial payments, and prints 1099 Forms at the end of the year. A vendor analysis report and selective aging reports are available.

PAYROLL

The Payroll module calculates 10 categories of wages and 10 deductions for up to 8,000 salaried and hourly employees. Federal, state and local tax tables, straight percentages, or fixed deduction amounts can be applied.

Business Sense prints itemized paychecks and tracks employer tax contributions. The Payroll report shows monthly and quarterly information for Form 941. W-2 Forms are printed at the end of the year.

BUDGETING

Budgets are easily tracked. Income Statements can compare actual to budget for any period, for the whole company or for a profit center.

RECOMMENDED HARDWARE

Business Sense works with the following equipment:

- Apple Macintosh 512KE, Macintosh Plus, Macintosh SE or Macintosh II computer.
- Hard disk drive or second floppy disk drive.
- Apple ImageWriter I or ImageWriter II printer.

More computer memory will give more speed and allow more accounts and transactions at one time. You can estimate the size of your data files:

Estimating the size of your data files

___ Accounts in Chart Of Accounts	
+ ___ Customers	
+ ___ Vendors	
= ___ Total accounts @ 500 bytes	= ___ bytes
___ Employees @ 1500 bytes	= ___ bytes
___ Checks @ ___ Items per check	= ___ check lines
___ Deposits @ ___ Items per deposit	= ___ deposit lines
___ Invoices @ ___ lines per invoice	= ___ invoice lines
___ Other entries @ ___ lines each	= ___ other lines
___ Total lines @ 100 bytes	= ___ bytes
Total data files	= ___ bytes

512K bytes of memory is enough for about 500,000 bytes of data. A megabyte of memory will accommodate about 1,000,000 bytes of data. An unlimited number of transactions can be accommodated by summarizing the data disk during the year.

The Apple LaserWriter or LaserWriter Plus printer can be used to print reports, but the forms tractor on the ImageWriter is needed for Invoices, Billing Statements, W-2 Forms and 1099 Forms. Checks can be manually-fed through the LaserWriter or tractor-fed through the ImageWriter.

USING THIS MANUAL

Business Sense is easy to understand and to use. There are, however, some important decisions to make when you begin using the program. This manual gives advice to help you make well-informed decisions and shows you short-cuts that will increase your efficiency and satisfaction. Read the manual before beginning to enter your company data. Pay particular attention to setting up your Chart Of Accounts and to safeguarding your data with backup disks.

- Chapter 2:** Quick Start Test Drive gives you hands-on experience with the Business Sense Demo Program.
- Chapter 3:** Tips for Users gives you perspective about operations and data.
- Chapter 4:** Starting Your Accounting System advises you about decisions to make in converting your books to Business Sense. It has a step-by-step procedure to accomplish this.
- Chapter 5:** Using Business Sense tells how to start and stop the program, and discusses backup and control.
- Chapter 6:** Main Window Icons explains each of the icons Business Sense uses to represent your data.
- Chapter 7:** Pull-Down Menu Commands explains each menu command.
- Chapter 8:** Tips for Advanced Users offers additional advice to users with special needs.

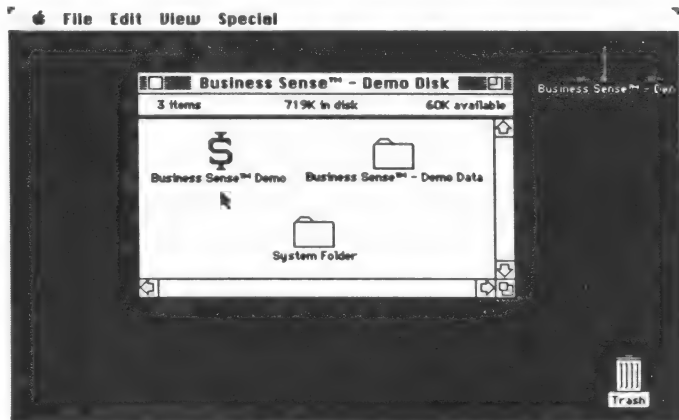
CHAPTER 2:

QUICK START TEST DRIVE

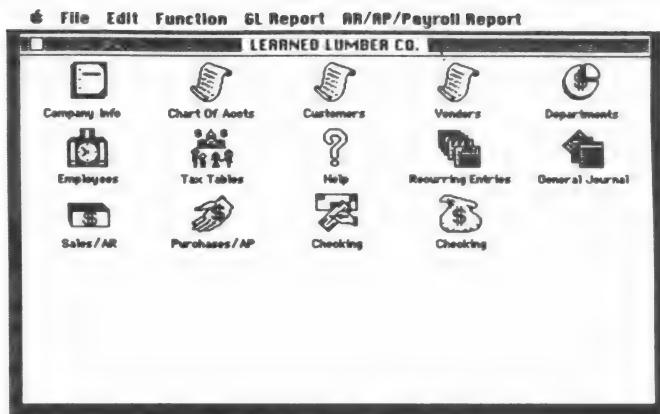
To get the feel of Business Sense, take a test drive with the Demo Disk.

STARTING THE DEMO PROGRAM

- Turn on the Macintosh.
- Insert the Business Sense Demo Disk.



- Double-click on the **Business Sense Demo** icon to start the program, or click once on the icon and choose Open from the File menu. After the title screen appears, the Main window will appear as shown on page 2-2.



The Main window is the "control center," or "home base" of the program. It contains 14 icons and six pull-down menus.

You can have multiple icons open at one time, so you don't have to quit one activity to begin another.

The Demo Program

Business Sense Demo is the actual Business Sense program with two simplifications. Because the Demo Data is for the first two months of 1987, the Demo Program always thinks today is February 28, 1987.

To let you experiment freely and reuse the data, the Demo Program throws away journal entries instead of posting them. This keeps the Demo Program from printing invoices or checks, or giving Hash Totals. The full version of Business Sense checks all transactions to make sure they refer to real account numbers, and that they balance.

COMPANY INFO

The first icon, Company Info, holds general information about your company. For this test drive, your company is "Learned Lumber."

- Click the mouse on the **Company Info** icon, and a dialog box appears:

Co. Name	LEARNED LUMBER CO.
Addr 1	6700 Hermosa Way
Addr 2	
City, State	Hermosa Beach, CA
Zip Code	90415
Federal ID#	95-1234567
State ID#	111-2222
First Month of Fiscal Year	01
If you enter a password, please write it down in case you forget it!	
Unrestricted Password	
Restricted Password	
OK Cancel	

This information will appear on reports. Passwords can be used to protect your data.

- Click the mouse on the **OK** button to return to the Main window.

CHART OF ACCOUNTS

The Chart Of Accts icon represents the list of asset, liability, equity, revenue and expense accounts for your company.

- Click the mouse on the **Chart Of Accts** icon. A window will open showing the account numbers, types and names:

Chart Of Accts		
LEARNED LUMBER CO.		
For the month of February, 1987		
Account No.	Account Type	Description
1000	Cash	Checking
1020	CR	Money Market Account
1025	CR	Deposits Paid
1030	CR	Prepaid Insurance - Fire
1031	CR	Prepaid Insurance - Trucks
1040	CR	Prepaid Taxes
1500	Inventory	Beginning Inventory - Lumber
1501	Inventory	Purchases - Lumber
1510	Inventory	Beginning Inventory - Building Materials
1511	Inventory	Purchases - Building Materials
1520	Inventory	Beginning Inventory - Plywood
1521	Inventory	Purchases - Plywood
1590	Inventory	Purchase Discounts
1700	FA	Trucks
1701	FA	Accumulated Depreciation - Trucks

A starter chart of accounts like this one, which you can modify to suit your business, is included with Business Sense.

- **Scroll** by clicking on the down-arrow in the window's right border, to view more accounts. Scroll down until account number 6070 is visible.
- Click on account **6065/01, Telephone-Hermosa**. A "More" tab appears.
- Click on the **"More"** tab. A dialog box appears:

Account Name Telephone-Hermosa Acct# 6065/01

Name General Telephone SHOW

Address 1 PO Box 4392 NEXT

Address 2 DONE

City, State Los Angeles, CA

Zip Code 92508

☒ Default Address

☐ Address 1 ☐ Address 4 ☐ Address 7

☐ Address 2 ☐ Address 5 ☐ Address 8

☐ Address 3 ☐ Address 6 ☐ Address 9

Business Sense holds up to 10 payee names and addresses for each account, so you can pay bills in one step, directly from the Chart of Accounts.

- Click on the **Address 1** radio button. A different payee name and address appears:

Account Name Telephone-Hermosa Acct# 6065/01

Name ABC Answering Serv. SHOW

Address 1 12235 Washington Blvd NEXT

Address 2 DONE

City, State Marina del Rey, CA

Zip Code 90292

☒ Default Address

☒ Address 1 ☐ Address 4 ☐ Address 7

☐ Address 2 ☐ Address 5 ☐ Address 8

☐ Address 3 ☐ Address 6 ☐ Address 9

- Click on the **DONE** button to return to the Chart Of Accts list.
- Click on the **close box** in the top left corner of the Chart Of Accts window to close the window.

CUSTOMERS

Business Sense records important information about your customers.

- Click on the **Customers** icon, and a window will open showing the customers list:

Customer No.	Age by	Customer Name
1050	INV	Accounts Receivable
1050/0100	BRL	Allen Contractors
1050/0200	INV	Baker & Baker
1050/0300	INV	Longview Developers
1050/0400	INV	Mann & Sons
1050/0500	BRL	Ocean Front Sales
1050/0600	INV	Tall Pines Estates
1050/0700	INV	Wright Room Additions

This window shows the customer number and name, and whether the account will be aged by open invoices or balance forward.

- Click on the first customer, **Allen Contractors**.
- Click on the **"More"** tab to see additional information about Allen Contractors:

Bill/Ship	Name	Allen Contractors	Acct#	1050/0100
Bill To	Addr1	556 South Hill		
	Addr2			
Ship To 1	City, State	Long Beach, CA		
Ship To 2	Zip Code	96881		
Ship To 3	Contact	Ralph Miller		
Ship To 4	Phone#	213-778-5500		
Ship To 5	FOB	Hermosa	Terms	2% 10, Net 30
Ship To 6	Ship Via	Truck	Discount Acct#	4500/01
Ship To 7	Credit Limit	15000.00	Sales Person ID	1000
Ship To 8	Finance Charges	1.00 %	Commission	7.00 %
Ship To 9	Minimum Charge		Revenue Acct#	4200

- Click on the **Ship To 1** radio button, and one of the additional addresses will appear:

Bill/Ship	Name	Meadowview Homes	Acct #	1050/0100	
Bill To	Addr1	11 Apple Tree Lane			
	Addr2				SHOW
Ship To 1	City, State	Irvine, CA			NEHT
Ship To 2	Zip Code	94221			DONE
Ship To 3	Contact	Brad Culver			
Ship To 4	Phone#	714-526-2345			
			Terms	2% 10, Net 30	
Ship To 5	FOB	Hermosa	Discount Acct #	4500/01	
Ship To 6	Ship Via	Truck			
			Sales Person ID	1000	
Ship To 7	Credit Limit	15000.00	Commission	7.00	%
Ship To 8	Finance Charges	1.00	% Over	30	Days
Ship To 9	Minimum Charge		Revenue Acct #	4200	

- Click on the **DONE** button to return to the Customers window.
- Close the Customers window by clicking on the **close box**.

Prepare invoices and record sales on account in the Sales/AR Journal.

- Click on the **Sales/AR** icon. A journal window will appear:

[illegible]

The last entry, on 02/26 for invoice 23132, has four lines. The first line is an invoice summary, charging the sale to the customer. The last three lines list the quantity, description, revenue account, amount and tax code for each line item.

When this invoice was created, Business Sense helped by filling in the date and invoice number, by looking up account numbers and by calculating the total amount of the invoice.

When you close this window after entering new sales, the full version of Business Sense will offer to print invoices.

- Click on the **close box** to close the Sales/AR Journal.

ACCOUNTS RECEIVABLE

- Select **AR Aging** from the **AR/AP/Payroll Report** menu. A dialog box will show your options:

- Click on the **OK** button to see the Open Invoice Aging report:

Open Invoice Aging							
LEARNED LUMBER CO.							
2/26/1987							
Customer	Date	Invoice #	0-30	31-60	61-90	90+	Total
Baker & Baker	02/09	23128	135.56				
PWP 213-054-3567							
Totals:			135.56				135.56
Longview Dev.	02/15	23129	1800.00				
PWP 213-035-1212							
Totals:			1800.00				1800.00
Hann & Sons	01/20	23124		500.00			
PWP 818-788-8500							
Totals:			500.00	500.00			1000.00
Tall Pines Estab.	01/25	23126		8255.00			
PWP 818-988-7655							
Totals:			8100.00	8255.00			16355.00



- You could print the report by selecting Print from the File menu.
- Click on the **close box** to finish with the report.

APPLY AR PAYMENTS

Customer payments on account are entered in the Cash Receipts Journal. To record a payment from Ocean Front Sales:

- Click on the **Cash Receipts Journal** icon. Business Sense can handle multiple checking accounts. The "Checking - CRJ" window appears:

Checking-CRJ									
LEARNED LUMBER CO.									
For the month of February, 1987									
Total this Batch									
Date	Net Amt of Deposit	Received From/Description	Ref	Account#	D	b	Amount	T	C
		6.5% Sales Tax	Feb Mk 2	2015			117.00		
02/16	6163.16	Cash Sales	Feb Mk 3	4030/01			5592.00		
		Cash Sales	Feb Mk 3	4030/02			195.00		
		6.5% Sales Tax	Feb Mk 3	2015			376.16		
02/23	260.93	Cash Sales	Feb Mk 4	4030/01			200.00		
		Cash Sales	Feb Mk 4	4030/02			45.00		
		6.5% Sales Tax	Feb Mk 4	2015			15.93		
02/23	1400.00	Longview Dev. - Paid Inv.	23123	1050/0300			1400.00		

- Select **Apply AR Payments** from the **Function** menu. A dialog box appears:

Apply AR Payments

Customer Name

Account Number

OK SHOW CANCEL

- In the Customer Name box, type "ocean" for Ocean Front Sales.
- Click on the **SHOW** button; "ocean" changes to "Ocean Front Sales." The account number appears:

Apply AR Payments

Customer Name

Account Number

OK SHOW CANCEL

- Click on the **OK** button. The Customer Ledger Card for Ocean Front Sales appears:

[illegible]

The Amount Paid column proposes the amounts which would pay off the invoices. Type in a smaller number to record a partial payment. The first invoice, number 23125, is already selected.

- Click on the **Pay Off Invoice** button at the top of the Ledger Card. The Macintosh beeps. The running Batch Total is shown: \$2000.00.
- Ocean Front took a prompt payment discount on the second invoice. Click on the **Discount Taken** edit box for **Invoice 23131**. Calculate the discount amount with Business Sense to verify it.
- Type **.02*1900** into the Discount Taken box, and **Tab**. Business Sense calculates 38.00.
- Click the **Pay Off Invoice** button to pay the remaining balance. The Macintosh beeps. The Batch Total, 3862.00, corresponds to Ocean Front's check, confirming the amounts.

- Close the Customer Ledger Card by clicking on the **close box**. The receipts have been entered in the Cash Receipts Journal:

Checking-CWJ						Total this Batch	
LEARNED LUMBER CO.						3862.00	
For the month of February, 1987							
Date	Net Amt or Deposit	Received From/Description	Ref	Account #	D	Amount	T
02/16	6 163.16	6.56 Sales Tax	Feb Mk. 2	2015		117.00	
		Cash Sales	Feb Mk. 3	4030/01		5592.00	
		Cash Sales	Feb Mk. 3	4030/02		195.00	
		6.56 Sales Tax	Feb Mk. 3	2015		376.16	
02/23	280.93	Cash Sales	Feb Mk. 4	4030/01		200.00	
		Cash Sales	Feb Mk. 4	4030/02		45.00	
		6.56 Sales Tax	Feb Mk. 4	2015		15.93	
02/25	1400.00	Longines Dev. - Paid Inv.	23123	1050/0300		1400.00	
02/28	3862.00	Ocean Front Sales	23125	1050/0500		2000.00	
		Ocean Front Sales	23131	1050/0500		1900.00	
		Discount on Invoice	23131	4300/01		36.00	

- Put away the Cash Receipts Journal by clicking on the **close box**.

VENDORS

Business Sense also records information about your vendors.

- Click on the **Vendors** icon, and a window will open showing the vendors list:

[illegible]

This window shows the vendor number, name, and 1099 information for individuals.

-
- The screenshot shows a graphical user interface for a database application. At the top, a title bar reads 'Acme Sash & Frame'. Below it, a form contains the following fields:
- Name:** Acme Sash & Frame
 - Acct#:** 2050/0150 (highlighted with a red box)
 - Addr1:** 788 Forrest Lane
 - Addr2:** (empty)
 - City,State:** Mendicino, CA
 - Zip Code:** 96659
- Below the form is a section titled 'Discount Terms:' containing a table:
- | Discount | % before | Days |
|----------|----------|------|
| 2.00 | 10 | |
- Below the table is a field labeled 'Discount Acct#' with the value 1590. To the right of the form are three buttons: 'SHOW', 'NEXT', and 'DONE'.

- Click on the **DONE** button to return to the vendors list.
- Close the Vendors list by clicking on the **close box**.

To record purchases on account from vendors:

- | LEARNED LUMBER CO. | | | | | | | Debits | Credits |
|---------------------------------|----------|-----------------------------|----------------|------------------------------|----------------|----------------|--------|---------|
| For the month of February, 1987 | | | | | | | | |
| Inv. Date | Due Date | Description
Description | Invoice Number | Accounting #
Accounting # | Expense Amount | Invoice Amount | | |
| 02/15 | 03/17 | Purch. Window Frames - Rose | AS 3350 | 1511 | 625.00 | | | |
| | | Purch. Window Frames - Rose | AS 3350 | 2050/0150 | | 625.00 | | |
| 02/16 | 03/08 | Purch. 400 6 by 8 - 5' Long | D 780115 | 1501 | 2362.88 | | | |
| | | Purch. 400 6 by 8 - 5' Long | D 780115 | 2050/0350 | | 2362.88 | | |
| 02/22 | 03/24 | Purch 150 Sheets 3/4" Plyed | 22690 | 1521 | 300.52 | | | |
| | | Purch 150 Sheets 3/4" Plyed | 22690 | 2050/0450 | | 300.52 | | |
| 02/23 | 03/27 | Purch 200 Boxes #10 Nails | 55703C | 1511 | 242.86 | | | |
| | | Purch 200 Boxes #10 Nails | 55703C | 2050/0230 | | 242.86 | | |

To record a vendor invoice:

- Type **"0225"** for the Invoice Date, and **Tab** to the next field. Business Sense will insert a slash between the month and day.
- Terms are Net 30, so type **" +30"** to calculate the Due Date (03/27) based on the Invoice Date. **Tab** to the next field.
- Type **"Purch 2x4's - Dover"** to identify the order. **Tab** to the next field.
- Type **"D 780550"** for the vendor's invoice number. **Tab** to the next field.
- Type **"1501"** for lumber purchases, and **Tab** to the next field.
- Type **"3300"** for the line-item amount. Press the **Return** key to start a new line. Most of the information is copied automatically into this new line. The amount to balance the transaction is proposed as the Invoice Amount.
- **Tab twice** to the Account #.
- To look up the account number for Dover, type **"dov"** and **Tab** to the next field. Business Sense will search the Chart Of Accts, Customers and Vendors lists. It will find Dover in the Vendors list, will translate the abbreviation to the account number (2050/0350), and will show the vendor name in the window header so you can check the translation:

Purchases/AP						
Dover Lumber Milling			LEARNED LUMBER CO.		Debits	Credits
			For the month of February, 1987		3300.00	3300.00
Inv. Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount
02/15	03/17	Purch. Window Frames - Acme	RS 3350	1511	625.00	
		Purch. Window Frames - Acme	RS 3350	2050/0150		625.00
02/16	03/08	Purch. 400 6 by 8 - 5' Long	D 780115	1501	2362.88	
		Purch. 400 6 by 8 - 5' Long	D 780115	2050/0350		2362.88
02/22	03/24	Purch 150 Sheets 3/4" Plyed	22690	1521	300.52	
		Purch 150 Sheets 3/4" Plyed	22690	2050/0450		300.52
02/23	03/27	Purch 200 Boxes #10 Nails	55703C	1511	242.86	
		Purch 200 Boxes #10 Nails	55703C	2050/0250		242.86
02/25	03/27	Purch 2x4's - Dover	D 780550	1501	3300.00	
		Purch 2x4's - Dover	D 780550	2050/0350		3300.00

- The invoice is complete. Click on the **close box** to return to the Main window.

- Click on the **Withholding** button:

Withholding	Name	Brown, John J.	ID	1000	
Federal ☒	Withholding Acct #	2018/0001	SHOW		
FICA ☐	Amt	228.00	Or		% Withheld
State ☐	NET Max To Withhold		NEXT		
Local ☐	☐ Use Tax Table DONE				
Other 1 ☐	-----Employer Portion-----				
Other 2 ☐	☐ Withhold From Employer				
Other 3 ☐	Amt		Or		% Withheld
Other 4 ☐	NET Max To Withhold				
Other 5 ☐	Expense Account				
Other 6 ☐	Liability Account				
Wage Information			Personal Information		

Ten withholding deductions can be recorded for each employee. Tax Tables are available for progressive taxes. Matching employer contributions can be posted automatically.

- Click on the **Personal Information** button:

Name	Brown, John J.	ID	1000	
Addr1	2598 West Hill St.	SHOW		
Addr2				
City, State	Gardena, CA	NEXT		
Zip code	90556	DONE		
----- Tax Table Information -----				
	Federal	State	Local	
Marital Status (S,M,U)	S	U		
Payroll Period (W,B,S,M,D)	S	S		
Allowances (0,1,...,10)	1	1		
Withholding		Wages		

Employee address and filing status for the Tax Table taxes are shown.

- Click on the **DONE** button to return to the Employees window.

To produce itemized paychecks for just hourly employees:

- Select **Find Name or Number** in the **Edit** menu. A dialog box appears:



String/Number To Locate

☒ Search From Top of List

☐ Search Only This Column

☐ Underline Matching

☐ Search All Open Windows

- Click on the **Underline Matching** check box.
- Type **"hour"** into the String/Number To Locate edit box:

String/Number To Locate

☒ Search From Top of List
 ☐ Search Only This Column
 ☒ Underline Matching
 ☐ Search All Open Windows

Find String Cancel

- Click on the **Find String** button. The hourly employees will be underlined in the Employees window. To keep the underlining active, leave the Employees window open.

[illegible]

Many functions and reports let you use underlining to focus on the most important accounts.



- Click on the exposed right-hand side of the **Main** window (the one with the icons), to bring it to the top.
- Click on the **Cash Disbursements Journal** icon to open the Cash Disbursements Journal window.

Checking-CDJ							
LEARNED LUMBER CO.						Total this Batch	
For the month of February, 1987							
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	Amount	A D
		Pete W. Marvin/FICA	1241	2018/0002	*	\$7.20	
		Pete W. Marvin/State	1241	2019/0001	*	64.00	
		Pete W. Marvin/SDI	1241	2019/0002	*	9.60	
02/15	1119.22	Sara B. Roberts/Payroll	1242	6045/01	*	1650.00	
		Sara B. Roberts/Federal	1242	2018/0001	*	261.00	
		Sara B. Roberts/FICA	1242	2018/0002	*	117.98	
		Sara B. Roberts/State	1242	2019/0001	*	132.00	
		Sara B. Roberts/SDI	1242	2019/0002	*	19.80	

- Select **Generate Payroll** from the **Function** menu.
- You will be asked if you're ready. Click on the **Yes** button. The payroll entries are created in the Cash Disbursements Journal:

Checking-CDJ							
LEARNED LUMBER CO.						Total this Batch	
For the month of February, 1987						1245.70	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	Amount	A D
		Sara B. Roberts/Federal	1242	2018/0001	*	261.00	
		Sara B. Roberts/FICA	1242	2018/0002	*	117.98	
		Sara B. Roberts/State	1242	2019/0001	*	132.00	
		Sara B. Roberts/SDI	1242	2019/0002	*	19.80	
02/28	701.50	David, Sam R: 80 x 12.50/Hr	1243	6045/01	*	1000.00	
		Sam R. David/Federal	1243	2018/0001	*	135.00	
		Sam R. David/FICA	1243	2018/0002	*	71.50	
		Sam R. David/State	1243	2019/0001	*	80.00	
		Sam R. David/SDI	1243	2019/0002	*	12.00	
	544.20	Marvin, Pete: 80 x 10.00/Hr	1244	6045/02	*	800.00	
		Pete W. Marvin/Federal	1244	2018/0001	*	125.00	
		Pete W. Marvin/FICA	1244	2018/0002	*	57.20	
		Pete W. Marvin/State	1244	2019/0001	*	64.00	
		Pete W. Marvin/SDI	1244	2019/0002	*	9.60	

- Close the Cash Disbursements Journal ("Checking - CDJ") window by clicking on the **close box**. Business Sense offers to print the paychecks.
- Click on the **NO** button. The General Journal, containing the employer FICA contributions is revealed:

General Journal					
LEARNED LUMBER CO.					
For the month of February, 1987					
				Debits	Credits
				57.20	57.20
Date	Description	Ref	Account #	Debit Amt	Credit Amt
	February Cost of Goods Sold	FEB CGS	5010/02	380.00	
	February Cost of Goods Sold	FEB CGS	5020/01	180.00	
	February Cost of Goods Sold	FEB CGS	5020/02	180.00	
	February Cost of Goods Sold	FEB CGS	5030/01	695.00	
	February Cost of Goods Sold	FEB CGS	5030/02	695.00	
	February Cost of Goods Sold	FEB CGS	1500		760.00
	February Cost of Goods Sold	FEB CGS	1510		360.00
	February Cost of Goods Sold	FEB CGS	1520		1390.00
02/28	Sae R. David/Payroll Tax	Payroll	6050/01	71.50	
	Sae R. David/FICA	Payroll	2018/0002		71.50
02/28	Pete M. Marvin/Payroll Tax	Payroll	6050/02	57.20	
	Pete M. Marvin/FICA	Payroll	2018/0002		57.20

- Close the General Journal window by clicking on the **close box**.
- Close the Employee list by clicking on the **close box**.

CASH RECEIPTS

Cash sales are recorded in the Cash Receipts Journal. Because the cash register at Learned Lumber produces nine totals, a shorthand method for entering cash register receipts is used.

- Click on the **Recurring Entries** icon. The Recurring Entries window appears with homemade shortcuts.

Recurring Entries					
LEARNED LUMBER CO.					
For the month of February, 1987					
				Generate Entries	
Jrn	Recurring Entries Index				
CR1	Hermosa Beach Register				
	Taxable - Lumber	Hermosa	4010/01	1.00	
	Taxable - Bldg Materials	Hermosa	4020/01		
	Taxable - Plywood	Hermosa	4030/01		
	Taxable - Returns & Uoids	Hermosa	4500/01	*	
	Resale - Lumber	Hermosa	4010/01		1
	Resale - Bldg Materials	Hermosa	4020/01		1
	Resale - Plywood	Hermosa	4030/01		1
	Resale - Returns & Uoids	Hermosa	4500/01	*	1
	Sales Tax	Hermosa	2015		
*	Santa Monica Register				
CR1	Taxable - Lumber	Santation	4010/02	1.00	
	Taxable - Bldg Materials	Santation	4020/02		
	Taxable - Plywood	Santation	4030/02		
	Taxable - Returns & Uoids	Santation	4500/02	*	

In the menu bar, a new menu Index has appeared to locate these shortcuts quickly by name. The Hermosa Beach Register is selected.

- Click on the **Generate Entries** button. The Macintosh beeps. The Cash Receipts Journal is opened, and nine lines of entries are created for the nine register totals:

Checking-CRJ									
LEARNED LUMBER CO.									
For the month of February, 1987									
								Total this Batch	
								1.00	
Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D	C	Amount	T	C
		Cash Sales	Feb 14k 3	4030/02			195.00		
		6.5% Sales Tax	Feb 14k 3	2015			376.16		
02/23	260.93	Cash Sales	Feb 14k 4	4030/01			200.00		
		Cash Sales	Feb 14k 4	4030/02			45.00		
		6.5% Sales Tax	Feb 14k 4	2015			15.93		
02/25	1400.00	Longview Dev. - Paid Inv.	23123	1050/0300			1400.00		
02/28	1.00	Taxable - Lumber	Hermosa	4010/01					
		Taxable - Bldg Materials	Hermosa	4020/01					
		Taxable - Plywood	Hermosa	4030/01					
		Taxable - Returns & Voids	Hermosa	4500/01					
		Resale - Lumber	Hermosa	4010/01					
		Resale - Bldg Materials	Hermosa	4020/01					
		Resale - Plywood	Hermosa	4030/01					
		Resale - Returns & Voids	Hermosa	4500/01					
		Sales Tax	Hermosa	2015					

- If you like, you can enter the totals from the register:

Total Amt of Deposit.....3130
(replaces the \$1.00 entry)
 Taxable Lumber.....1800
 Taxable Bldg Materials.....400
 Taxable Returns & Voids.....200
 Resale Building Materials.....1000
 Sales Tax.....130

The completed entry looks like this:

Checking-CRJ									
LEARNED LUMBER CO.									
For the month of February, 1987									
								Total this Batch	
								3130.00	
Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D	C	Amount	T	C
		Cash Sales	Feb 14k 4	4030/02			45.00		
		6.5% Sales Tax	Feb 14k 4	2015			15.93		
02/25	1400.00	Longview Dev. - Paid Inv.	23123	1050/0300			1400.00		
02/28	3130.00	Taxable - Lumber	Hermosa	4010/01			1800.00		
		Taxable - Bldg Materials	Hermosa	4020/01			400.00		
		Taxable - Plywood	Hermosa	4030/01					
		Taxable - Returns & Voids	Hermosa	4500/01			200.00		
		Resale - Lumber	Hermosa	4010/01					
		Resale - Bldg Materials	Hermosa	4020/01			1000.00		
		Resale - Plywood	Hermosa	4030/01					
		Resale - Returns & Voids	Hermosa	4500/01					
		Sales Tax	Hermosa	2015			130.00		

- Close the Cash Receipts window by clicking on the **close box**.

The full version of Business Sense would check this transaction to make sure the debits and credits balance. Business Sense never lets your books get out of balance.

CASH DISBURSEMENTS

You can distribute the amount of a check, deposit, sale or purchase to multiple accounts. When you make a multiple account transaction regularly, you can automate it with the Recurring Entries feature, which should be visible now.

- Select **Monthly Checks** from the **Index** menu to jump to the right place in the Recurring Entries window.

Index	
Hermosa Beach Register	⌘H
Santa Monica Register	⌘S
Depreciation	⌘D
Monthly Checks	⌘M
Subscriber Billing	⌘B

- Click anywhere on the **American Express** entry to select just that transaction:

Recurring Entries					Generate Entries
LEARNED LUMBER CO.					
For the month of February, 1987					
Recurring Entries Index					
• Monthly Checks					
CD1 State Farm Insurance Company	1030	124.00	124.00		
CD1 American Express/Entertainment	6018	1.00			
American Express/Gas & Oil	6020				
American Express/Travel	6070				
CD1 Pacific Airline Service	6005	72.00	72.00		
• Subscriber Billing					
SLS Allen Contractors	1050/0100	102.00			
Monthly Service Contract	4100		102.00		
SLS Baker & Baker	1050/0200	88.00			
Monthly Service Contract	4100		88.00		
SLS Mann & Sons	1050/0400	88.00			
Monthly Service Contract	4100		88.00		

- Click on the **Generate Entries** button. The Macintosh beeps, the Cash Disbursements Journal window is opened, and the draft check is created:

Checking-CDJ									
LEARNED LUMBER CO.								Total this Batch	
For the month of February, 1987								1.00	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C r	Amount	A D		
		Pete W. Marvin/FICA	1241	2018/0002	*	57.20			
		Pete W. Marvin/State	1241	2019/0001	*	64.00			
		Pete W. Marvin/SDI	1241	2019/0002	*	9.60			
02/15	1119.22	Sara B. Roberts/Payroll	1242	6045/01	*	1650.00			
		Sara B. Roberts/Federal	1242	2018/0001	*	261.00			
		Sara B. Roberts/FICA	1242	2018/0002	*	117.98			
		Sara B. Roberts/State	1242	2019/0001	*	132.00			
		Sara B. Roberts/SDI	1242	2019/0002	*	19.80			
02/28	1.00	American Express - Enterta	1243	6018					
		American Express - Gas & O	1243	6020					
		American Express - Travel	1243	6070					

- Enter the amounts:

Amount of Check 238

(on the left, replaces the 1.00)

Entertainment #6018 110

Gas & Oil #6020 12

Travel #6070 116

Checking-CDJ									
LEARNED LUMBER CO.								Total this Batch	
For the month of February, 1987								238.00	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C r	Amount	A D		
		Pete W. Marvin/FICA	1241	2018/0002	*	57.20			
		Pete W. Marvin/State	1241	2019/0001	*	64.00			
		Pete W. Marvin/SDI	1241	2019/0002	*	9.60			
02/15	1119.22	Sara B. Roberts/Payroll	1242	6045/01	*	1650.00			
		Sara B. Roberts/Federal	1242	2018/0001	*	261.00			
		Sara B. Roberts/FICA	1242	2018/0002	*	117.98			
		Sara B. Roberts/State	1242	2019/0001	*	132.00			
		Sara B. Roberts/SDI	1242	2019/0002	*	19.80			
02/28	238.00	American Express - Enterta	1243	6018		110.00			
		American Express - Gas & O	1243	6020		12.00			
		American Express - Travel	1243	6070		116.00			

- Click on the **close box**. Business Sense will offer to print the check.
- Click on the **NO** button to return to the Main window.
- Click on the Recurring Entries **close box**.

REPORTS

Business Sense produces 52 reports to analyze your accounts and manage your company. You can produce any of these reports at any time. Reports are generally produced on the screen. To print a report, choose Print from the File menu.

- Select **Income Statement** from the **GL Report** menu. Click on the **Include Budget Information** button. Click on the **OK** button. After viewing the report, click on the **close box**.

Income Statement and Budget				
LEARNED LUMBER CO.				
For 2 months ending 2/28/1987				
	Budget	Actual	\$ Variance	% Variance
Operating Revenues				
Lumber Sales	14000.00	15855.00	1855.00	13.25
Building Materials Sales	5000.00	7053.00	1053.00	17.55
Plywood Sales	28000.00	29144.00	1144.00	4.09
Net Operating Revenues	48000.00	52052.00	4052.00	8.44
Cost of Goods Sold				
Cost of Goods Sold - Lumber	1500.00	1560.00	60.00	4.00
Cost of Goods Sold - Building Material	680.00	710.00	30.00	4.41
Cost of Goods Sold - Plywood	3000.00	2790.00	(210.00)	(7.00)
Total Cost of Goods Sold	5180.00	5060.00	(120.00)	(2.32)
Gross Profit	42820.00	46992.00	4172.00	9.74

- Select **Department Income** from the **GL Report** menu. Scroll with the arrows to department number "1" for the Hermosa Beach store, or to "2" for the Santa Monica store. For a current month report, click on the **Feb** month button. For year-to-date comparative figures, click on the **Include Year to Date** radio button. Click on the **OK** button. After viewing the report, click on the **close box**.

Hermosa Beach Store				
LEARNED LUMBER CO.				
For 1 month ending 2/28/1987				
	Period	%	YTD	%
Operating Revenues				
Lumber-Hermosa	4588.00	33.91	9388.00	35.22
Bldg Matl-Hermosa	1350.00	9.98	2726.00	10.23
Plywood-Hermosa	7592.00	56.11	14542.00	54.55
Net Operating Revenues	13530.00	100.00	26656.00	100.00
Cost of Goods Sold				
COS-Lumber-Hermosa	360.00	2.61	780.00	2.93
COS-Bldg Matl-Hermosa	180.00	1.33	355.00	1.33
COS-Plywood-Hermosa	665.00	5.14	1365.00	5.23
Total Cost of Goods Sold	1205.00	9.08	2500.00	9.40
Gross Profit	12275.00	90.72	24126.00	90.51

- Select **Balance Sheet** from the **GL Report** menu. For a year-to-date report, click on the **OK** button. After viewing the report, click on the **close box**.

Balance Sheet		
LEARNED LUMBER CO.		
2/28/1987		
ASSETS		
Current Assets		
Checking	45,164.32	
Money Market Account	20,000.00	
Prepaid Insurance - Fire	2,500.00	
Prepaid Insurance - Trucks	5,250.00	
Prepaid Taxes	4,230.00	
Accounts Receivable	30,327.18	
Total Current Assets		107,471.50
Inventory		
Beginning Inventory - Lumber	18,440.00	
Purchases - Lumber	64,586.61	

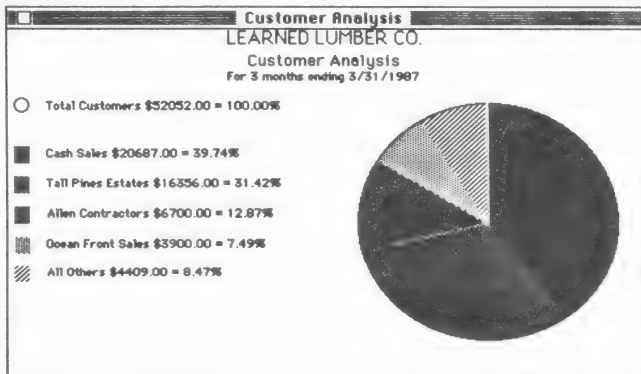
- Select **Financial Ratios** from the **GL Report** menu. Click on the **OK** button. After viewing the report, click on the **close box**.

Financial Ratios	
LEARNED LUMBER CO.	
2/28/1987	
Ratio Name	Ratio
Current Ratio	6.67
Quick Assets Ratio	4.49
Cash Ratio	1.88
Net Working Capital (1000's of \$'s)	135.84
Debt to Assets Ratio	0.43
Debt to Equity Ratio	0.76
Long Term Debt to Equity Ratio	0.68
Receivables Turnover Ratio	2.25
Average Collection Period (in days)	26.63
Inventory Turnover Ratio	0.09
Assets Turnover Ratio	0.10
Gross Profit Margin (in %)	90.27
Net Profit Margin (in %)	56.13
Return on Assets (in %)	5.89
Return on Equity (in %)	10.43

- Select **Sales Tax** from the **AR/AP/Payroll Report** menu. Click on the **OK** button. The Sales Tax report tabulates 10 categories of taxable and non-taxable sales. After viewing the report, click on the **close box**.

Sales Tax Report				
LEARNED LUMBER CO.				
For 3 months ending 3/31/1987				
Description	1st month	2nd month	3rd month	Total this Quarter
Sales For Resale	12156.00	12300.00		24456.00
Sales Taxed @6.50%	13667.00	13720.00		27387.00
Tax @6.50%	888.36	891.80		1780.16
Sales Taxed @6.00%	81.00	128.00		209.00
Tax @6.00%	4.86	7.68		12.54

- Select **Customer Analysis** from the **AR/AP/Payroll Report** menu. Click on the **Show Cash Sales activity** check box. Click on the **OK** button. Customers are listed in order of sales volume. For a pie chart of the top customers, choose **Graphs** in the **File** menu. After viewing the report, click on the **close box**.



Feel free to experiment with any of the reports.

- Help is available by clicking on the **Help** icon in the Main window.
- To conclude the test drive, choose **Quit** from the **File** menu. If Quit is dimmed, close the lists, journals and reports.

DEMO DATA

The Demo Data and the Demo Program are ideal for learning more about Business Sense. Chapter 6: Main Window Icons contains step-by-step examples keyed to the Demo Data, showing how to post entries in the five journals. It's also a good idea to experiment with the Business Sense Demo Program while you study this manual.

You can use the Demo Data with the full version of Business Sense, but back up the disk before you do. As you pay off invoices, you will be closing them and "using up" the data.

CHAPTER 3: TIPS FOR USERS

BASIC CONCEPTS

To get the most out of Business Sense, you should try to understand what's going on, rather than memorizing lists of instructions by rote. Business Sense has been designed to reveal its functions clearly. As you read this manual and experiment with the Demo Data, you will start to understand how Business Sense works. This section presents the objects and processes designed into Business Sense. Understanding them will give you confidence in using the program.

Icons

Business Sense icons represent accounting data. To use the data, open the icon by clicking on it. The icon will become a window. Close a window by clicking in the close box in the upper left corner.

You can have several windows open at a time. Jump from window to window by clicking on a window to activate it. For example, if you're entering invoices into the Sales/AR Journal, you can open the Customers window to add a new customer without closing the Sales/AR Journal.

Account Numbers

Account numbers come in five flavors:

<u>Account</u>	<u>Looks like</u>	<u>Specifications</u>
Vanilla	AAAA	four-digit number.
Department	AAAA/DD	four-digit master account / two-digit department number. Always an Income Statement account. Used for profit and cost centers or for job costing.
Customer	AAAA/CCCC	four-digit master accounts receivable / four-digit customer sequence number. A Current Asset.

Vendor	AAAA/VVVV	four-digit master accounts payable / four-digit vendor sequence number. A Current Liability.
Sub-Account	AAAA/SSSS	four-digit summary account / four-digit sub-account. Used for accounting purposes only, to segregate amounts that will be summarized in the Balance Sheet or Income Statement.

For any account with a slash, create a master or summary or "collapse" account with the same first four digits for reports. Post only to the sub-accounts, so they can be totalled to the summary accounts.

Customers and Vendors

Customers and Vendors are extensions of the Chart of Accts. The accounts listed in the Chart of Accts, Customers and Vendors windows are all part of the complete chart of accounts. That's why all three lists have the same icon.

Lists

There are three lists of accounts: Chart Of Accts, Customers and Vendors, plus lists of Employees, Departments and Tax Tables. The lists are manipulated by the same program modules, so they behave similarly. Consistency between lists means that what you learn about the behavior of one list can be leveraged to all of them. Most lists store additional data for each line, accessible through a "More" tab. Add new lines at the end of the list, and Business Sense will sort the lines into sequence.

Journals

There are five journals. All transactions are recorded in journals.

<u>Journal</u>	<u>Used For</u>
Sales/AR	Charge sales
Cash Receipts	Cash sales
Purchases/AP	Charge purchases
Cash Disbursements	Cash purchases and expenses
General	Depreciation, transfers, misc.

Transactions

Single-entry Transactions

A transaction or entry consists of one or more lines in a journal window. The date appears only on the first line of a transaction and marks the beginning of that transaction. Each transaction is checked for balance, and unbalanced transactions are rejected. Each new line starts with a proposed amount that will balance the transaction.

The cash journals are single-entry. The Cash Disbursements Journal credits the Cash account and the Cash Receipts Journal debits Cash. The cash journals use an abbreviated format that simplifies cash transactions. A simple transaction will fit on one line. With multiple lines you can distribute a transaction to as many accounts as necessary. If you use multiple lines for a transaction, date only the first line.

Checking-CDJ							
LEARNED LUMBER CO.						Total this Batch	
For the month of February, 1987						87.00	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	Amount	A
		Pete W. Marvin/FICA	1241	2018/0002	*	57.20	
		Pete W. Marvin/State	1241	2019/0001	*	64.00	
		Pete W. Marvin/SDI	1241	2019/0002	*	9.80	
02/19	1119.22	Sara B. Roberts/Payroll	1242	6045/01	*	1650.00	
		Sara B. Roberts/Federal	1242	2018/0001	*	261.00	
		Sara B. Roberts/FICA	1242	2018/0002	*	117.98	
		Sara B. Roberts/State	1242	2019/0001	*	132.00	
		Sara B. Roberts/SDI	1242	2019/0002	*	19.80	
02/28	87.00	Hersasa Ford/Tune-up & L&F	1243	6075	*	87.00	

Record the total cash amount on the first transaction line on the left side of the journal window. Distribute this amount to one or many Income Statement accounts and amounts on the right side of the window. Discounts deducted from the cash amount are flagged in a separate column with a pound sign, or you can enclose the amount in parentheses.

Double-entry Transactions

The other three journals, Sales/AR, Purchases/AP and the General Journal, record the debits and the credits on separate lines.

General Journal					
Accumulated Deprn. -			LEARNED LUMBER CO.		
			For the month of February, 1987		
			Debits	Credits	
			272.00	272.00	
Date	Description	Ref	Account #	Debit Amt	Credit Amt
02/15	Sara B. Roberts/Payroll Tax	Payroll	6050/01	117.98	
	Sara B. Roberts/FICA	Payroll	2018/0002		117.98
02/28	February Cost of Goods Sold	FEB COS	5010/01	380.00	
	February Cost of Goods Sold	FEB COS	5010/02	380.00	
	February Cost of Goods Sold	FEB COS	5020/01	180.00	
	February Cost of Goods Sold	FEB COS	5020/02	180.00	
	February Cost of Goods Sold	FEB COS	5030/01	695.00	
	February Cost of Goods Sold	FEB COS	5030/02	695.00	
	February Cost of Goods Sold	FEB COS	1500		760.00
	February Cost of Goods Sold	FEB COS	1510		360.00
	February Cost of Goods Sold	FEB COS	1520		1390.00
02/28	Deprec - '86 Ford Van	Feb	6500	272.00	
	Deprec - '86 Ford Van	Feb	1701		272.00

In the Sales/AR Journal, the first line debits the customer accounts receivable account for the invoice total. The following lines credit revenue accounts for the line items.

In the Purchases/AP Journal, the starting lines debit expense accounts for invoice line items. The last line credits the vendor accounts payable account for the invoice total.

In the General Journal, you can debit and credit any accounts.

These non-cash journals always have two or more lines per transaction. Remember to date only the first line of a transaction. In the non-cash journals, you enter debits and credits in side-by-side columns. You can enter a debit or credit in any line. Since there's one account per line in a non-cash journal, you can't have both a debit and a credit on the same line. Enter a negative number in parentheses, or put it in the other amount column.

Multiple-Line Transactions

Business Sense uses the date as a code to mark transaction boundaries. If you date every line, you'll be told that your transactions don't balance.

Sometimes you need more than one line of description. You can generate another line by pressing the Return key. Enter the continued description on that line. Use the same account number so the continued description will follow

the line above everywhere it goes, and zero the amount in the all lines but the last:

Checking-CAJ									
Capital Stock		LEARNED LUMBER CO.					Total this Batch		
		For the month of February, 1987					1000.00		
Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D	C	Amount	T	C
02/28	1000.00	This is a very long description, praising the many people who made this deposit possible:	1024	3000					
		John J. Brown	1024	3000					
		John T. Carson	1024	3000					
		Pete M. Harvin	1024	3000					
		Sara B. Roberts	1024	3000			1000.00		

Posting

Business Sense allows you to modify or delete new transactions while the journal window containing them is still open. When you close the window, the new transactions are posted and become permanent. If you watch closely, you can see the ruling line under each entry get darker as it's posted.

Sales/RR									
Installation Services		LEARNED LUMBER CO.					Debits	Credits	
		For the month of February, 1987					360.32	360.32	
Date	Quantity/Description	Invoice #	Account #	Sales/Tax Amount	T	C			
02/10	Cement Mix - 50 Bags / RB000	23130	1050/0400	500.00					
	30/ Bags Cement Mix	23130	4020/01				500.00		1
02/23	190/ 8 by 8 - (3 Foot)	23131	1050/0300	1900.00					1
	190/ 8 by 8 - 5 Foot Lengths	23131	4010/02				1900.00		1
02/26	Nails, Plywood and Doors	23132	1050/0600	8100.00					1
	50/ Boxes, #10 Nails	23132	4020/02				300.00		1
	30/ Door Frames	23132	4020/02				744.00		1
	400/ Sheets 3/4" Plywood	23132	4030/02				7056.00		1
02/28	Gross 2x4's/RB222	23133	1050/0400	360.32					1
	144/2x4's	23133	4010/01				312.92		1
	Freight	23133	4100				35.00		1
	6.36 Sales Tax	23133	2015				20.40		1

You cannot modify or delete a transaction after it is posted. To adjust a transaction after it has been posted, click on it to select it, then use Fix/Adjust Entry from the Function menu to generate an adjustment.

Closing the Books

In the bad old days, computer accounting programs required you to close the books at the end of each month. Business Sense keeps the books open all year for all months, so you can begin entering data for a new month before you've finished adjusting the prior month. If a revision appears, you can enter it and reprint the Income Statement, Balance Sheet and other reports to reflect the change.

At the end of the year, you do have to close the books. At the end of the calendar year, payroll, sales tax, customer history and vendor history data will be reset for a new year. At the end of the fiscal year, journals are cleared, and a new trial balance is automatically brought forward into the General Journal. These processes preserve information about open customer and vendor invoices.

To close the calendar or fiscal year, prepare by bringing your transactions up-to-date. At the end of the year, stop entering new transactions until you have completed work with the old year's data. Collect last minute transactions, post adjusting and periodic entries and print reports. Check the reports for accuracy and completeness. Copy your data disk twice to make a backup and a disk for the new year. After you run the new year process on the copy, you can begin entering new transactions. If your fiscal year begins in January, run the New Calendar Year and then immediately the New Fiscal Year.

Reports

Make liberal use of the reports from Business Sense. Besides adding efficiency in keeping the books balanced, computerized accounting makes essential management information freely available on an up-to-date basis.

Review Appendix D: Report Catalog with management personnel to select relevant reports. All reports are available at any time, so you may decide to produce some reports more frequently than before. You can use underlining in lists to produce selected reports focussing on the most important accounts.

Most reports offer dating options. You can select any month or any range of months. The most interesting date ranges are the current month, current quarter to date, past three months, and year to date.

Save monthly printouts of all five journals and the Trial Balance, for backup and reconstruction purposes.

Reports are prepared by opening an icon (for example Sales/AR, or General Journal) or by selecting one of the GL Report menu or AR/AP/Payroll Report menu selections. The report will generally appear on the screen first. Then you can print it by selecting Print in the File menu. The report name is underlined in the menu if it can be either graphic or tabular.

Underlining

You can underline multiple lines in the Chart of Accts, Vendors, Customers or Employees windows. Underlining is used to select groups of records for processing. Underlining in the Vendors window lets you Select AP Payments for certain vendors. Underlining in the Employees window lets you Generate Payroll for selected early checks. You can Print Mailing Labels for a list of underlined customers. Functions and reports sensitive to underlining are listed under Find Name or Number in Chapter 7: Pull-Down Menu Commands.

ERROR CHECKING

Business Sense uses error checking to keep your records consistent and logical. The program detects errors when you post transactions, so you can correct errors while you still have the source documents at hand. This will keep you from having to hunt through pages of entries later to find an error. The books are always in balance. You are stopped from accidentally invalidating your data.

Business Sense will report the following errors:

Entry out of Balance

As you enter a transaction, it will be out of balance until it is complete.

When you close a journal window, Business Sense will check whether each transaction is in balance before posting that transaction. If a transaction is out of balance, Business Sense will stop so you can balance it before continuing. To find the balancing amount, Insert a Line at the end of the transaction and press the Return key to move onto the blank line. Business Sense will show you the balancing amount.

Non-Existent Account

If you try to post to an account number that does not appear in the Chart Of Accts, Customers or Vendors lists, Business Sense will stop so you can fix the problem. Correct the account number, or jump to the Chart Of Accts, Customers or Vendors list and add the new account. Then try to close the journal again.

Post to Summary Account

Summary accounts are for reporting purposes only. You must post to the detail accounts.

Delete Active Account

You may not delete an account if it has activity in this Fiscal Year. You will be able to delete it after the New Fiscal Year, if its balance is zero.

Adjust Closed Invoice

Fix/Adjust Entry in the Function menu will dim all radio buttons for an invoice that has been paid. This is intended to remind you to check the AR Aging or AP Aging report, or Customer or Vendor Ledger Card.

Credit Limit

Business Sense will warn you when a customer exceeds the credit limit you have established. Then you can choose whether to cancel the invoice or issue it anyway.

Missing Tax Tables Entry

If an employee's earnings or filing status fall out of the Tax Tables, you will be notified. You should delete the Cash Disbursements and General Journal entries for that person or payroll, fix the Tax Tables and regenerate the payroll.

Selecting and Editing

OPERATING TECHNIQUES

A More tab or pointing-hand tab extends from a list or journal window, showing which line is current. The current field has reversed polarity (white characters on black) when first selected, indicating that the complete field contents are selected and replaceable. Click on the field again, and the field will change to normal video with a flashing vertical insertion point between characters. The insertion point lets you insert a few characters without re-typing the whole field. To delete characters, use the Backspace key or select part of the field by dragging with the mouse pointer and type or backspace.

You can edit almost anywhere.

Journal Entries

Use the Tab key to go to the next field in the same line. Use the Return key to go down a line. Use Shift-Tab to go left and Shift-Return to go up. If your keyboard has arrow keys, you can use them as well.

Dialog Boxes

Use the Tab key to go to the next field. Use the Return key to go to the next account record. You can use Command-digit to select radio buttons.

Default Entries

SHORTCUTS

Sometimes Business Sense is pretty sure what you'll type next, and guesses by filling in some fields when a new line is started. If the guess is wrong, typing into the field will replace the guess.

Today's date is the best guess for dating a transaction, so Business Sense will supply it when you Tab past the Date field in a journal. If you're entering a lot of transactions with the same old date, use Set Date in the Function menu to tell Business Sense today's that day.

The next check number in sequence and the next invoice number in sequence are good guesses. Simply Tab over these fields to let Business Sense fill them in. You have to supply the starting numbers the first time you use the journals. Thereafter Business Sense will keep track.

The descriptions for a double-entry transaction are often the same for both parts, so Business Sense generalizes this observation. It copies the description, check number and invoice number into every subsequent line of a multiple-line transaction.

Balancing Amount

Sooner or later you're going to balance your transaction, so Business Sense guesses it will be now. The program shows the balancing amount every time it generates a new line.

Expressions

In the Purchases/AP Journal, vendor terms are often given in days. To enter the Due Date, you can type "+30" to indicate 30 days after the invoice date.

You can enter multiplication expressions, using * or @ to mean multiplication for money amounts. For example, type 1.5*12.72 to calculate overtime wage rate, .02*129.95 to take a 2 percent discount, or 12@495 to price a dozen units.

Account Name to Number

Type the first few letters of the account name, and Tab to the next field. Business Sense will find the first account in the Chart of Accts, Customers or Vendors list that matches your typing. The program will replace the letters with the account number, and will show the Account Description or Customer or Vendor Name in the top left corner of the window. Look at the name to make sure the proper account was found.

Think about this feature when you name your accounts. If several accounts begin with "Accumulated depreciation - ...," you won't be able to use this lookup feature, and the account names will be ambiguous when they appear in short windows. Abbreviate at the beginning of account descriptions. Use "Rev-..." for revenues, "AccDepr-..." for accumulated depreciation, something short and sweet.

Window Lookup

To look up an account number for a journal entry, jump to the Chart of Accts, Customers or Vendors window. Click on the account to select it or use Find Name or Number from the Edit menu. Click on the Account To Journal button in the upper right-hand corner of the window, and the account number will be transferred to the journal.

Keyboard Menu Shortcuts

You can use the Command-key shortcuts listed in the menus rather than dragging the menu down to select the command. Photocopy Appendix B: Menu Quick Reference so you can have the list in front of you.

You can type Command-key shortcuts as fast as you like. The most useful Command-key shortcuts are:

- Complete Invoice Command -minus
- Insert a Line Command-I
- Delete a Line Command-D
- Repeat Search Command-A
- Close Command-W
- Print Command-P

Insert or delete multiple lines by counting to yourself as you press the keys.

To quit the program, use Command-W several times, then Command-Q. Business Sense will stop on any posting error. Otherwise you will arrive at the Finder, ready to back up your data.

RECURRING ENTRIES

Recurring Entries are the key to efficiency and accuracy. They're ideal for frequent or complex transactions. If you ignore the Recurring Entries feature, you're missing half the fun. You can enter long transactions with a click. You could do your whole subscriber monthly billing with one click.

Recurring Entries allow you to customize your Business Sense system to your individual company's needs. Recurring Entries are easy to create. Chapter 6: Main Window Icons shows how.

When you see a laborious or repetitive transaction, print it out and use it to make a Recurring Entry. Layout sheets are printed in Appendix G. Feed in the transactions you want and name them. You can bang them into a journal with one click.

Recurring Entries give you a chance to improve your procedures and to generate more comprehensive management data with less work. Recurring Entries and the modifiable Help system give you the ability to customize Business Sense for a chain or franchise operation.

FILES

The Company Data folder contains a set of ten files named CO DATA 01, CO DATA 02, ..., CO DATA 10. These files contain your accounts and journals, and are tightly linked together. They are designed to be a set of compatible files, and you shouldn't mix files from one set with files from another. They have generic names so you won't be tempted to replace one of your files from an old backup copy. Replacing one of these files from another set would be like mixing together newspapers from two different days. When you would turn to page 28 to continue a story, you would find the wrong stories, and nothing would make sense.

There are several named files in the Company Data folder as well. You're told their names because it's OK to mix and match these files with other sets of your company data, or with other branch offices or companies. The Tax Tables, Help and Recurring Entries files are particularly useful to share this way. The Reports, Cash Template and Pics files are also transferrable, but less interesting.

Extension Files

There are two programs in the Company Data folder. The W2-1099 Initializer and the Import D&S programs are used when you're setting up your accounting system, and can be removed from the Company Data folder after you're set up.

When a journal accumulates more than 2,000 lines, it gets too cumbersome for one file, so it splits into two. The original journal spins off an extension file. Extension files have parenthesized numbers after their names, like "CO DATA 07(101)". They are essential parts of your data file set.

DATA SECURITY

Take steps to prevent unauthorized modifications to your data. The best way to assure this is to keep your Business Sense data on a floppy disk which is put away when not in use and locked up at night.

If your data resides on a hard disk, then protect it with passwords. Hard disk data can be accidentally erased even without the password, so you must make backups regularly. Passwords have drawbacks: forgetting the password could render your data inaccessible, and disclosing it could lead to misuse.

CHAPTER 4: STARTING YOUR ACCOUNTING SYSTEM

BALANCE THE BOOKS

You can't count what you don't know, and you can't computerize it either. First, bring your books up to date and resolve questions. You can fix the problems later, but retroactive adjustments are complex and tedious. Experienced users say that cleaning up the books before converting to the computer is easier.

The Trial Balance report will be your basic starting point for installing Business Sense.

ORDER PRINTED FORMS

Turn-around time for printing your checks, invoices and statements will dictate that you order them immediately. For information on ordering, refer to Appendix A: Source for Pre-Printed Forms.

INSTALL BUSINESS SENSE

Installing the software is a simple process of making working copies of the Business Sense program and the Company Data folder. You will be working with the Macintosh Finder program. Start the computer, and wait for the Finder, also known as the Desktop, to appear. If your computer has a hard disk, skip to the next heading "Installing with a Hard Disk."

Installing with Two Floppy Disks

- Insert the Business Sense Master Program disk.
- Turn on the computer.
- Obtain two floppy disks.
- Label the first "Business Sense Working Program," and the second "Business Sense Working Data."
- Insert the Business Sense Working Program disk.
- Change its volume name to "Business Sense Program."
- Copy the Business Sense Master Program disk onto the Business Sense Working Program disk by dragging the Master disk icon to the Working disk icon. The Finder

will ask if you want to completely replace the contents of the working disk with the contents of the master disk. You do.

- Eject both disks with Command-Shift-1 and Command-Shift-2.
- Insert the Business Sense Master Data disk.
- Insert the Business Sense Working Data disk.
- Change its volume name to "Business Sense Data."
- Copy the Business Sense Master Data disk onto the Business Sense Working Data disk by dragging the Master disk icon to the Working disk icon. The Finder will ask if you want to completely replace the Working disk with the contents of the Master disk. Click on the Yes button.
- Put the Master disks away for safekeeping.

Installing with a Hard Disk

If you have a hard disk, you already have a System and Finder. It would be a mistake to copy the System folder from Business Sense to your hard disk.

- Turn on the computer.
- Insert the Business Sense Master Program disk.
- Copy the Business Sense program onto your hard disk by dragging the program icon from the floppy disk window to the hard disk icon.
- The Business Sense program should be in the "root" directory of your hard disk, the one you see when you open the hard disk icon.
- Open the hard disk icon to see if it's there.

Decide whether to keep your data on the hard disk or a floppy disk. If you keep your data on a floppy disk, you have more security and privacy. If you keep your data on a hard disk, you get more speed and capacity. If you're undecided, use a floppy disk.

If you decide to keep your data on a floppy disk:

- Eject the program disk with Command-Shift-1.
- Insert the Business Sense Working Data disk.
- Change its volume name to "Business Sense Data."
- Insert the Business Sense Master Data disk.
- Copy the Business Sense Master Data disk onto the Business Sense Working Data disk by dragging the Master disk icon to the Working disk icon. The Finder

will ask if you want to completely replace the working disk with the contents of the master disk. Click on the Yes button.

- Put the master disks away for safekeeping.

If you decide to keep your data on the hard disk:

- Eject the program disk with Command-Shift-1.
- Insert the Business Sense Master Data disk.
- Copy the Company Data folder to the hard disk by dragging the folder icon from the floppy disk window to the hard disk icon.
- Your Company Data folder should be in the "root" directory of your hard disk.
- You may rename this folder, but do not change any file names inside the folder.
- Put the master disks away for safekeeping.
- Later, set passwords according to the instructions in the Company Info Section of Chapter 6: Main Window Icons.
- If you intend to keep books for multiple companies on your hard disk, see the Multiple Companies Section of Chapter 8: Tips for Advanced Users.

COMPANY INFO

Start the Business Sense program. Open the Company Info icon. Enter your company name, address and federal and state employer identification numbers.

Be sure to enter the first month of your fiscal year before you start posting transactions.

GENERAL LEDGER

You can assign the same account numbers that you are already using. Accounts are stored and printed for the Income Statement and Balance Sheet in sequence by Account Type and then Account Number. If you assign account numbers in Account Type sequence, then your Income Statement and Balance Sheet will be printed in Account Number sequence.

Assign Account Numbers

Here's a numbering scheme that corresponds to the accounts on the Demo Disk:

Number Range	Type Code	Account Type	Appears On
1010	Cash	Cash (checking account)	Balance Sheet
1011 to 1499	CA	Current Assets	Balance Sheet
1500 to 1599	Inventory	Inventory	Balance Sheet
1600 to 1899	FA	Fixed Assets	Balance Sheet
1900 to 1999	OA	Other Assets	Balance Sheet
2000 to 2499	CL	Current Liabilities	Balance Sheet
2500 to 2899	LL	Long Term Liabilities	Balance Sheet
2900 to 2999	OL	Other Liabilities	Balance Sheet
3000 to 3099	Equity	Equity (Capital)	Balance Sheet
3100	Close	Close Account	Balance Sheet
4000 to 4499	Revenue	Revenues	Income Statement
4500 to 4999	Returns	Returns and Allowances	Income Statement
5000 to 5999	CGS	Cost Of Goods Sold	Income Statement
6000 to 6999	Expense	Expenses	Income Statement
7000 to 7999	OINC	Other Income/Expense	Income Statement

Any number ranges that follow the same Account Type sequence will work just as well.

Departments and Cost/Profit Centers

Departments name the parts of your business. In the Demo Data, the departments are store locations. Tracking their individual profits is an important management control function.

Department numbers are used for Income Statement accounts only. For each major Revenue, Returns, Cost of Goods Sold and Expense account number, there's a summary account for reporting, and detail accounts for posting transactions. Here are the Revenue accounts in the Demo Data:

Account	Number	Description
Summary	4010	Total Lumber Sales
Detail	4010/01	Lumber Sales—Hermosa Beach Store
Detail	4010/02	Lumber Sales—Santa Monica Store
Summary	4020	Total Building Materials Sales
Detail	4020/01	Bldg Mat'l's Sales—Hermosa Beach Store
Detail	4020/02	Bldg Mat'l's Sales—Santa Monica Store
Summary	4030	Total Plywood Sales
Detail	4030/01	Plywood Sales—Hermosa Beach Store
Detail	4030/02	Plywood Sales—Santa Monica Store

Similar sets of accounts are set up for Returns, Cost of Goods Sold and Expenses.

Product Lines

Product lines can be managed as if they were departments. The three master accounts in the Demo Data, for lumber, building materials and plywood, are itemized in the Income Statement. If there were only one store, these product lines could have been defined as departments under summary accounts. Then Department Income Statements would be printed to review product line profitability.

Account	Number	Description
Summary	4010	Total Sales
Detail	4010/01	Lumber Sales
Detail	4010/02	Building Materials Sales
Detail	4010/03	Plywood Sales

Project/Job Costing

Projects and jobs come and go. The department names can change with them. To produce Department Income Statements for projects or jobs, allocate a block of department numbers, and create a permanent block of Revenue and Expense accounts with generic descriptions. After a job is completed, replace its name in the Departments list with a new job name. The accounts will already be in place:

Dept No.	Department Name (changes)
01	(Inactive - will be reused)
02	Green Remodeling
03	Black Addition
04	White House
05	(Inactive)

Account	Number	Description (stays the same)
Summary	4010	Total Revenue
Detail	4010/01	Project 1 Revenue
Detail	4010/02	Project 2 Revenue
Detail	4010/03	Project 3 Revenue
Detail	4010/04	Project 4 Revenue
Detail	4010/05	Project 5 Revenue

It's difficult to start using departments during the year because you can't convert plain accounts to departmental summary accounts after posting to them. Start with a few departments, then add more departments and corresponding accounts as you need them.

Sub-Accounts

You can create sub-accounts which will be summarized in the Income Statement or Balance Sheet. Here's an example from the Demo Data:

Account	Number	Description
Summary	2018	Federal Payroll Taxes Payable
Detail	2018/0001	Federal Tax Withheld
Detail	2018/0002	FICA Payable

Some users like to indent the Descriptions of sub-accounts with leading spaces.

Enter Chart of Accounts

Open the Chart Of Accts icon and type in your list of accounts. Abbreviate the Account Type field. Make sure you have a master account for each group of departmental or sub-accounts. To have accounts sorted into sequence, close the window and reopen it. Print the list by choosing Print from the File menu.

If you are going to have Accounts Receivable, open the Customers icon and look at the Accounts Receivable information. If you change the master Accounts Receivable account number, change it for all the accounts in the window.

If you are going to have Accounts Payable, open the Vendors icon and look at the Accounts Payable information. If you change the master Accounts Payable account number, change it for all the accounts in the window.

Enter Beginning Balances

After you enter the Chart Of Accts, establish the beginning balance in each account. Using the General Journal, enter a single gigantic transaction embracing the entire trial balance report. In this transaction, enter the total Accounts Receivable amount into the temporary AR account number 1059, and the total Accounts Payable amount into the temporary AP account number 2059. Redistribute these amounts to the individual customer and vendor invoices when you enter the detailed receivables and payables later.

Set Sales Tax Codes

Business Sense will tabulate sales and sales taxes for cash and credit sales. To start using this feature immediately, choose Set Sales Tax Codes in the Function menu.

Cash Method Option

Invoicing Option

Accounts Receivable Listing

Assign Customer Numbers

INVOICING AND ACCOUNTS RECEIVABLE

Smaller companies often keep books using the cash method of accounting. The cash method doesn't use accounts receivable accounts. This eliminates the need for a Customers list and Sales/AR Journal. Delete the Customers accounts or ignore the icon. Post customer invoices when paid to the Cash Receipts Journal.

Printing invoices is offered as an option each time you close the Sales/AR Journal. Sales entries are very similar with or without invoicing.

If you don't print invoices, you can summarize sales line items, but you'll still use multiple lines to distribute a sale to taxable and non-taxable or to product-line Revenue accounts. Make a Recurring Entry to speed your work.

You can begin printing invoices at any time by entering the line items instead of summary lines. Include the purchase order number in the first line description and quantities in the line item descriptions. You can invoice some customers with Business Sense and others manually by batching together the invoices which the computer will print and formatting them appropriately.

Whether you have a folder of open customer invoices, customer ledger cards or a computer listing, you should comb through your accounts to verify the status of invoices before entering them in the computer.

List your customers alphabetically and assign them four-digit sequence numbers. Leave gaps between numbers you assign, so new customers can be added in alphabetic sequence. One way to do this is to assign the middle customer in the list to customer number 5000. Then progressively subdivide the customers into thousands, hundreds and tens.

Enter Customer Data

The Customers icon already contains a master accounts receivable account and a sample customer.

Add customers at the end of the Customers list. When you close the window, Business Sense rearranges the accounts numerically.

Fill in the "More" information for the customers. You could put in all the addresses one day and the credit limits another day, since you can scroll through the More Information screens by clicking on the arrows or the NEXT button.

Enter Open Invoices

Enter the open customer invoices into the Sales/AR Journal. Use two lines per invoice. On the first line, enter the invoice date, the invoice number and invoice amount. Debit the customer account. On the second line, credit the temporary AR account.

If any invoices are open from the prior fiscal year, date them with the first day of the current fiscal year, and enter a description like "Carried forward from Sep 25."

After you've entered the open invoices, reconcile the temporary AR account. To get a printed listing, run an Account History.

Now you'll be able to prepare an Aged AR report, send out meaningful Billing Statements and apply payments properly to the customer invoices.

Cash Method Option

ACCOUNTS PAYABLE

The cash method of accounting doesn't use accounts payable accounts. This eliminates need for a Vendors list and Purchases/AP Journal. Delete the Vendors accounts or ignore the icon. Post vendor invoices when paid to the Cash Disbursements Journal. You can still have Business Sense print the checks.

Pay from Chart of Accts Option

You can address checks directly from the Chart Of Accts by entering Default Address and Alternate Addresses in the More Information screens associated with the accounts. If you do this, you can pay a bill in one step.

Another choice is to enter all bills into the Purchases/AP Journal and pay them with Select AP Payments in the Function menu. This helps you forecast cash requirements and gives you a more realistic AP Aging report.

You can “go down the middle” on this choice. Pay bills which are due immediately using the addresses in the Chart Of Accts. Enter bills with a future due date into the Purchases/AP Journal.



Commitments Option

Some companies go further in forecasting their cash disbursements by entering purchase orders into the Purchases/AP Journal as soon as they're issued. This has the advantage of tracking the order from start to finish. Overbilling, short quantities and late shipments cause adjusting entries that document vendor performance. Some companies find this method too conservative and say it overstates their accounts payable.

Accounts Payable Listing

Whether you have a folder of open vendor invoices, vendor ledger cards or a computer listing, you should comb through your accounts to verify the status of invoices before entering them in the computer. Reconciling with vendor statements is good.



Assign Vendor Numbers

List your vendors alphabetically and assign them four-digit sequence numbers. Leave gaps between the numbers you assign, so new vendors can be added in alphabetic sequence.

Enter Vendors Data

The Vendors icon already contains a master accounts payable account and a sample vendor.

Add vendors at the end of the Vendors list. When you close the window, Business Sense rearranges the accounts numerically.

Fill in the “More” information for the vendors. You could put in all the addresses one day and the discount terms another day, since you can scroll through the More Information screens by clicking on the arrows or the NEXT button.

Enter Open Invoices

Enter the open vendor invoices into the Purchases/AP Journal. Post two lines per invoice. On the first line, enter the invoice date and due date, invoice number and amount. Debit the temporary AP account. On the second line, credit the vendor account.

If any invoices are open from the prior fiscal year, advance the invoice date and due date to the first day of the current fiscal year, and enter a description like "Carried forward from Sep 25."

After you've entered the open invoices, reconcile the temporary AP account. To get a printed listing, run an Account History.

Now you'll be able to prepare an AP Aging report and itemize payments by vendor invoice number.

When to Begin

PAYROLL

You can continue using your present method of preparing the payroll while implementing the other Business Sense modules, and convert payroll processing later.

To enter a payroll service statement, consult the General Journal Section of Chapter 6: Main Window Icons. You could make similar entries in the Cash Disbursements Journal if the money comes from your checking account instead of from a payroll deposit account.

If you use Business Sense to issue the individual paychecks, you should start using the automatic payroll features immediately.

Payroll Summary and W-4 Information

You will need an up-to-date listing of employee wage rates, deductions, addresses, year-to-date earnings and year-to-date withholding.

Assign Employee Numbers

Employee ID is a four-character combination of letters and numbers. If you produce paychecks in more than one cycle, code the payroll cycle into the employee ID.

If you assign Employee ID's in last name sequence with gaps for new employees, the Employees list will be in ID sequence as well as in alphabetic sequence by name.

Enter Tax Tables

Survey the Employees data to determine what filing status combinations are actually used. You may not have to enter all the possibilities. If you overlook a tax table entry, Business Sense will stop and notify you.

If you enter the Tax Tables systematically, the process is very fast. After you enter a line for a given filing status, press the Return key. The new line will nearly duplicate the old one, except the two columns "At Least" and "But Less Than" will be increased based on the range defined in the prior line. Use the Tab key as necessary to change other fields.

To see the information in sequence, close the window and reopen it. Use Print from the File menu to print a review listing.

Enter Employees Wages Information

Scroll through the "More" information screens with NEXT or the arrows to enter Wages1 pay and the payroll expense account. Enter the total year-to-date gross wages on the Wages1 screen. After you enter the initial year-to-date earnings, that field will disappear, so check your work as you go. Enter the standard hours for hourly employees.

You can use the additional Wages screens to itemize overtime, premium pay and incentives. Use multiplication to enter the premium rate based on the regular rate, like this: 1.5*7.75.

Another use for the additional Wages screens is to itemize departmental labor costs or job costs. Enter the expense account numbers now, or wait until you enter the time cards.

Enter Employees Personal Information

Enter the addresses and tax table information by scrolling through the employees with the NEXT button or the arrows.

Enter Employees Withholding Information

Enter the Withholding Information for each employee. It will be faster to enter Federal withholding for all the employees, then FICA for all, and so on.

As you enter the Withholding information, also enter the initial year-to-date withholding. After you enter this figure, the field will disappear. Print W-2 Forms on plain paper to review the year-to-date information.

W2-1099 Initializer

If you need to revise year-to-date earnings or withholding, use the W2-1099 Initializer program, found in the Company Data folder. From the Finder, open the Company Data folder by double-clicking on it. Then start the W2-1099 program by double-clicking on it.

The W2-1099 Initializer does not generate accounting transactions. It adjusts internal year-to-date totals to reflect earnings and withholding not calculated by Business Sense. This ensures that W-2 Forms and 1099 Forms will be accurate. Although the program has radio buttons for selecting months, the entire amount may be entered for the first month.

BUDGETING

Small and medium-sized businesses often think budgeting is too hard to do. Modern spreadsheet programs make it easier to model your business, and you may find it practical to begin budgeting now. It's easier to forecast overhead if you use a spreadsheet to break it into components such as rent and telephone.

You can enter a budget anytime, or revise it anytime. You can produce Income Statements with or without budget comparisons, so you can try budgeting without embarrassment. See the Enter Budget Information command in Chapter 7: Pull-Down Menu Commands.

If you're not responsible for setting budgets, print a blank budget report for the budgeter, so you'll get the information in the form you want. Budget amounts are often the same for every month; in that case, only the first month's budget needs to be filled in. Another way to get started is to use Write to File in the File menu to export your Chart Of Accts to a spreadsheet program.

CHAPTER 5:

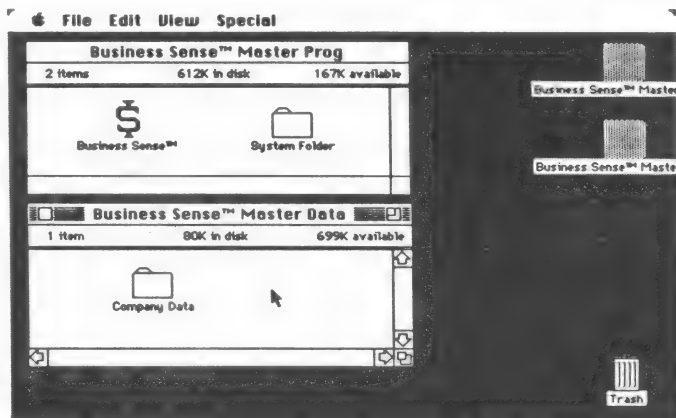
USING BUSINESS SENSE

STARTING BUSINESS SENSE

If you are using floppy disks, insert the Business Sense Working Program disk in the internal disk drive.

If your data is on a floppy disk, insert your data disk into the other drive.

Turn the Macintosh on. After a few seconds, the Finder, or Desktop, will appear:



The two icons of interest are:

- **Business Sense**, the program icon.
- **Company Data**, the folder of data files.

Double-click on the Business Sense program icon, or select it and choose Open from the File menu. Business Sense will start, will locate the Company Data folder, and will display the title screen, as shown on page 5-2, for a few seconds.

BUSINESS SENSE™

MONOGRAM

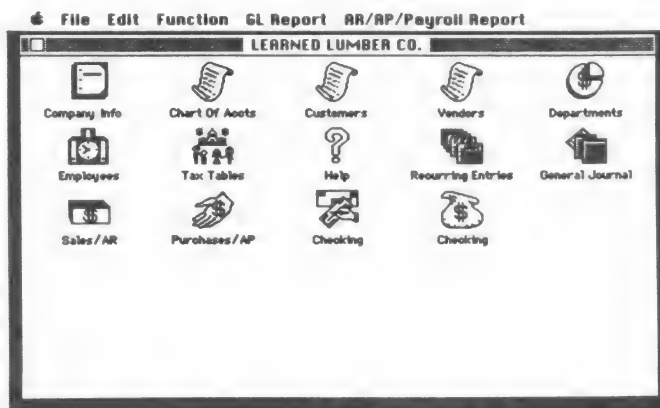
Click the mouse to proceed immediately. In any case, in a few seconds the title screen will be replaced with either the password dialog or the Main window.

If you have set passwords, a dialog box will appear:

Please Enter Your Password and hit return

Type in a password and press the Return key. You will get a second try if you make a mistake. If the second attempt fails, the program will return to the Finder.

When you have entered the password, you will see the Main window and the pull-down menus:



When the Main window appears, you can begin working with your data. Chapter 6: Main Window Icons explains how to use each icon. Chapter 7: Pull-Down Menu Commands discusses each of the menu choices.

ENDING A SESSION

Don't shut off your computer while Business Sense is still running! Some new transactions might be lost. Worse, your data files could be left partially updated, forcing you to restore the data from your backup files.

Control Log

Before you stop, check your results. You should keep track of total checks and deposits and total receivables and payables. Keep a control log showing the status of the data and which batches of entries have been made, to be sure nothing has been lost, overlooked, entered with the wrong amount or posted twice. If anything should go seriously wrong with your data, the control log will show which backup disks were created when, and which transactions should be entered again to re-establish current and consistent files.

Using a control log is like auditing as you go:

- Run a tape of the vendor checks and a tape of other checks.
- Run tapes of today's customer invoices and vendor invoices, or choose Hash Totals from the Function menu before closing the Sales/AR or Purchases/AP window.
- Allocate your deposit ticket total into receipts on account and other cash received.
- Post these batch totals to the control log. On separate lines, enter the batch totals:

Type of transaction	Deposits	Checks	Accounts Receivable	Accounts Payable
Cash received on account	+		-	
Cash sales	+			
Other cash received	+			
Checks to vendors		+		-
Other checks		+		
Sales on account			+	
Purchases on account				+

- Calculate total checks and deposits since the beginning of the month.
- Calculate total accounts receivable and accounts payable.

Now check your figures.

- Confirm these totals with Business Sense.
- Close any journals first, to post new transactions.
- Choose Account History in the GL Report menu.
- Click on the current month.
- Enter the number of the Cash account.
- Click on the SHOW button.
- Click on the OK button.
- Scroll to the bottom of the report, and look at the total checks and deposits.
- If the figures match your control sheet, close the report window.
- Choose Balance Sheet from the GL Report menu.
- Click on the OK button.
- Compare the accounts receivable and accounts payable totals with your control log.
- Close the Balance Sheet window.

Here are three methods of keeping control sheets:

• Journal Printouts

If you print all five journals often, you have what you need in the printouts. Indicate the corresponding backup disk on the reports.

- **Manual control log** is photocopied from Appendix H and the account totals are maintained like a personal checkbook register:

Business Sense Control Sheet

Date	Opr	Description	Batch Total	Deposits	Checks	Accounts Receivable	Accounts Payable	Backups
2/27	RSH	Beginning Balances		52052.00	17759.62	30327.18	8227.61	Yellow
2/28	RSH	Bills #1229-1233	1202.50		18962.12			
2/28	RSH	Received on Acct 2/27	2558.07	54610.07		27769.11		
2/28	RSH	Sales Invoices #23133-39	1662.89			29432.00		
2/28	RSH	Payables Checks # 1234-1241	755.10		19717.22		7472.51	Green
2/28	RSH	Payroll #1242-1246	3100.00		22817.22			Blue

Business Sense Control Spreadsheet

Date	Opr	Description	Deposits	Checks	Accounts Receivable	Accounts Payable	Backups
2/27	RSH	Beginning Balances	52052.00	17759.62	30327.18	8227.61	Yellow
2/28	RSH	Pay Bills #1229-1233		1202.50			
2/28	RSH	Received on Acct 2/27	2558.07		-2558.07		
2/28	RSH	Sales Invoices #23133-41			1662.89		
2/28	RSH	Payables Checks #1234-1241		755.10		-755.10	Green
2/28	RSH	Payroll #1242-1246		3100.00			Blue
Current Balance			54610.07	22817.22	29432.00	7472.51	

- **Spreadsheet control log** is an electronic spreadsheet file. Annotate the control log printout in pencil daily. Weekly, transfer the figures to the spreadsheet, print the revised control log and compare the totals to screen reports.

Archive Transactions

For the first month you use Business Sense, consider printing lists and journals each day they are modified. If you made some General Journal entries today, click on the General Journal window to bring it to the top, and choose Print from the File menu.

It's a good idea to hold daily work for one day in a manila folder. When you put today's daily work into the manila folder, file yesterday's.

It's smart to back up transactions for longer than a day, if you can. Rather than throw out data entry papers and printouts not needed for other purposes, put them in a desk drawer. When the drawer gets full, throw out the bottom half of the drawer's contents.

Close Windows and Quit

The proper way to end a session with Business Sense is to close all lists, journals and reports and choose Quit from the File menu.

If the Quit command is dimmed, you must close something. Closing a window posts the changes and updates the interlinked files.

When you choose Quit, the program will terminate, and you will be returned to the Finder, or Desktop.

Back Up Company Data Files

If you keep the Company Data folder on a floppy disk system, here's a step-by-step procedure for making a backup copy

You're not done until you protect your company's financial records with a backup copy. This is absolutely essential. The more experience people get with computers, the more systematic they become about backing up their work. People learn the hard way, but maybe you'll be lucky and benefit from their experience. A thunderstorm or a glitch in the machine could make your current data disks stop working. If that happens, you need to be able to re-establish your company's financial records from backup disks and recent transaction information.

Here's the plan: Back up your Company Data folder at least every day. Label disks with color codes or numbers or days of the week to distinguish the disks. Cycle through five or 10 backup disks. Make month-end and year-end archive disks.

- Eject the program disk, if necessary.
- Select a backup disk. Don't use the same backup disk every time. Rotate five to 10 disks so that you have many backup disks. The first time you use a disk to back up your Business Sense files, initialize it or choose Erase Disk from the Special menu.
- Insert the backup disk.
- Drag the Company Data disk icon to the backup disk icon. Make sure the backup disk has the word "BACKUP" or "BAK" in its disk name. You don't want to make the mistake of dragging the *wrong way*, which would copy your backup disk to your data disk!
- You will be asked if you want to completely replace the backup disk with the contents of the data disk. You do.
- Wait for the files to be copied. Now your backup disk contains the same information that your working disk contains.
- Eject the backup disk and the data disk.
- Put the backup disk in a safe place. Monthly, take a backup disk to another site.
- Put the data disk in a safe place. Lock it up.
- Keep track of which backup disk was made on which day.

If you keep the Company Data folder on a hard disk, here's a step-by-step backup procedure

- Select a backup disk. Don't use the same backup disk every time. Rotate five to 10 disks so that you have many backup disks. The first time you use a disk to back up your Business Sense files, initialize it or choose Erase Disk from the Special menu.
- Insert the backup disk.
- Drag the Company Data folder to the backup disk icon.
- You will be asked if you want to replace files with the same names. You do.
- Wait for the files to be copied.
- Eject the backup disk.
- Put the backup disk in a safe place. Monthly, take a backup disk to another site.
- Keep track of which backup disk was made on which day.

If your Company Data folder exceeds 800K

If you keep your data on a hard disk, your data files may get too big for one floppy disk. When you try to make a backup copy, the Finder will complain that the files won't fit. Do this:

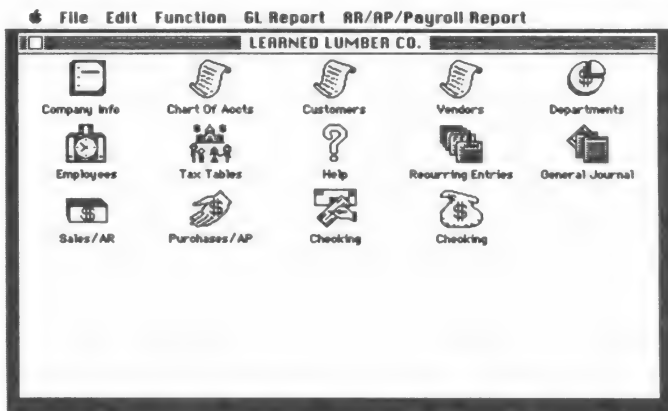
- Select the backup disk and choose Erase Disk from the Special menu. Maybe some extra, unneeded files were on that disk. Now try to copy the Company Data folder to the backup disk again. If it works, continue your usual procedure. If your files still won't fit, then do the following:
- Open the Company Data folder by double-clicking on it or by selecting it and choosing Open in the File menu.
- Choose By Size or By Name from the View menu.
- Add up the sizes of the files, and divide by two.
- Allocate the files into two groups, "A" and "B," roughly equal in total size.
- Write down the names of the files in Group A and the names of the files in Group B. Keep this list. Count the files to make sure you haven't missed any.
- Choose By Icon from the View menu.
- Drag the files around in the window until the files for Group A are in one rectangular area, and the files for Group B are in another rectangular area.
- Choose Clean Up in the Special menu.

Thereafter, do this to make backups:

- Open the Company Data folder.
- Always back up Group A files onto disk A and Group B files onto disk B. Consult your list of files if the files are jumbled in the folder window.
- Select a pair of backup disks. Use many pairs of disks. Mark them carefully on the outside and in the disk name. Initialize them or choose Erase Disk from the Special menu. Mark the fifth set of backups like this "ACCTS BAK 5A" and "ACCTS BAK 5B." You must keep the disks in coherent pairs. If you jumble the pairs, they will be useless.
- Insert Backup Disk A.
- Select the data files in Group A, by dragging a rectangle around them or by holding the Shift key while clicking on their icons.
- Drag one of the selected files to the backup disk icon. The rest will follow.
- You will be asked if you want to replace files with the same names. You do.
- Wait for the files to be copied.
- Eject Backup Disk A.
- Insert Backup Disk B.
- Select the data files in Group B.
- Drag one of the selected files to the backup disk icon.
- Answer Yes; you want to replace files with the same names.
- Wait for the files to be copied.
- Eject Backup Disk B.
- Keep the pairs of backup disks together in a safe place.

CHAPTER 6: MAIN WINDOW ICONS

Fourteen icons appear in the Main window:



The icons represent lists and journals containing your accounting data. This is the story of each icon:

ICON NAME

CONTAINS



Company Info

Company tax ID numbers, address, fiscal year date and passwords.



Chart Of Accts

List of chart of accounts, with optional addresses.



Customers

List of master and detail accounts receivable accounts, with bill-to addresses and multiple ship-to addresses, terms and discounts, commission assignments and rules for assessing finance charges.



Vendors

List of master and detail accounts payable accounts, with addresses and discount rules.



Departments

List of departments, profit/cost centers or projects/jobs.



Employees

List of employees, with addresses, wage rates, year-to-date earnings and withholding information.



Tax Tables

List of withholding amounts for federal, state and local taxes, by pay period, filing status, number of exemptions and gross pay range. Used only for taxes with progressive rates.



Help

Instructions for using the program.



Recurring Entries

"Canned" transactions used to speed entries.



General Journal

Journal for non-cash entries, such as depreciation and account transfers.



Sales/AR

Journal for charge sales invoices. Open and closed invoices are kept here.



Purchases / AP

Journal for credit purchases invoices. Open and closed invoices are kept here.



Cash Disbursements

Journal for checks.



Cash Receipts

Journal for deposits.

In addition to these 14 icons, there will be an additional Cash Disbursements Journal icon and Cash Receipts Journal icon for each additional Cash (checking) account in the Chart Of Accts list.

Opening Icons

To open a Main window icon, position the mouse pointer on the icon and click the mouse button. This will open a window for entering and viewing the icon's information. Since Business Sense icons don't move, you only have to click once to open them.

You can have more than one icon open at a time. To open more icons, uncover the Main window: either click on an exposed corner of the Main window, or choose Open Main Window from the File menu.

Scroll

A scroll bar on the right side of the window allows you to move toward the beginning or end of the information. Click the mouse pointer on the arrows to scroll one line at a time. Click in the "elevator shaft" to scroll one window at a time. Drag the elevator to go anywhere.

COMPANY INFO



The Company Info icon stores the Company's tax ID numbers, address, fiscal year date and passwords.

When you open the Company Info icon, a dialog box will appear. A dialog box is different from a window: you must finish your work here before you can use another window:

Co. Name	LEARNED LUMBER CO.
Addr 1	6700 Hermosa Way
Addr 2	
City,State	Hermosa Beach, CA
Zip Code	90415
Federal ID#	95-1234567
State ID#	111-2222
First Month of Fiscal Year	01
If you enter a password, please write it down in case you forget it!	
Unrestricted Password	
Restricted Password	
OK Cancel	

To edit this information, use the Tab key to advance from field to field, or click on a field with the mouse pointer to select it.

The fields in the Company Info dialog box are:

- **Co. Name** will appear at the top of the Main Window, and on reports.
- **Addr 1** and the next five fields are used for printing 1099 and W-2 Forms.
- **Addr 2**
- **City, State**
- **Zip Code**
- **Federal ID#**
- **State ID #**
- **First Month of Fiscal Year** (01 = January) sets the order of months in the dialog boxes for report dates.
- **Unrestricted Password** if not blank, is required to start Business Sense with all its features available.
- **Restricted Password** if not blank, is required to start Business Sense for data entry. The restricted user can't open the Company Info or Employees icons, can't produce the Income Statement, Balance Sheet, Ratio Report, Customer Analysis, Vendor Analysis or Payroll Report, and can't Generate Payroll.

Passwords

The passwords are initially blank. If you leave them blank, the title screen will automatically switch to the Main window. If you set the passwords, a dialog box will require you to type either the unrestricted password or the restricted password to get from the title screen to the Main window. If you type the restricted password, you will have access to only the less sensitive features of the program.

Don't use passwords if you keep your data on floppy disks. Lock up your data disks instead.

To set the passwords, choose two short secret words and type them into the edit boxes. To change or remove the passwords, start the program with the unrestricted password, then edit the passwords. Set both passwords if you set one. Otherwise, you're locking the front door, but not the back door. Passwords are case-sensitive, so use lower-case letters. Don't forget your passwords!

Click on the OK button to close the Company Info, or click on the Cancel button to leave the Company Info unchanged.

If you have entered new passwords, a dialog box will appear requesting that you confirm the new passwords by typing them again:

A new password has been entered. Please retype here to verify.

Unrestricted Password

Restricted Password

CHART OF ACCTS



This list contains the chart of accounts with optional addresses.

When you click on the icon, the Chart Of Accts window will appear:

Chart Of Accts		
LEARNED LUMBER CO.		
For the month of February, 1987		
Account No.	Account Type	Description
1010	Cash	Checking
1020	CR	Money Market Account
1025	CR	Deposits Paid
1030	CR	Prepaid Insurance - Fire
1031	CR	Prepaid Insurance - Trucks
1040	CR	Prepaid Taxes
1500	Inventory	Beginning Inventory - Lumber
1501	Inventory	Purchases - Lumber
1510	Inventory	Beginning Inventory - Building Materials
1511	Inventory	Purchases - Building Materials
1520	Inventory	Beginning Inventory - Plywood
1521	Inventory	Purchases - Plywood
1590	Inventory	Purchase Discounts
1700	FA	Trucks
1701	FA	Accumulated Depreciation - Trucks

The fields in the Chart Of Accts window are:

- **Account No.** can appear in any of these three forms:

<u>Account</u>	<u>Looks like</u>	<u>Specifications</u>
Ordinary	AAAA	four-digit number.
Department	AAAA/DD	four-digit master account /two-digit department number. Always an Income Statement account.
Sub-Acct	AAAA/SSSS	four-digit master account /four-digit sub-account.

Consult Chapter 4: Starting Your Accounting System for advice about numbering your chart of accounts.

- **Account Type** categorizes accounts for the Income Statement and Balance Sheet.

The Balance Sheet Account Types are:

<u>Code</u>	<u>Name</u>
Cash	Cash
CA	Current Asset
Inventory	Inventory
FA	Fixed Asset
OA	Other Asset
CL	Current Liability
LL	Long Term Liability
OL	Other Liability
Equity	Equity (Capital)
Close	Close (Retained Earnings)

The Income Statement Account Types are:

<u>Code</u>	<u>Name</u>
Revenue	Revenue
Returns	Returns and Allowances
CGS	Cost of Goods Sold
Expense	Expense
OINC	Other Income/Expense

- **Description** is the account name.

The Chart of Accts list is maintained in Account No. sequence within Account Type sequence. If you have assigned account numbers in Account Type sequence, the Chart Of Accts will be in Account No. sequence as well.

Add an Account

To add an account, enter it at the end of the list. Business Sense will rearrange the accounts by account type and then account number when you close the window. The next time you open this window, the accounts will be in sequence.

Change an Account

Don't change the Account No. or Account Type of an account after you have used it for transactions. You can change the Description anytime. Rather than change the Account No. or Account Type, change the Description to "Old ..." and create a new account with the desired Account No. and Account Type.

Delete an Account

You will not be allowed to delete an account if there has been any activity to it, even if the account balance is now zero. This is done so you won't accidentally delete important financial history.

To delete an unused account, click on the account to be deleted. Then select Delete a Line from the Edit menu.

Extending from the left side of the window, a small "More" tab points to the current account. This tab can be used to call up additional information about the account. Click on the More tab with the mouse, and a dialog box will appear:

More

Account Name Telephone-Hermosa Acct# 6065/01

Name General Telephone

Address 1 PO Box 4392

Address 2

City, State Los Angeles, CA

Zip Code 92588

Ⓢ Default Address

☐ Address 1 ☐ Address 4 ☐ Address 7

☐ Address 2 ☐ Address 5 ☐ Address 8

☐ Address 3 ☐ Address 6 ☐ Address 9

SHOW

NEXT

DONE

To edit this information, use the Tab key to advance from field to field, or click on a field with the mouse pointer to select it.

The dialog box contains payee names and addresses. The payee name and address will be printed on checks whose first line is posted to this account.

- **Account Name** and **Acct#** are already filled in for this account.
- **Name** is the payee name.
- **Address 1** is either a street address or an Attention: line.
- **Address 2** is a street address, post office box, suite number, mail station or blank.
- **City, State** is part of the payee address.
- **Zip Code** can be up to 10 characters.
- **Radio buttons: Default Address, Address1, ..., Address9** let you select 10 different payee names and addresses for this account. For example, you might issue

checks from the Telephone Expense account to the phone company, long distance carrier, answering service and equipment supplier. You can store names and addresses for each of these payees in one account. To add another address, click on a radio button and the dialog box for this address will be replaced with a similar one for another address.

When you post the first line of a Cash Disbursements Journal entry to this account, use the AD field in the journal to specify which name and address to print on the check. If you leave the AD field blank, the Default payee name and address for the account will appear on the check.

When you choose Print Mailing Labels from the File menu, Business Sense will make mailing labels for all of these addresses.

Control buttons

You can enter payee addresses for other accounts without going back to the Chart Of Accts window:

- **SHOW** is used for the name to number lookup shortcut described in the Shortcuts Section of Chapter 3: Tips for Users: change the Account Name edit box to the first few letters of the new account name, and click on the SHOW button, then fine-tune with the arrows.
- **NEXT** moves to the next account in sequence, or you can press the Return key or click on the down arrow. Clicking on the up arrow takes you backwards to the previous account in sequence.
- **DONE** returns you to the Chart Of Accts window.

These lookup and scrolling controls work the same for all lists.

CUSTOMERS LIST



This list contains the master accounts receivable account and detail accounts for each customer. Each customer has a bill-to address and multiple ship-to addresses, shipping information, credit limit, rules for assessing finance charges, terms and commission assignments.

When you click on the icon, the Customers window will appear as shown on the following page.

More

Bill/Ship	Name	Allen Contractors	Acct#	1050/0100	
Bill To	Addr1	556 South Hill			
	Addr2				SHOW
Ship To 1	City,State	Long Beach, CA			NEXT
Ship To 2	Zip Code	96881			DONE
Ship To 3	Contact	Ralph Miller			
Ship To 4	Phone#	213-778-5500	Terms	2% 10, Net 30	
Ship To 5	FOB	Hermosa	Discount Acct#	4500/01	
Ship To 6	Ship Via	Truck	Sales Person ID	1000	
Ship To 7	Credit Limit	15000.00	Commission	7.00 %	
Ship To 8	Finance Charges	1.00 %	Over	30 Days	
Ship To 9	Minimum Charge		Revenue Acct#	4200	

To edit this information, use the Tab key to advance from field to field, or click on a field with the mouse pointer to select it.

The dialog box contains addresses, credit and commission information:

- **Name** and **Acct#** are already filled in for this customer.
- **Addr1** might be "Attn: Accounts Payable".
- **Addr2**
- **City,State**
- **Zip Code**
- **Contact** is the name of your accounts payable contact person.
- **Phone#** is that person's phone number, which appears on the AR Aging report.
- **FOB** will appear on invoices.
- **Ship Via** will appear on invoices.
- **Credit Limit** if exceeded, will generate a reminder asking you whether you want to issue the invoice anyway. Zero here means no reminders.
- **Finance Charges** is the percentage of the overdue balance that will be assessed each time you invoke Apply Finance Charges in the Function menu.
- **Over** ☐ **Days** defines when an invoice is overdue and subject to Finance Charges. This is not the same as Terms.
- **Minimum Charge** will be applied if a smaller finance charge is calculated, unless no invoices are overdue.

- **Revenue Acct#** receives finance charges.
- **Terms** will appear on invoices.
- **Discount Acct#** receives discounts you credit when you Apply AR Payments in the Function menu.
- **Sales Person ID** identifies the employee who is responsible for this customer, using the employee ID Number from the Employees list. Entering this information allows you to print a Sales Commissions report.
- **Commission** is the percentage of the invoice amount that will be tabulated in the Sales Commissions report.
- **Radio buttons: Bill To, Ship To 1, ..., Ship To 9** let you store 10 different addresses for this customer. To add another address, click on a radio button and the dialog box for this address will be replaced with a similar one for another address.

When you post the first line of a Sales/AR Journal entry to this account, use the ST field to specify which name and address to print as the Ship-To address on the invoice. The invoice will also show the Bill-To address. If you leave the ST field blank, the Ship-To address will be the same as the Bill-To address.

Credit Limit, Finance Charges, Over ☐ Days, Minimum Charge, Revenue Acct#, Terms, Discount Acct#, Sales Person and Commission fields have the same values for all addresses.

Business Sense can make mailing labels for all of these addresses.

Clicking the DONE button returns you to the Customers window.

VENDORS LIST



This list contains the master accounts payable account and detail accounts for each vendor. Each vendor has an address for checks.

When you click on the icon, the Vendors window will appear:

[illegible]

The fields in the Vendors window are:

- **Vendor No.** is in the form "AAAA/VVVV," a four-digit master accounts payable account number, followed by a four-digit vendor sequence number. The first line in the window is the master accounts payable account. See Chapter 4: Starting Your Accounting System about assigning vendor numbers.
- **1099 Type** to identify the type of compensation on Form 1099. If the vendor is not an individual, leave this field blank. The following values are allowed:

<u>1099 TYPE</u>	<u>DESCRIPTION</u>
(blank)	(no 1099, not an individual)
Rents	Rents
Royalty	Royalties
Prizes	Prizes and Awards
Fishing	Fishing Boat Proceeds
Nonempl	Non Employee Compensation
Medical	Medical and Health Care
Subpay	Substitute Payments

- **Vendor Name** is a company or individual name.
- **Recipients 1099 ID #** if 1099 Type is not blank, enter the Social Security number or Employer Identification number.

More

The Vendors list is maintained in Vendor No. sequence. If you have assigned vendor numbers in alphabetic sequence, the Vendors will be in alphabetic sequence as well.

Extending from the left side of the window, a small "More" tab points to the current account. This tab can be used to call up additional information about the vendor. Click on the More tab, and a dialog box will appear:

Name	Acme Sash & Frame	Acct#	2050/0150	
Addr1	788 Forrest Lane			
Addr2				
City,State	Mendicino, CA			
Zip Code	96659			
Discount Terms:				
Discount	2.00	% before	10	Days
Discount Acct#	1590			

SHOW

NEXT

DONE

To edit this information, use the Tab key to advance from field to field, or click on a field with the mouse pointer to select it.

The dialog box contains address and discount data:

- **Name** and **Acct#** are already filled in for this vendor.
- **Addr1** will be printed on vendor checks; and appears in the envelope window. Business Sense can make mailing labels for vendors.
- **Addr2**
- **City,State**
- **Zip Code**
- **Discount** ☐ **% before** ☐ **Days** is the percentage discount and the maximum number of days after the invoice date to take the discount. In Select AP Payments in the Function menu, Business Sense provides an option to Select All Discountable invoices. When you click the Select All Discountable check box, eligible invoices will be selected and discounts will automatically be taken.

- **Discount Acct#** is the account number to which discounts will be posted. This field is used for discounts taken automatically as above and also for discounts typed into the Vendor Ledger Card when you select Pay Individual Invoices in the Select AP Payments command.

Clicking the DONE button returns you to the Vendors window.

DEPARTMENTS LIST



This list contains the names of the departments, cost centers, projects or jobs. It is maintained in sequence by department number.

When you click on the icon, the Departments window will appear:

[illegible]

The fields in the Departments window are:

- **Dept No.** is a two-digit number, from 01 to 99.
- **Department Name** will appear on the Department Income report.

The Departments list is maintained in Dept No. sequence.

EMPLOYEES LIST



The Employees list contains payroll information including employee address, multiple wage rates, year-to-date earnings, deductions and filing status.

When you click on the icon, the Employees window will appear:

[illegible]

The fields in the Employees window are:

- **ID** is the employee identification code, which can be any combination of up to four letters and numbers. This is the same as the Sales Person ID for commission assignments in the Customers window. If you need to run separate payrolls for groups of employees, make the group code part of the ID. Then you can Find Name or Number in the Edit menu to underline groups of employees for separate payroll runs.
- **Pay Type** is either hourly or salaried. When entering new employees, this field is skipped and assigned from the line above. If you click on this field, it will toggle between HOUR and SALR. If the Pay Type is HOUR, enter both Pay per Hour and hours in the Wage Information More pages. If the Pay Type is SALR, enter only the Pay, which is for one pay period.
- **Employee Name** should be in the form "Lastname, Firstname" so you can find employees easily by last name.
- **Social Security #** with hyphens.

The Employees list is maintained in Employee Name sequence. If you enter employee names as "Lastname, Firstname" the employees will be in sequence by their last names. When checks are printed, if the name contains a

Wage Information

More

comma, the parts of the name before and after the comma will be interchanged. If there is no comma, the name will be printed without change. Enter middle initials last, and trailers before the comma. For "Fuller Jr., Richard B." the paycheck will show "Richard B. Fuller Jr."

Extending from the left side of the window, a small "More" tab points to the current employee. This tab can be used to call up three screens of additional information. Click on the More tab, and the first dialog box will appear:

Wage No.	Name	Brown, John J.	ID	1000	
Wages 1	☒ Pay	1250.00	Per period,		SHOW NEXT DONE
Wages 2	☐ Expense Account	6045/01			
Wages 3	☐				
Wages 4	☐ Other Reimbursements				
Wages 5	☐ Account Number				
Wages 6	☐ Other Reimbursements				
Wages 7	☐ Account Number				
Wages 8	☐		Tips		
Wages 9	☐ Fringe Benefits				
Wages 10	☐				
			Personal Information Withholding		

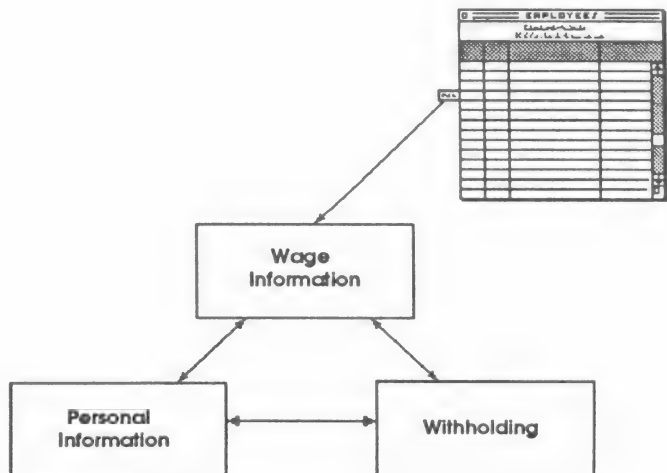
To edit this information, use the Tab key to advance from field to field, or click on a field with the mouse pointer to select it.

The dialog box contains information to calculate gross wages:

- **Radio buttons: Wages1, Wages2, ..., Wages10** give you the ability to pre-set 10 pages of wages. For an hourly employee, Wages1 would be regular earnings, Wages2 would be overtime earnings, and so on. You may establish wages pages for commissions, holiday pay, bonuses and sick pay. Each wage category will be itemized by number on the paychecks.
- **Name and ID#** are already filled in for this employee.
- **Pay** ☐ **Per hour**, ☐ **hours** is used to calculate gross pay. For hourly employees, enter both figures. For salaried employees, enter the salary for the pay period in the first box. All of the wage calculations for this employee are hourly or salaried, controlled by Pay Type in the Employees window.

- **Expense Account** is the Chart Of Accts account for payroll expense.
- **Initial YTD Gross** is the amount of earnings already received before starting the Business Sense payroll function. After this amount has been entered and added to YTD earnings for W-2 reporting, the field will disappear.
- **Other Reimbursements** is a miscellaneous non-taxable amount to be paid.
- **Account Number** is the account to which the Other Reimbursement is to be charged.
- **Other Reimbursements** is a second miscellaneous non-taxable amount.
- **Account Number** is the account charged for the second Other Reimbursement.
- **Tips** are reported for income tax purposes, but not paid by payroll check.
- **Fringe Benefits** are reported for income tax purposes, but not paid by payroll check.

There are two more types of More information for each employee, in addition to this Wage Information. You can click on the Withholding button to edit the tax rates and deductions pages, or on the Personal Information button to edit the employee address and filing status page:



Withholding

More

You can enter wages and hours for other employees by clicking on the arrows.

From any of these three additional information screens, click on the DONE button to return to the Employees list.

The Withholding dialog box contains information to calculate deductions:

Withholding	Name	Brown, John J.	ID	1000	
Federal	☒	Withholding Acct #	2018/0001		SHOW
FICA	☐	Amt	228.00	Or	% Withheld
State	☐	NET Max To Withhold			NEXT
Local	☐		☐ Use Tax Table		DONE
Other 1	☐	-----Employer Portion-----			
Other 2	☐	☐ Withhold From Employer			
Other 3	☐	Amt		Or	% Withheld
Other 4	☐	NET Max To Withhold			
Other 5	☐	Expense Account			
Other 6	☐	Liability Account			
		Wage Information		Personal Information	

- **Radio Buttons: Federal, FICA, State, Local, Other 1, ..., Other 6** let you calculate up to 10 payroll deductions. Each withholding screen has its own rules, rates and accounts.
- **Name** and **ID#** are already filled in for this employee.
- **Withholding Acct #** is often a sub-account of payroll taxes payable. This is the account which receives the withholding. It is a current liability.
- **Amt** ☐ **Or** ☐ **% Withheld** either a dollar amount or a percentage may be specified. Do not enter both an amount and a percentage.
- **NET Max To Withhold** for taxes such as FICA, enter the maximum annual tax. Zero means no limit.
- **Use Tax Table** is an option for Federal, State and Local taxes. For other deductions, this check box will be dimmed. If you turn this check box on, the amount withheld will depend on the filing status entered in the Personal Information and on the Tax Tables values.
- **Initial YTD Balance** is the amount already withheld for this tax.

- **Withhold From Employer** is a check box which enables matching deductions for FICA taxes, stock purchase plans, or charitable donations. When you generate the payroll, a separate two-line entry will be made into the General Journal for the employer contribution for each employee.
- **Amt ☐ Or ☐ % Withheld** should be the same as the employee rate for FICA. For other deductions, it can be any rate.
- **NET Max To Withhold** is the maximum amount of the employer contribution in one year. Zero means no limit.
- **Expense Account** is usually payroll expense or payroll taxes expense.
- **Liability Account** is often a sub-account of payroll taxes payable. It may be the same as the Withholding Acct above. It is a current liability.

You can click on the Wage Information button to go to the wages pages, or on the Personal Information button to go to the address and filing status page. You can enter deductions for other employees by clicking on the arrows.

Click on the DONE button to return to the Employees list.

Personal Information

More

Name	Brown, John J.	ID	1000	⬆ ⬇ ⬆
Addr1	2598 West Hill St.		SHOW	
Addr2				
City, State	Gardena, CA		NEXT	
Zip code	90556		DONE	
----- Tax Table Information -----				
	Federal	State	Local	
Marital Status (S,M,U)	S	U		
Payroll Period (W,B,S,M,D)	S	S		
Allowances (0,1,...,10)	1	1		
Withholding		Wages		

The dialog box contains employee mailing address and filing status:

- **Name** and **ID#** are already filled-in for this employee.
- **Addr1** and the next three fields will appear on the paycheck and W-2.
- **Addr2**

- **City, State**
- **Zip code**
- **Tax Table Information** gives the filing status for Federal, State and Local Tax Tables. The information is specified for each of these taxes. Omit these entries for taxes which don't use the Tax Tables.
- **Marital Status (S,M,U)** is Single, Married, or Unmarried Head of Household.
- **Payroll Period (W,B,S,M,D)** is Weekly, Bi-weekly, Semi-monthly, Monthly, or Daily.
- **Allowances (0,1,...,10)** is the number of deductions or exemptions allowed.

You can click on the Wage Information button to go to the wages pages, or on the Withholding button to go to the tax rates and deductions pages. You can enter addresses and filing status for other employees by clicking on the arrows.

Click on the DONE button to return to the Employees list.

Prepare Payroll

Business Sense will calculate the gross pay, withholding and net pay for all employees or selected employees, based on hours, pay rates and withholding information stored in the Employees list. The program also creates General Journal entries for the employer FICA contribution. You can then print paychecks with itemized deductions. The procedure for running a payroll is shown under the Generate Payroll command in the Function menu, in Chapter 7: Pull-Down Menu Commands.

New Hire

When an employee is hired, assign an ID code, enter the Wage, Withholding Information and Personal Information screens, and verify that the Tax Tables cover this person's filing status.

Termination

When an employee leaves, zero the Pay field and zero any fixed withholding amounts. Keep the Personal Information so a W-2 Form can be mailed.

TAX TABLES



The Tax Tables contain information for progressive-rate taxes. There can be Federal, State, and Local tables. The Tax Tables are not linked to the other files in the company data folder, so you may copy them independently of other files.

When you click on the icon, the Tax Tables window will appear:

Tax Tables						
LEARNED LUMBER CO.						
For the month of February, 1987						
Table	Marital Status	Payroll Period	Wh Al	At Least	But Less Than	Amount to Withhold
Federal	Single	Semi-Mon		700.00	720.00	100.00
Federal	Single	Semi-Mon		720.00	740.00	103.00
Federal	Single	Semi-Mon		740.00	760.00	109.00
Federal	Single	Semi-Mon		760.00	780.00	114.00
Federal	Single	Semi-Mon		780.00	800.00	120.00
Federal	Single	Semi-Mon		800.00	820.00	125.00
Federal	Single	Semi-Mon		820.00	840.00	131.00
Federal	Single	Semi-Mon		840.00	860.00	134.00
Federal	Single	Semi-Mon		860.00	880.00	142.00
Federal	Single	Semi-Mon		880.00	900.00	148.00
Federal	Single	Semi-Mon	1	1200.00	1220.00	215.00
Federal	Single	Semi-Mon	1	1220.00	1240.00	221.00
Federal	Single	Semi-Mon	1	1240.00	1260.00	228.00
Federal	Single	Semi-Mon	1	1260.00	1280.00	235.00
Federal	Single	Semi-Mon	1	1280.00	1300.00	242.00

The fields in the Tax Tables window are:

- **Table** is Federal, State, or Local. You can abbreviate F, S or L, and Business Sense will convert the entry to its standard format.
- **Marital Status** is Single, Married or Unmarried Head of Household. You can abbreviate as S, M or U.
- **Payroll Period** is Weekly, Bi-weekly, Semi-monthly, Monthly or Daily. You can abbreviate W, B, S, M or D.
- **Wh Al** is the number of withholding allowances, 0, 1, ..., 10.
- **At Least** is the minimum gross earnings for this line to apply.
- **But Less Than** is the top of the range.
- **Amount to Withhold** per pay period.

The Tax Tables are maintained in sequence by fields from left to right in the window. All the Federal entries come first. Within these, the lines are listed in order of Marital Status, Payroll Period, Wh Al and At Least.

Enter Tax Tables

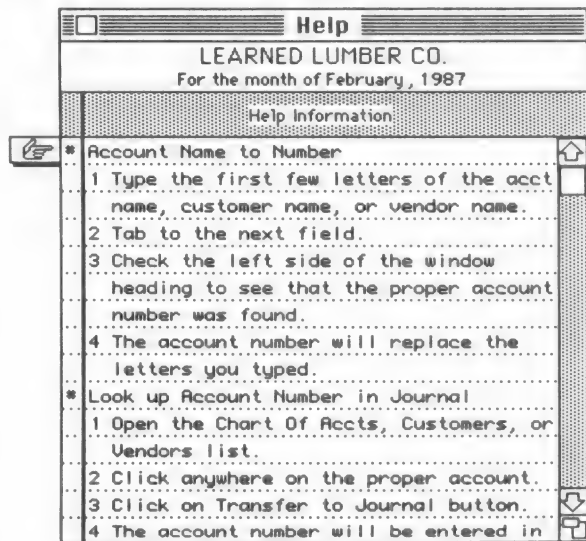
Add new tax table entries for Federal, State or Local withholding for employees whose withholding window has Use Tax Tables checked. Since Tax Tables are like lists, add new lines at the end of the list. If you enter these lines systematically, the process is very fast. After you enter a line for a given filing status, press the Return key. The new line will nearly duplicate the old one, except the two columns "At Least" and "But Less Than" will be increased based on the range defined in the prior line. Use the Tab key as necessary to change other fields. When you close the window, Business Sense will re-sequence the tax tables according to Table, Marital Status, Payroll Period, Wh Al and At Least.

HELP



The Help file contains information about using Business Sense. You can customize the text to your particular practices and accounts.

When you click on the icon, the Help window will appear:



When the Help window appears, the Index menu will be added to the menu bar at the top of the screen.

Using Help

Modifying Help

Scroll up and down through the window to review the information, or select a topic in the Index menu to jump to that topic. Close the Help window when you are through.

Help topics are indexed with a pound sign in the first field. Text on these lines appears in the Index menu when the Help window is opened.

You can change the text of a topic by editing the lines. The Help file is not linked to your other files, so you can copy your modified Help file for use in other company locations.

To add an index topic, insert some blank lines, type in the name of the entry, and enter the pound sign in the first field. There is a limit of 18 index entries.

To delete an index topic, delete the line with the pound sign and the text lines following.

Editing Lines

The Help window uses the built-in Macintosh text editor. Change lines by selecting text with the mouse pointer and typing the new text. If you click twice on a line before typing, a flashing vertical insertion bar will appear. When you see the insertion bar, you can type to insert text, or backspace to delete text.

To insert a line in the Help file, click on the line which will follow the blank line. Then choose Insert a Line from the Edit menu, and the selected line will move down to make room for a blank line. You can add several lines quickly by using the Command-key shortcut, Command-I, and counting to yourself as you type the command.

To delete a line from the Help file, click on the line and choose Delete a Line from the Edit menu. You can delete several lines quickly by using Command-D and counting to yourself as you delete lines.

RECURRING ENTRIES



Recurring Entries customize and streamline Business Sense for your company. This streamlining is not only efficient, it's more accurate. You can store templates of periodic or frequent transactions in Recurring Entries, and generate many transactions with a single click. Typical topics for Recurring Entries are:

- Billing subscribers for monthly service.
- Paying monthly bills.
- Entering complex daily transactions, such as cash sales for multiple departments and multiple product lines.
- Entering depreciation.
- Posting month-end adjustments and transfers.
- Paying quarterly payroll taxes.

When you click on the icon, the Recurring Entries window will appear:

Recurring Entries							
LEARNED LUMBER CO.							
For the month of February, 1987							
Jrn	Recurring Entries Index						Generate Entries
	Hermosa Beach Register						
CR1	Taxable - Lumber	Hermosa	4010/01	1.00			
	Taxable - Bldg Materials	Hermosa	4020/01				
	Taxable - Plywood	Hermosa	4030/01				
	Taxable - Returns & Voids	Hermosa	4500/01	*			
	Resale - Lumber	Hermosa	4010/01			1	
	Resale - Bldg Materials	Hermosa	4020/01			1	
	Resale - Plywood	Hermosa	4030/01			1	
	Resale - Returns & Voids	Hermosa	4500/01	*		1	
	Sales Tax	Hermosa	2015				
	Santa Monica Register						
CR1	Taxable - Lumber	Santa Monica	4010/02	1.00			
	Taxable - Bldg Materials	Santa Monica	4020/02				
	Taxable - Plywood	Santa Monica	4030/02				
	Taxable - Returns & Voids	Santa Monica	4500/02	*			

When the Recurring Entries window appears, the Index menu will be added to the menu bar at the top of the screen.

Generate Entries

Scroll up and down through the window and select the group of entries to be generated, or select a topic in the Index menu to jump to that topic.

When you click the Generate Entries button, you transfer entries to various journals. The Macintosh will beep, open the needed journals, and will type in the entries for you. Close the Recurring Entries window when you are through.

• Transferring a Set

To transfer a whole set of entries, click on an Index header line or select a name from the Index menu, then click on the Generate Entries button. All of the entries in that Index entry will be transferred to the journals.

• Transferring one Transaction

Click to select a transaction line, then click on the Generate Entries button. Only that transaction will be transferred.

Create Entries

To create your own recurring entries:

- Design the entries. Photocopy the layout sheets in Appendix G: Recurring Entries Layout Sheets. Write a transaction on the layout sheet. Circle the information that will change from time to time.
- Open the Recurring Entries window, and enter the transactions you have laid out. Leave out the variable information you have circled. Don't forget the index entry with the pound sign at the beginning.
- Test your work by clicking on the Generate Entries button. Business Sense will create the entries. Check whether the data found its way into the right fields. If you are generating transactions with blank amounts, look at the date column to check whether new transactions begin on the right lines. If too many lines have dates, enter a \$1 amount at the beginning of a transaction to keep Business Sense from starting a new transaction each time the debits and credits balance. You can delete the test transactions with Delete a Line from the Edit menu before closing the window.
- Distribute your Recurring Entries. The Recurring Entries file is not linked to your other files, so you can copy your custom file for use in other company locations.

To insert a line, click on the line which will follow the blank line. Then choose Insert a Line from the Edit menu, and the selected line will move down to make room for a

blank line. You can add several lines quickly by using the Command-key shortcut, Command-I, and counting to yourself as you type the command.

To delete a line, click on the line and choose Delete a Line from the Edit menu. You can delete several lines quickly by using Command-D and counting to yourself as you delete lines.

The Recurring Entries window begins with a field called Jrn that can be filled in three ways:

- **Index line:** enter a pound sign in the Jrn field to mark the beginning of a group of transactions. After entering the pound sign, Tab to the next field. The heading will be labelled Recurring Entries Index. Enter a name for this set of entries. The next time you open the Recurring Entries, the name you have given will appear in the Index menu. If you follow the Index name with a slash and a letter, you can have a Command-key shortcut for the Index entry. This technique is illustrated in the Demo Data.
- **First line of a transaction:** the Jrn field identifies the journal that will receive the transactions when you Generate Entries. The journal codes are:

<u>Jrn</u>	<u>Journal</u>
CD1	Cash Disbursements Journal #1
CR1	Cash Receipts Journal #1
GEN	General Journal
PUR	Purchases/AP Journal
SLS	Sales/AR Journal

To create more than one transaction in a set of entries, label the first line of each transaction with the Jrn code.

- **Additional line of a transaction:** a blank Jrn field is a continuation line going into the same journal.

When you type a journal code into the Jrn column, the Recurring Entries window headings will change. Headings corresponding to the headings in the journal will appear over the columns to guide you in entering the correct information. You can click in an entry anytime to see the appropriate headings.

When you click on the icon, the General Journal window will appear:

General Journal				Debits	Credits
LEARNED LUMBER CO.					
For the month of February, 1987					
Date	Description	Ref	Account ^o	Debit Amt	Credit Amt
February	Cost of Goods Sold	FEB CGS	5010/02	380.00	
February	Cost of Goods Sold	FEB CGS	5020/01	180.00	
February	Cost of Goods Sold	FEB CGS	5020/02	180.00	
February	Cost of Goods Sold	FEB CGS	5030/01	695.00	
February	Cost of Goods Sold	FEB CGS	5030/02	695.00	
February	Cost of Goods Sold	FEB CGS	1500		760.00
February	Cost of Goods Sold	FEB CGS	1510		360.00
February	Cost of Goods Sold	FEB CGS	1520		1390.00

- **Date** of transaction, with leading zeros for month and day. "0301" will be converted by Business Sense to "03/01".
- **Description**
- **Ref** is additional description or a cross-reference.
- **Account#**
- **Debit Amt**
- **Credit Amt**

Example — Depreciation

Here is the step-by-step procedure to enter General Journal transactions:

- Open the General Journal window.
- Date: Tab to the next field for today's date.
- Description: enter "Deprec - '86 Ford Van" and Tab to the next field.
- Ref: enter "Feb" and Tab to the next field.
- Account#: enter "6500" for truck depreciation expense, and Tab to the next field.
- Debit Amt: enter "272" and press Return. A new line will be generated with most of the information already complete. Tab to the account number.
- Account#: enter "1701" for accumulated depreciation. The balancing amount is already correct.

The completed entry looks like this:

General Journal					
Accumulated Deprn. -			LEARNED LUMBER CO.		Debits
			For the month of February, 1987		Credits
					272.00
					272.00
Date	Description	Ref	Account #	Debit Amt	Credit Amt
02/15	Sara B. Roberts/Payroll Tax	Payroll	6050/01	117.98	
	Sara B. Roberts/FICA	Payroll	2018/0002		117.98
02/28	February Cost of Goods Sold	FEB CGS	5010/01	380.00	
	February Cost of Goods Sold	FEB CGS	5010/02	380.00	
	February Cost of Goods Sold	FEB CGS	5020/01	180.00	
	February Cost of Goods Sold	FEB CGS	5020/02	180.00	
	February Cost of Goods Sold	FEB CGS	5030/01	695.00	
	February Cost of Goods Sold	FEB CGS	5030/02	695.00	
	February Cost of Goods Sold	FEB CGS	1500		760.00
	February Cost of Goods Sold	FEB CGS	1510		380.00
	February Cost of Goods Sold	FEB CGS	1520		1390.00
02/28	Deprec - '86 Ford Van	Feb	6500	272.00	
	Deprec - '86 Ford Van	Feb	1701		272.00

Example - Payroll Statement

To enter a statement from a payroll service company, the gross payroll amount is debited to payroll expense. The payroll taxes are credited to payroll taxes payable, and the payroll deposit account is credited with the net amount of the checks. Here's a step-by-step procedure using the Demo Data:

- Open the General Journal window.
- Date: enter "0227" for the payroll date, and Tab to the next field. Business Sense will fill-in the Slash.
- Description: enter "Payroll Service" and Tab to the next field.
- Ref: enter "Gross" and Tab to the next field.

- Account#: enter "604501" for Payroll Expense, and Tab to Debit Amt. The Slash will be inserted in the account number.
- Debit Amt: enter "3100" and press Return. A new line will be generated with most of the information already complete. Tab to the Ref field.
- Ref: enter "Federal". Tab to account number.
- Account#: enter "20180001". Tab twice to Credit Amt.
- Credit Amt: enter "474.5" and press the Return key. Tab to Ref.
- Ref: enter "FICA" and Tab to the next field.
- Account#: enter "20180002" and Tab twice to Credit Amt.
- Credit Amt: enter "221.65" and press the Return key. Tab to Ref.
- Ref: enter "State" and Tab to the next field.
- Account#: enter "20190001" and Tab twice to Credit Amt.
- Credit Amt: enter "248" and press the Return key. Tab to Ref.
- Ref: enter "SDI" and Tab to the next field.
- Account#: enter "20190002" and Tab twice to Credit Amt.
- Credit Amt: enter "37.2" and press the Return key. Tab to Ref.
- Ref: enter "Net" and Tab to the next field.
- Account#: enter "1025" for the payroll deposit account. The balancing entry of 2118.65 is already calculated.

The completed entry looks like this:

General Journal						
SD1		LEARNED LUMBER CO.			Debits	Credits
		For the month of February, 1987			3100.00	3100.00
Date	Description	Ref	Account #	Debit Amt	Credit Amt	
	February Cost of Goods Sold	FEB COS	5010/02	380.00		
	February Cost of Goods Sold	FEB COS	5020/01	180.00		
	February Cost of Goods Sold	FEB COS	5020/02	180.00		
	February Cost of Goods Sold	FEB COS	5030/01	695.00		
	February Cost of Goods Sold	FEB COS	5030/02	695.00		
	February Cost of Goods Sold	FEB COS	1500			750.00
	February Cost of Goods Sold	FEB COS	1510			360.00
	February Cost of Goods Sold	FEB COS	1520			1990.00
02/27	Payroll Service	Gross	6045/01	3100.00		
	Payroll Service	Federal	2018/0001			474.50
	Payroll Service	FICA	2018/0002			221.65
	Payroll Service	State	2019/0001			248.00
	Payroll Service	SDI	2019/0002			37.20
	Payroll Service	Net	1025			2118.65

SALES/AR JOURNAL



The Sales/AR Journal is used to record sales on account. Record cash sales in the Cash Receipts Journal. Open invoices and paid invoices are kept here in the Sales/AR Journal.

When you click on the icon, the Sales/AR Journal window will appear:

Sales/AR						
LEARNED LUMBER CO						
For the month of February, 1987						
Date	Description/PO Number	Invoice #	Customer Account #	Invoice Amount	Debits	Credits
02/19	Cement Mix - 50 Bags/ R8899	23130	1050/0400	500.00		
	50/ Bags Cement Mix	23130	4020/01		500.00	
02/25	190/ 6 by 8 - (5 Foot)	23131	1050/0500	1900.00		
	190/ 6 by 8 5 Foot Lengths	23131	4010/02		1900.00	
02/26	Nails, Plywood and Doors	23132	1050/0600	8100.00		
	50/ Boxes, #10 Nails	23132	4020/02		300.00	
	30/ Door Frames	23132	4020/02		744.00	
	400/ Sheets 3/4" Plywood	23132	4030/02		7056.00	

First Line of an Invoice

The first line of a Sales/AR transaction is an invoice summary line, charging the sale to a customer accounts receivable account:

Date	Description/PO Number	Invoice #	Customer Account #	Invoice Amount	Debits	Credits
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- **Date** of sale.
- **Description/PO Number** will appear on the Invoice Register and on the Billing Statement. Enter description, then a Slash, and then the purchase order number. The number after the slash will be printed in the PO Number box on the invoice.
- **Invoice#** is automatically incremented each time a new invoice is created. To use the automatic number, Tab over this field. Enter a different invoice number if needed. Enter the number yourself the first time you use this journal, to start the automatic numbering.
- **Customer Account#** can be entered by the name to number shortcut: type a few letters from the beginning of the customer name, tab to the next field, and observe the account name in the top left side of the window.

Detail Lines of an Invoice

- **Invoice Amount** can be left blank if you want Business Sense to calculate the total after all line items have been entered.
- **ST** is the Ship-To address. If the Ship-To address is the same as the Bill-To address, leave this column blank. If the Ship-To address is different, enter the Ship-To address digit from the Customers list More Info dialog.
- **TC** is not used in the first line of an invoice.

Invoice line items are entered after the first line. The line items are posted to Revenue accounts. Each item is separately taxable or non-taxable. Freight and miscellaneous charges can be entered similarly. Sales tax can be calculated automatically with the Complete Invoice command, or entered manually.

Date	Quantity/Description	Invoice #	Account #	Sales/Tax Amount	S	T
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- **Date** is not entered for a detail line. Entering a date here would start a new invoice, leaving the previous line unbalanced.
- **Quantity/Description** provides the line item quantity, description and unit price information. If you specify a quantity, the Sales/Tax Amount is divided by the quantity to calculate the unit price. If you omit the Slash, the entire line is treated as the description, and the quantity and unit price fields will be left blank on the invoice.
- **Invoice#** is automatically copied into this field from the line above.
- **Account#** is the Revenue or Returns account for line items, or the sales tax payable account for sales tax.
- **Sales/Tax Amount** is the line item amount. You can use a multiplication shortcut by entering quantity times unit price like this: 12*27.95.
- **ST** is not used in the detail lines of an invoice.
- **TC** is the Tax Code digit for this line item. If you have Set Sales Tax Codes in the Function menu and leave this column blank, the default sales tax code is applied. If you have not Set Sales Tax Codes, no tax is calculated for this invoice and the Sales Tax report in the AR/AP/Payroll Report menu will not be available.

Example — Sale on Account

After entering the line items, select Complete Invoice (type Command-minus) from the Edit menu. The sales tax, if any, will be calculated and displayed on a new line. The invoice will be totalled, and the total amount will be shown in the first line. Enter a description for the sales tax line, and the sales taxes payable account number.

Enter additional invoices in the same way. When you finish, use Hash Totals in the Function menu to batch total the new invoices. Then close the Sales/AR window to post the transactions. A dialog box will ask if you want to print invoices.

Here is the step-by-step procedure to enter a charge sale, using the Demo Data:

- Open the Sales/AR Journal. The first blank line will be selected.

Enter the first line of the invoice:

- Date: Tab to the next field. Today's date is supplied automatically.
- Description/PO: enter "Gross 2x4's/AB 222" and Tab to the next field.
- Invoice#: the next number in sequence, 23133, is automatically supplied. Tab to the customer account number.
- Customer Account#: type "allen" and Tab to the next field. Look at the upper left corner of the journal window; the account name "Allen Contractors" appears, confirming that account number 1050/0100 is the proper one.
- Tab twice, past the Invoice Amount. It will be left blank for now.
- ST (Ship-To address code): enter the digit "1" to use Allen Contractors' Ship-To address number 1, which is "Meadowview Homes" in Irvine. Press the Return key to advance to the next line.

Enter the invoice line items:

- Quantity /Description: enter "144/2x4's" and Tab twice to account number.
- Account#: enter "401001" the lumber revenue account for the Hermosa Beach store. Tab twice to the sales/tax amount field. Business Sense will change the account number to 4010/01.

- Sales/Tax Amount: the unit price for the 2x4's is \$2.18. Use multiplication to enter the line item amount: "144*2.18". This is a taxable sale, so the Tax Code will be left blank. Press Return to go to the next line.

Enter a miscellaneous line:

- Quantity/Description: type "Freight". Since you have omitted the Slash, the quantity and unit price fields will be left blank on the invoice. Tab twice to the account number.
- Account#: enter "4100" and Tab twice to the sales/tax amount field, skipping over the balancing entry which will disappear when you enter a sales/tax amount.
- Sales/Tax Amount: type "35" and Tab twice to tax code.
- TC: the Sales Tax Code is "4" No Tax General. Press the Return key to start a new line.

Complete the invoice

- Description: enter "6.5% Sales Tax" and Tab twice to account number.
- Account#: enter "2015" Sales Tax Payable.
- Choose the Complete Invoice command (type Command-minus). Sales tax is calculated on the lumber but not on the delivery charges. The invoice total appears on the first transaction line.

The completed transaction looks like this:

Sales/RR							
Installation Services		LEARNED LUMBER CO.		Debits	Credits		
		For the month of February, 1987		369.32	369.32		
Date	Quantity/Description	Invoice #	Account #		Sales/Tax Amount	S	T
02/28	Gross 2x4's /RB222	23133	1090/0100	369.32		1	
	144/2x4's	23133	4010/01		313.92	1	
	Freight	23133	4100		35.00	1	4
	6.5% Sales Tax	23133	2015		20.40	1	4

The printed invoice would look as shown on the top of page 6-36.

Example— Credit Memo

LEARNED LUMBER CO.				INVOICE	
8700 Hermosa Way Hermosa Beach, CA 90415				23133	
SAMPLE - VOID					
FORM 1000					
COMPATIBLE ENVELOPE 1001					
Allen Contractors 534 South Hill Long Beach, CA 94881 Attn: Ralph Miller				DATE OF ORDER 1988	
				DATE OF INVOICE 02/26/1987	
				SHIP TO: Headquarter Homes 11 Apple Tree Lane Irvine, CA 94221 Attn: Brad Colver	
INVOICE NO.	DATE ORDERED	SHIPMENT NO.	SHIP TO	TERMS	YOUR ORDER NUMBER
1056/0108	02/26/1987	Truck	Hermosa	XX 10, Net 30	AB232
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
144	2x4's Freight 4.5% Sales Tax			2.100	313.92 35.00 20.40
TOTAL					349.32

Thank You

On invoice #23132 in the Demo Data, the customer returned 100 of the 400 sheets of plywood, and is to receive a credit memo for 25 percent of that line item.

Fix/Adjust Entry is the best way to make a new entry similar to an existing one. Select the original invoice in the Sales/AR window and choose Fix/Adjust Entry in the Function menu. If the credit memo is a partial credit, edit the amounts, or use Delete a Line from the Edit menu to delete line items. Typing in a credit memo works, too.

Here is the step-by-step procedure:

- Open the Sales/AR window.
- Click anywhere on invoice # 23132.
- Choose Fix/Adjust Entry in the Function menu.
- Click on the Credit Memo radio button. Click on the OK button. A draft credit memo for the full invoice is generated. Now, edit it.
- Change the first line amount from \$8100.00 to 25 percent of \$7056.00: select the \$8100.00 amount, overwrite ".25*7056" and Return to go to the next line.
- The next line doesn't belong in the credit memo: choose Delete a Line from the Edit menu. The line disappears.
- The next line doesn't belong in the credit memo either: Delete a Line again. The line disappears.
- The final line will balance the first one after you change the amount to "1764" by consulting the first line.

The completed transaction looks like this:

Sales/AR							
Plywood Sales				Debits		Credits	
LEARNED LUMBER CO.				1764.00		1764.00	
For the month of February, 1987							
Date	Quantity/Description	Invoice #	Account #		Sales/Tax Amount	S	T
02/19	Cement Mix - 50 Bags/ R8899	23130	1050/0400	500.00			
	50/ Bags Cement Mix	23130	4020/01		500.00		1
02/25	190 6 by 8 - (5 Foot)	23131	1050/0500	1900.00			
	190/ 6 by 8 5 Foot Lengths	23131	4010/02		1900.00		1
02/26	Nails, Plywood and Doors	23132	1050/0600	8100.00			
	50/ Boxes, #10 Nails	23132	4020/02		300.00		1
	30/ Door Frames	23132	4020/02		744.00		1
	400/ Sheets 3/4" Plywood	23132	4030/02		7056.00		1
02/28	Credit Memo - Inv of 02/26	23132	1050/0600		1764.00		
	Credit Memo - Inv of 02/26	23132	4030/02	1764.00			1

To process customer payments on account, see the Apply AR Payments command in the Function menu in Chapter 7: Pull-Down Menu Commands.

PURCHASES/AP JOURNAL



The Purchases/AP Journal is used to record purchases on account from organizations listed in the Vendors list. Since you won't be issuing invoices from this journal, there will be fewer lines per transaction. There is no required order to the lines of a transaction, but, if you distribute a purchase to multiple accounts, you will find it more efficient to post the line items first and the invoice total last. This way Business Sense will calculate a running total for the invoice. You should enter one or more lines to post the line item costs to Expense accounts or Cost of Goods Sold accounts, then one line to post the invoice amount to the vendor accounts payable account in the Vendors list. At the end of a batch of invoices, use Hash Totals in the Function Menu to find the batch total.

You can also issue checks with payee names and addresses stored in the Chart Of Accts, without entering those invoices into the Purchases/AP Journal. Consult the Accounts Payable Section of Chapter 4: Starting Your Accounting System for a discussion about running all checks through Purchases/AP versus issuing some checks from the Chart Of Accts.

Inv Date		Due Date		Description	Invoice Number	Account #	Expense Amount	Invoice Amount
02/15	03/17	Purch. Window Frames - Acme		AS 3350	1511	625.00	625.00	
		Purch. Window Frames - Acme		AS 3350	2050/0150		625.00	
02/16	03/08	Purch. 400 6 by 8 - 5' Long		D 780115	1501	2362.88	2362.88	
		Purch. 400 6 by 8 - 5' Long		D 780115	2050/0350		2362.88	
02/22	03/24	Purch 150 Sheets 3/4" Plyed		22690	1521	300.52	300.52	
		Purch 150 Sheets 3/4" Plyed		22690	2050/0450		300.52	
02/25	03/27	Purch 200 Boxes #10 Nails		55703C	1511	242.86	242.86	
		Purch 200 Boxes #10 Nails		55703C	2050/0250		242.86	

- **Inv Date** is the date of the vendor invoice.
- **Due Date** is calculated from the Inv Date and the Terms. If the Terms are "Net 30 Days" then enter "+30" for the Due Date, and Business Sense will calculate the calendar date. For prompt payment discounts, enter the discount days and percentage in the Vendors list. If the Terms are "2% 10, Net 30" enter "+30" for the Due Date. To take advantage of the 2 percent discount, select the Pay All Discountable radio button in the Select AP Payments command from the Function menu.
- **Description**, usually PO number, can mention the items and the vendor to cross-reference the entries in reports.
- **Invoice Number** is the vendor's invoice number.
- **Account#** for line items, enter the expense account number. For the last line, enter the vendor accounts payable account number from the Vendors list.
- **Expense Amount** You can enter multiple debit amounts for each line item of the purchase.
- **Invoice Amount** After you have entered all detail line items, Business Sense will have calculated the invoice amount for you.

Example — Purchase on Account

Here is the step-by-step procedure to enter a vendor invoice using the Demo Data:

- Open the Purchases/AP Journal.
- Inv Date: enter "0220" from the invoice, and Tab to the next field. Business Sense will fill in the Slash.
- Due Date: enter "+30" for Net 30 terms, and Tab to the next field. The due date field shows 03/22.
- Description: enter "Purch Doors & Frames - Acme" and Tab to the next field.
- Invoice #: enter "AS 3402" from the invoice, and Tab to the next field.
- Account #: enter 1511" for building materials purchases, and Tab to the next field.
- Expense Amount: enter "3700" and press Return to go to a new line. Tab twice to the account number.
- Account#: enter "1521" for plywood purchases, and Tab to the next field.
- Expense Amount: enter "1250" and press Return. The proposed 3700.00 balancing entry disappeared when you entered another Expense Amount. The running invoice amount is being calculated as you go. Tab twice to the account number.
- Account#: enter "acme" and Tab to the next field. The Acme Sash & Frame account number turned out to be 2050/0150.

The completed entry looks like this:

Purchases/AP							
Acme Sash & Frame		LEARNED LUMBER CO.		Debits		Credits	
		For the month of February, 1987		4950.00		4950.00	
Inv Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount	
02/15	03/17	Purch. Window Frames - Acme	AS 3350	1511	625.00	625.00	
02/16	03/08	Purch. 400 6 by 8 - 5" Long	D 780115	1501	2362.88	2362.88	
		Purch. 400 6 by 8 - 5" Long	D 780115	2050/0350		2362.88	
02/22	03/24	Purch 150 Sheets 3/4" Plyed	22690	1521	300.52	300.52	
		Purch 150 Sheets 3/4" Plyed	22690	2050/0450		300.52	
02/25	03/27	Purch 200 Boxes #10 Nails	55703C	1511	242.86	242.86	
		Purch 200 Boxes #10 Nails	55703C	2050/0250		242.86	
02/20	03/22	Purch Doors & Frames - Acme	AS 3402	1511	3700.00	3700.00	
		Purch Doors & Frames - Acme	AS 3402	1521	1250.00	1250.00	
		Purch Doors & Frames - Acme	AS 3402	2050/0150		4950.00	

Example — Purchases Credit Memo

We returned the #10 nails purchased on invoice 55703C to Clark Products for credit, minus a 20 percent restocking charge.

Fix/Adjust Entry is the best way to make a new entry similar to an existing one. Select the original invoice in the Purchases/AP window and choose Fix/Adjust Entry in the Function menu. If the credit memo is a partial credit, edit the amounts or use Delete a Line from the Edit menu to delete line items. Typing in a credit memo works, too.

Here's the step-by-step procedure to enter the credit memo:

- Open the Purchases/AP Journal.
- Click anywhere on invoice # 55703C.
- Choose Fix/Adjust Entry in the Function menu.
- Click on the Credit Memo radio button. Click on the OK button. A draft credit memo for the full amount is generated. Now, edit it:
- Change the amount from \$242.86 to 80 percent of that amount: Tab six times to the first line amount, overtype ".8*242.86" and press Return to go to the next line.
- The final line must balance the first one, so change the amount to "194.29" by consulting the first line.

The completed entry looks like this:

Purchases/AP							
Clark Products				LEARNED LUMBER CO.		Debits	Credits
				For the month of February, 1987		194.29	194.29
Inv. Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount	
02/15	03/17	Purch. Window Frames - Acme	RS 3350	1511	625.00		
		Purch. Window Frames - Acme	RS 3350	2050/0150		625.00	
02/16	03/08	Purch. 400 6 by 8 - 5' Long	D 780115	1501	2362.88		
		Purch. 400 6 by 8 - 5' Long	D 780115	2050/0350		2362.88	
02/22	03/24	Purch 150 Sheets 3/4" Plyed	22590	1521	300.52		
		Purch 150 Sheets 3/4" Plyed	22590	2050/0450		300.52	
02/25	03/27	Purch 200 Boxes #10 Nails	55703C	1511	242.86		
		Purch 200 Boxes #10 Nails	55703C	2050/0250		242.86	
02/28	02/28	«Credit Memo - Inv of 02/25»	55703C	1511		194.29	
		«Credit Memo - Inv of 02/25»	55703C	2050/0250	194.29		

To pay vendor invoices, see the Select AP Payments command in the Function menu in Chapter 7: Pull-Down Menu Commands.

When you click on the icon, the Cash Disbursements Journal (CDJ) window will appear:

LEARNED LUMBER CO.						Total this Batch	
For the month of February, 1987							
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	Amount	A/D
	..	Pete W. Marvin/FICA	1241	2018/0002	#	57.20	
	..	Pete W. Marvin/State	1241	2019/0001	#	64.00	
	..	Pete W. Marvin/SDI	1241	2019/0002	#	9.60	
02/15	1119.22	Sara B. Roberts/Payroll	1242	6045/01	#	1650.00	
	..	Sara B. Roberts/Federal	1242	2018/0001	#	261.00	
	..	Sara B. Roberts/FICA	1242	2018/0002	#	117.98	
	..	Sara B. Roberts/State	1242	2019/0001	#	132.00	
	..	Sara B. Roberts/SDI	1242	2019/0002	#	19.80	

- **Date** of the transaction.
- **Net Amt of Check** will balance to the total of the line item amounts on the right side. This amount is entered only on the first line of the transaction.
- **Payee to/Description** up to the Slash will appear as the payee name if the Chart Of Accts list or Vendors list account has no address. If the account has an address, the payee name and address will come from the account.
- **Check#** will be automatically incremented from the previous check. If this is an unnumbered debit, such as a bank service charge, enter an asterisk (*) in the check number. Enter a check number the first time you use this journal.
- **Account#** from the Chart Of Accts list or Vendors list.
- **Cr** indicates a credit line deducted from the check, as a pound sign. You can toggle the pound sign on and off by clicking on it with the mouse pointer.
- **Amount** of this line item. Business Sense will propose the amount that will balance the transaction. Type over

Example — Write a Check

the proposed amount if there will be more lines to this check. Enter negative amounts in parentheses, or click the Cr field to a pound sign.

- **AD** is the alternate payee name and address code digit from the More Info pages of the Chart Of Accts. AD is not used for checks written to Vendors or Employees.

Here's the step-by-step procedure to write a check:

- Open the Cash Disbursements Journal window.
- Date: Tab to the next field for today's date.
- Net Amt of Check: enter "87" and Tab to the next field.
- Paid to/Description: enter "Hermosa Ford/Tune-up & LOF" and Tab twice to the account number. The next check number, 1254, will be filled in.
- Account#: enter "6075" for Truck Maintenance. Since account 6075 has no addresses, the payee will be "Hermosa Ford." The amount is already correct.

The completed entry looks like this:

Checking-CDJ									
LEARNED LUMBER CO.								Total this Batch	
For the month of February, 1987								87.00	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	Cr	Amount	AD		
02/28	87.00	Hermosa Ford/Tune-up & LOF	1254	6075		87.00			

When you close the Cash Disbursements Journal window, you will be asked if you want the computer to print the check. The procedure given above works the same for manual checks and computer checks.

The computer check would look as shown at the top of the next page.

Example — Multiple Disbursement Check

LEARNED LUMBER CO.		1254
02/28/87	87.00 Hermosa Ford/Tune-up & LDF 1254 6075	6075
LEARNED LUMBER CO. 8700 Hermosa Way Hermosa Beach, CA 90415		1254
NATIONAL STATE BANK SIGNATURE OFFICE YOUR CITY, STATE 12345 90-4789-0000		
***87 Dollars and 00 Cents	DATE 02/28/1987	AMOUNT \$87.00
PAY TO THE ORDER OF: Hermosa Ford	SAMPLE - VOID FORM 901013 COMPATIBLE ENVELOPE 901000 901000	
⑈001254⑈ ⑆0000067894⑆ ⑆2345678⑈		

To distribute a check amount to more than one account, you will need as many lines as accounts.

Here's the step-by-step procedure to split the answering service expense between two accounts:

- Open the Cash Disbursements Journal window.
- Date: Tab to the next field for today's date.
- Net Amt of Check: enter "116" and Tab to the next field.
- Paid to/Description: enter "Answering Service" and Tab twice to the account number. The next check number will be filled in.
- Account#: enter "606501" for Hermosa Beach Telephone Expense, and Tab to the next field. Business Sense will change the account to 6065/01.
- Amount: enter ".5*116" to charge \$58.00 of the check to the Hermosa Beach store. Tab to the next field.
- AD: enter "1" to use the first alternate payee name and address from the Telephone Expense account in account 6065/01. Press the Return key and Tab twice to the account number.
- Account#: enter "606502" for Santa Monica Telephone Expense. The amount is already correct.

The completed entry looks like this:

Checking-CDJ							
Telephone		LEARNED LUMBER CO. For the month of February, 1987				Total this Batch 116.00	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C r	Amount	A D
02/28	116.00	Answering Service	1255	6065/01		58.00	1
		Answering Service	1255	6065/02		58.00	

The computer check would look like this:

LEARNED LUMBER CO.					
02/28/87	116.00	Answering Service	1255	6065/01	58.00 1
		Answering Service	1255	6065/02	58.00 1
LEARNED LUMBER CO.				1255	
8700 Harmona Way Harmosa Beach, CA 90415				NATIONAL STATE BANK DOWNTOWN OFFICE YOUR CITY, STATE 12345 00-00-0000	
***116 Dollars and 00 Cents				DATE	AMOUNT
				02/28/1987	9116.00
PAY TO THE ORDER OF:		ABC Answering Serv. 12235 Washington Blvd. Marina del Rey, CA 90292		SAMPLE - VOID FORM 001012 COMPATIBLE ENVELOPE 001000 - 001000	
⑈001255⑈ ⑆000067894⑆ 12345678⑈					

Example — Prepay Expenses

This is just like a regular check, except the debit account is a Current Asset instead of an Expense account. Here's the step-by-step procedure:

- Open the Cash Disbursements Journal window.
- Date: Tab to the next field for today's date.
- Net Amt of Check: enter "227.8" and Tab to the next field.
- Paid to/Description: enter "State Farm Insurance Company" and Tab twice to the account number. The next check number will be filled in.
- Account #: enter "1031" for Prepaid Insurance - Trucks. The amount is already correct.

The completed entry looks like the figure at the top of page 6-45.

The Cash Receipts Journal is used to record deposits to the checking account. A transaction consists of one or more balanced lines. You can type entries into this journal, or generate them with Apply AR Payments in the Function menu or with Recurring Entries.

LEARNED LUMBER CO.					Total this Batch	
For the month of February, 1987						
Date	Net Amt of Deposit	Received From/Description	Ref	Account#	D	T
		6.5% Sales Tax	Feb Mk 2	2015		117.00
02/18	6163.18	Cash Sales	Feb Mk 3	4030/01		5992.00
		Cash Sales	Feb Mk 3	4030/02		195.00
		6.5% Sales Tax	Feb Mk 3	2015		376.16
02/23	260.93	Cash Sales	Feb Mk 4	4030/01		200.00
		Cash Sales	Feb Mk 4	4030/02		45.00
		6.5% Sales Tax	Feb Mk 4	2015		15.93
02/25	1400.00	Longview Dev. - Paid Inv.	23123	1050/0300		1400.00

- **Date** of deposit or date of sale.
- **Net Amt of Deposit** will balance to the total of the line item amounts on the right side. This amount is entered on the first line only.
- **Received From/Description** is reference information.
- **Ref** should be your invoice number, if this is to be credited to a customer account. If you use Apply AR Payments in the Function menu, the generated entries will have the proper invoice numbers and customer account numbers.
- **Account#** this is the customer account number for receipts on account, or a Revenue account for cash sales.

Example— Cash Sales

- **Db** is left blank for ordinary items. Debit items will have a pound sign here and will be deducted from the deposit. Click on the field to toggle it between a blank and a pound sign.
- **Amount** of this line item. Business Sense will propose the amount that will balance the transaction. Debits can be entered in parentheses, or marked with a pound sign in the Db field.
- **TC** is the Tax Code digit for this line item. If you have Set Sales Tax Codes in the Function menu and leave this column blank, the default sales tax code is applied. Business Sense tabulates cash sales and sales on account by Sales Tax Code. If you have not Set Sales Tax Codes, the Sales Tax report in the AR/AP/Payroll Report menu will not be available.

Here is the step-by-step procedure to record cash sales, including taxable and non-taxable sales and sales tax collected:

- Open the Cash Receipts Journal.
- Date: Tab to the next field for today's date.
- Net Amt of Deposit: enter "3818.8" and Tab to the next field.
- Received From/Description: enter "Cash Sales" and Tab to the next field.
- Ref: enter "Feb Wk 5" and Tab to the next field.
- Account#: enter "402001" for Hermosa Beach lumber sales, and Tab to the amount field.
- Amount: enter "2200" and Tab to the next field.
- TC: enter "1" to indicate sales for resale. Press Return to generate a new line. Tab twice to the account number.
- Account#: enter "402001" and Tab to the amount field.
- Amount: enter "1520" and tab to TC.
- TC: press the Space Bar to use the default Sales Tax Code. Press Return to generate a new line. Tab twice to the account number.
- Account#: enter "2015" for Sales Tax Payable. The amount remaining to balance the deposit, \$98.80, is already shown.

The completed entry is shown on the top of the next page.

Example — Capital Contribution

Checking-CRJ							
Building Material Sales				LEARNED LUMBER CO.		Total this Batch	
				For the month of February, 1987		3818.80	
Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D b	Amount	T C
02/28	3818.80	Cash Sales	Feb lsk 5	4020/01		2200.00	
		Cash Sales	Feb lsk 5	4020/01		1520.00	
		Cash Sales	Feb lsk 5	2015		98.80	

Here is the step-by-step procedure to record a capital contribution:

- Open the Cash Receipts Journal.
- Date: Tab to the next field for today's date.
- Net Amt of Deposit: enter "10,000". The comma will be deleted. Tab to the next field.
- Received From/Description: enter "Capital Contribution". Tab to the next field.
- Ref: enter "Ck #3407". Tab to the next field.
- Account#: enter "3000", the Capital Stock account.
- Amount is already filled in.

The completed entry looks like this:

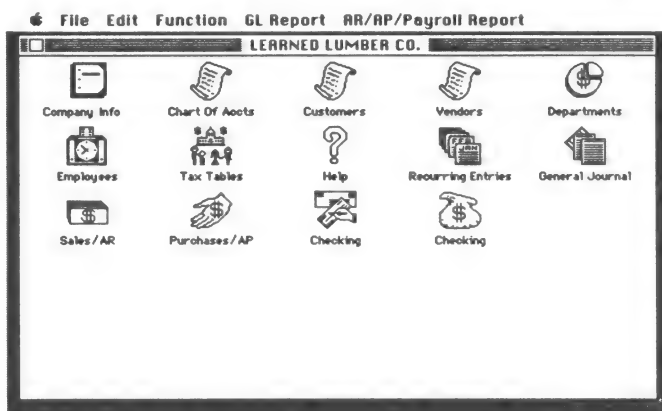
Checking-CRJ							
				LEARNED LUMBER CO.		Total this Batch	
				For the month of February, 1987		10000.00	
Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D b	Amount	T C
02/28	10000.00	Capital Contribution	Ck #3407	3000		10000.00	

CHAPTER 7: PULL-DOWN MENU COMMANDS

THE MENU BAR

Chapter 7 contains step-by-step instructions for using each of the pull-down menus in the Business Sense menu bar.

Six permanent and two occasional pull-down menus appear in the menu bar. When you reach the Main window after starting the program, the menu bar appears at the top of the screen:



The following menus are displayed in the menu bar:



Contains typical Macintosh desk accessories, such as the Scrapbook, Note Pad and Calculator.

File

To uncover the Main window, close windows, set up page format for printing, print a list or journal or report, print mailing labels, export data to another program, choose between tabular reports and graphs, or quit the program.

Edit

To cut, copy or paste fields, insert or delete lines, find or underline lines, or calculate the balancing entry to complete an invoice.

Function

To set the date, calculate account balances, process year-end, correct posted entries, post payments to accounts receivable, post customer finance charges, print billing statements, code sales tax categories, select accounts payable invoices for payment, calculate payroll and enter budgets.

GL Report

To produce general ledger reports.

AR/AP/Payroll Report

To produce accounts receivable, accounts payable or payroll reports.

Month

Appears only when you have a data entry journal open. The Month menu allows you to select which month of journal entries will be displayed.

Index

Appears only when the Help window or the Recurring Entries window is active. Lets you jump quickly to a named topic.

To use the menus, move the mouse pointer to one of the titles in the menu bar and press the mouse button. Then drag the pointer down to the desired function and release the mouse button. Command-key shortcuts, shown beside the function name, provide the same result as dragging the pointer through the menu. To invoke a function via the Command-key shortcut, hold down the Command key  and press the indicated character key.

Depending on which window is active, some of the pull-down menu selections may be dimmed because they are not available. You can't spend money unless the Cash Disbursements Journal window is open, so the Select AP

Payments and Generate Payroll commands in the Function menu will be dimmed. If you have selected a posted entry in a journal, or if no list or journal is open, you can't Delete a Line or Insert a Line with the Edit menu. If the menu selection you want is dimmed, try opening another window or clicking in a different window to make it active, or select a different line in the window.

THE MENU

The Apple menu contains standard Macintosh desk accessories that are part of the System file. For information about installing and using desk accessories, consult the Macintosh owner's guide.

THE FILE MENU

The File menu contains commands to uncover the Main window, close windows, set up page format for printing, print a list or journal or report, print mailing labels, export data to another program, choose between tabular reports and graphs, or quit the program.

The File menu looks like this:

File	
Open Main Window	⌘O
Close	⌘W

Page Setup	
Print	⌘P
Reprint Entry	
Print Mailing Labels	
Write to File	

✓Tabular Reports	⌘T
Graphs	⌘G

Quit	⌘Q

 Open Main Window
Command-O

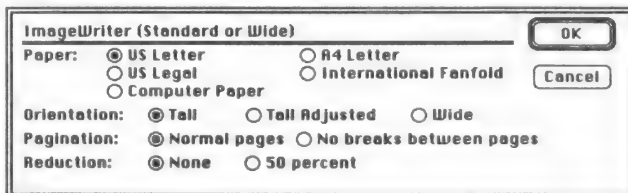
If you have closed the Main window or covered it with other windows, you can open it and uncover it by selecting this command. Then, you can click on an icon in the Main window to open its list or journal. You can also uncover the Main window by clicking on an exposed corner of it to activate and display it. Chapter 6: Main Window Icons discusses the functions and uses of the Main window icons.

Close Command-W

To close a window, select this function and the window will be removed from the screen. You can accomplish the same result by clicking on the square white "close box" in the upper left corner of a window. If you close the Main window, you can open it again with the Open Main Window function.

Page Setup

When you select Page Setup, a dialog box will appear allowing you to specify how you want reports printed:



The dialog box is titled "ImageWriter (Standard or Wide)". It contains the following options:

- Paper:** ☒ US Letter, ☐ A4 Letter, ☐ US Legal, ☐ International Fanfold, ☐ Computer Paper
- Orientation:** ☒ Tall, ☐ Tall Adjusted, ☐ Wide
- Pagination:** ☒ Normal pages, ☐ No breaks between pages
- Reduction:** ☒ None, ☐ 50 percent

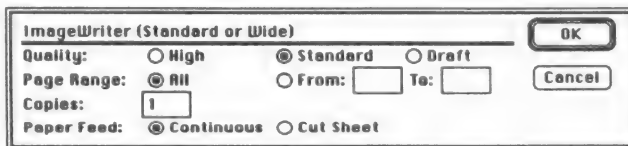
Buttons: OK, Cancel

You can specify the paper size, print orientation, pagination and reduction. See the Macintosh owner's guide for additional information about these printer options. Click on the OK button to save the new settings, or click on the Cancel button to leave them unchanged.

Print Command-P

Whenever you have an active window showing a list, journal, report or graph, you can print the information by choosing Print.

When you select Print, Business Sense will display the standard Macintosh printer dialog box asking you to specify print quality, page range, number of copies and paper feed:



The dialog box is titled "ImageWriter (Standard or Wide)". It contains the following options:

- Quality:** ☐ High, ☒ Standard, ☐ Draft
- Page Range:** ☒ All, ☐ From: To:
- Copies:** 1
- Paper Feed:** ☒ Continuous, ☐ Cut Sheet

Buttons: OK, Cancel

Click on the OK button to begin printing.

Reprint Entry

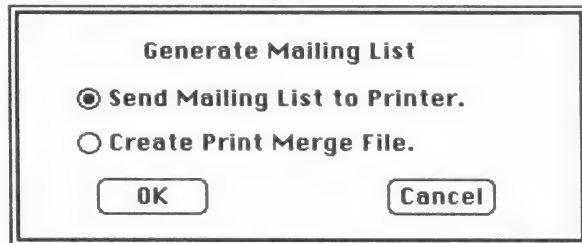
You may reprint a check from the Cash Disbursements Journal, or an invoice from the Sales/AR Journal. Before choosing this menu function, open either the Cash Disbursements Journal or the Sales/AR Journal. Click to select the entry to be reprinted.

Print Mailing Labels

Two dialog boxes will appear. The first dialog box will ask you whether you want to print the special forms. Click on the OK button to proceed. Then a dialog box will ask you to prepare the printer. Put the proper forms into the printer and align them. Click on the OK button to begin printing.

You can print mailing labels or prepare a print merge file when the Chart Of Accounts, Customers, Vendors or Employees window is active.

When you choose this command, the program will display a dialog box:



To print mailing labels, click on the Send Mailing List to Printer button. To prepare a text file containing the names and addresses, click on the Create Print Merge File button.

If you choose label printing, the program will display a dialog box asking you to put labels into the printer. Business Sense prints on standard one-up 3.5-inch by 15/16-inch mailing labels.

Load the labels into the printer. Click on the OK button to start the printer.

If the labels are not aligned correctly, hold down the command key and press the period key (Command-.) to cancel printing. Advance the platen roller to the next label, adjust the label alignment and choose Print Mailing Labels again.

CAUTION: Take care not to roll or slide the labels backwards, as they will stick to the printer platen!

If you Create Print Merge File, the program will generate an ASCII text file containing name, address1, address2, city/state, zip and attention for each record in the list. Fields are separated by tab characters and records are separated by carriage-return characters.

Write to File

Business Sense data can be sent to other programs. You can send lists, journals or reports to spreadsheets, graphing programs, data base managers, text editors and communications programs.

Open the list, journal or report you want to export. Then select Write to File. Business Sense will display a dialog box asking you to choose the format of the output file:

Click a radio button to choose between Text, Multiplan/Excel/Works or Jazz file formats. Selecting Text will produce a tabular file of ASCII characters, with one line of text for each line in the selected list, journal or report. Selecting Multiplan/Excel/Works creates a file in "SYLK" format which can be read by many programs. Selecting Jazz creates a Jazz spreadsheet.

Click on the OK button to create the file.

☒ Write to Text File
☐ Write to Multiplan™/Excel™/Works™
☐ Write to Jazz™ Spreadsheet

OK Cancel

Tabular Reports

Command-T

Tabular Reports and Graphs (below) are alternatives to each other. Reports whose names are underlined in the menu window can be displayed and printed in either Tabular or Graphs format. When you start Business Sense, a check mark will appear beside the Tabular Reports selection in the File menu. Reports will appear with names and numbers arranged in rows and columns.

Here is an example of a Tabular report:

Customer Analysis						
LEARNED LUMBER CO.						
For 3 months ending 3/31/1987						
Customer Name	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total	% of Total
Tall Pines Estates	16356.00				16356.00	52.14
Allen Contractors	6700.00				6700.00	21.36
Ocean Front Sales	3900.00				3900.00	12.43
Longview Dev.	3200.00				3200.00	10.20
Hann & Sons	1000.00				1000.00	3.18
Baker & Baker	209.00				209.00	0.66
Totals	31365.00				31365.00	100.00

Graphs **Command-G**

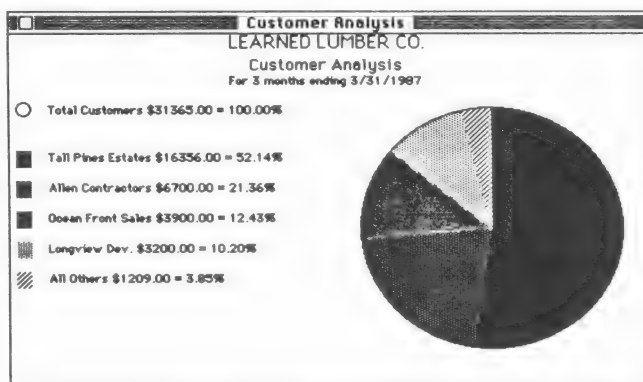
If Graphs has been selected, you can return to Tabular Reports format with this command. The check mark will move to Tabular Reports. The current report will change to Tabular format, and new reports will be created in Tabular format.

Several Business Sense reports offer a Graphs version, so you can better visualize the significance of the information. Examples of the graphic reports are shown in Appendix D.

To show you which reports can be displayed as Graphs, names of these reports are underlined in the menus.

When you choose the Graphs command, the check mark in the File menu will move to Graphs. The current report will change to Graphs format if it can, and new reports will appear in Graphs format if they can. Reports not available in Graphs format will be unaffected by this command.

Here is the same report with Graphs selected:



Quit **Command-Q**

When you have completed work with Business Sense, select Quit. Quit is dimmed until you Close all lists, journals and reports. When you select Quit, the program will terminate. Then, you should copy the company data folder onto a backup disk. You can then work with another program, or you can change data disks and restart Business Sense with another company's data. Quitting the program is the proper way to finish your work, and assures that all changes and transactions will be recorded properly.

THE EDIT MENU

The Edit menu contains commands to cut, copy, paste, insert or delete lines, find or underline lines, or calculate the balancing entry to complete an invoice.

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Delete a Line	⌘D
Insert a Line	⌘I
More Info	⌘M
Find Name or Number	⌘E
Repeat Search	⌘A
Unselect All	⌘U
Complete Invoice	⌘-

Cut
Command-X

First, select all or part of an entry field in a window. Selected text will appear in reverse-image (white on black). Choose Cut and the selected text is removed and put on the Macintosh Clipboard. You may Paste the selection into other fields until you change the Clipboard again with Cut or Copy. Cut and Paste allow you to move text from one field to another.

Copy
Command-C

Copy is used in exactly the same way as Cut, but the Copy command puts the selected text on the Clipboard without removing it. Copy and Paste allow you to duplicate text from one field to another.

Paste
Command-V

If you have Cut or Copied text on the Clipboard, you can Paste the text into another list or journal field by clicking where you want the text to go and then selecting Paste. If you select the entire field before choosing Paste, you will replace the field contents. If you have clicked twice and see a flashing insertion point in the field, Pasting will insert the Clipboard contents at this insertion point.

Clear

Clear removes selected text without storing it on the Clipboard. It is not possible to Paste text that has been Cleared.

Delete a Line

Command-D

Unposted entries in a journal or unused accounts in a list may be deleted with this menu function. You may not delete a journal entry after posting it. You may not delete an account after posting transactions to it. Click anywhere in the line that is to be deleted and then choose this menu command. The window will be re-drawn without that line.

To delete more than one line:

- Click the first line to be deleted.
- Select Delete a Line, or press Command-D.
- The next line of data will move up to where the first line was, and will be selected.
- Select Delete a Line again as many times as necessary. You don't have to wait for the screen to react. You can type the Command-key shortcut, Command-D, as fast as you like.

Insert a Line

When you are working with a journal, you may Insert a Line anywhere among the unposted entries. In the Recurring Entries window or Help window, you may Insert a Line anywhere.

Click to select a line in the window, then choose Insert a Line. The selected line will move down to make room for a blank line.

Insert a Line isn't used with the Chart Of Accts, Customers, Vendors, Departments or Employees windows, because these lists are automatically kept in sequence by the program. To add a line to one of these windows, just type the new information into a blank line at the end of the list. When you close and reopen the window, the program will automatically sort the information into account number, department number or employee name sequence.

More Info

Command-M

The list windows (Chart Of Accts, Vendors, Customers and Employees) display a More tab on the left side of the window to indicate which line is active. This tab is also used to call up additional information about that line.

To view or modify this additional information, you can click on the More tab. You can also pull down the Edit menu and select More Info. In either case, a dialog box containing the additional information will appear. Chapter 6: Main Window Icons shows the additional information for each list.

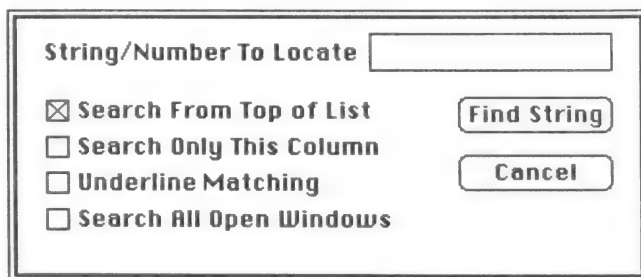
Click on the DONE button to return to the list window.

Find Name or Number Command-E

If you can't find an entry in a long list, journal or report, Find Name or Number will search for a sequence of letters or numbers. This sequence does not have to be a complete name or account number. It might be a few letters or digits from the middle of a word. You can search either in the active window or in all open windows.

Find Name or Number can also be used to underline lines in a list to prepare payables checks for selected Vendors or mailing labels for selected Customers.

When you select Find Name or Number, a dialog box will appear:



String/Number To Locate

☒ Search From Top of List

☐ Search Only This Column

☐ Underline Matching

☐ Search All Open Windows

The following information is entered into this dialog box:

- **String/Number To Locate**

Enter letters or digits that appear in the entry you are looking for. You can search any open list, journal or report.

You can search for:

- An account number, such as 1050/0100.
- An account name, such as FICA.
- An employee name starting with Bak.
- An employee ID number ending with the number 56.
- A transaction amount of 1246.82.

If you want to search only at the beginning or ending of a field, use the Vertical Bar key (|) to indicate the edge of the field. To find a match on the first few characters in a field, enter a Vertical Bar followed by the search characters, for example, "|bak". If you want to search only at the end of a field, enter the characters followed by a Vertical Bar, for example, "56|". The Vertical Bar key is located either above the Return key or to the right of the Space Bar.

The Find Name or Number command is not case-sensitive. Corresponding capital letters and lowercase letters will match.

Search options are controlled with check boxes. You can select combinations of these options:

- **Search From Top of List**

If you're not sure where the name or number may be found in the document, leave this check box checked. If you click this check box off, the search will start from the currently selected field in the document.

- **Search Only This Column**

If you know which column contains the name or number, click anywhere in the appropriate column to be searched before you select the Find Name or Number command.

- **Underline Matching**

Underlining is a method of selecting multiple lines in a list of Employees, Customers, Vendors or Chart Of Accts. This allows selective processing for many Functions, selective Reports and selective printing of mailing labels. Underlining works with the following commands:

File menu

Print Mailing Labels

Function menu

Apply Finance Charges

Billing Statements

Select AP Payments

Generate Payroll

GL Report menu

General Ledger (selected Chart of Accts, Customers and/or Vendors)

AR/AP/Payroll Report menu

AR Aging

Sales Commissions (selected Employees)

Customer Analysis

AP Aging

Vendor Analysis

1099 Forms

Payroll

W-2 Forms

If any records are underlined in an open window, then only those records will be processed by the command. If no records are underlined, or if the list window is closed, then all records will be processed.

Underline Matching will be dimmed if you have only a journal or report window open, since it requires lists. Underline lines in a list and then invoke the selective Function or Report.

When you search with Underline Matching turned on, all lines matching the String/Number To Locate will be underlined. If you invoke Find Name or Number again, you can underline additional lines. Find Name or Number only turns underlining on, never off. This means you can combine the results of several searches to underline lines satisfying any of several criteria.

To turn underlining off, choose the Unselect All command in the Edit menu. You can also toggle underlining off and on by holding the Command key down while clicking on a line in the list.

◦ **Search All Open Windows**

If this option is checked, then all open windows will be searched; otherwise only the active, topmost window will be searched.

Click on the Find String button to start searching.

You will discover many ways to use Find Name or Number. Here are four examples:

Example 1 — Find the Telephone account in the Chart Of Accts.

- Open the Chart Of Accts window.
- Select Find Name or Number from the Edit menu.
- Enter "tele" in the String/Number To Locate edit box. This will match with "...Telephone..."
- Click on the Find String button.
- If you are using the Demo Data files, Business Sense will find a match at account no. 6065, "Telephone," and will scroll the Chart Of Accts window to the account.

Example 2 — Find check #1238 in the Cash Disbursements Journal.

- Open the Cash Disbursements Journal window.
- Select Find Name or Number from the Edit menu.
- Enter "1238" in the String/Number To Locate edit box.
- Click on the Find String button.
- In the Demo Data files, check #1238 was a payroll check for John Brown, written February 15th.

Example 3 — Find a transaction for 3408.00. It might be in the Cash Receipts Journal, the Sales/AR Journal or the General Journal.

- Open the Cash Receipts Journal window.
- Open the Sales/AR Journal window.
- Open the General Journal window.
- Select Find Name or Number from the Edit menu.
- Enter “3408.00” in the String/Number To Locate edit box.
- Click on the Search All Open Windows check box to search all three journals.
- Click on the Find String button.
- In the Demo Data files, this is the amount of Invoice #23127 in the Sales/AR Journal. Business Sense will expose the Sales/AR Journal and scroll it to the matching entry.

Example 4 — Run payroll for only the hourly employees.

- Open the Employees window.
- Select Find Name or Number from the Edit menu.
- Enter “hour” in the String/Number To Locate edit box.
- Click on the Underline Matching check box to underline all hourly employees.
- Click on the Find String button to start the search.
- All hourly employees are now underlined in the Employees window.
- Open the Cash Disbursements Journal icon from the Main window.
- Select Generate Payroll from the Function menu.
- Payroll journal entries have been generated into the Cash Disbursements Journal window. The General Journal window has been opened and contains additional payroll journal entries.
- Review the journal entries for correctness. To adjust data values such as hours worked, or to fix a deduction, use Delete a Line from the Edit menu repeatedly to erase the payroll entries from both journals before generating the payroll again.
- Close the Cash Disbursements Journal window. Business Sense will ask if you want to print the paychecks.

Complete Invoice
Command-minus

The first line of an invoice debits the total invoice amount to the customer account number. Enter the customer account number, but leave the total invoice amount blank for now. Then, enter detail lines crediting the invoice line items to Revenue accounts. As you enter each line, enter the appropriate Sales Tax Code. Sales Tax Codes and tax rates are entered via the Set Sales Tax Codes command in the Function menu. A typical invoice is shown below, before Complete Invoice is chosen:

[illegible]

After you have entered this information, choose the Complete Invoice command. If the last line of the invoice does not refer to a Revenue account, the calculated tax will be placed in the credit column of that line. If the last line refers to a Revenue account, then a new line will be created containing the total sales tax amount. The total amount of the invoice will be calculated and displayed in the first line. If you have not filled in the Sales Tax Codes list, only the total amount of the invoice will be calculated.

After choosing the Complete Invoice command, the same invoice would look like this:

Sales/RR							
Sales Tax Payable		LEARNED LUMBER CO.		Debits	Credits		
		For the month of February, 1987		1082.04	1082.04		
Date	Quantity/Description	Invoice #	Account #		Sales/Tax Amount	S	T C
02/28	Doors and Windows	23133	1050/0100	1082.04			
	2/ Doors	23133	4020/01		196.00		
	2/ Door Frames	23133	4020/01		128.00		
	4/ Windows	23133	4020/01		424.00		
	4/ Screens	23133	4020/01		268.00		
	4/ Screens	23133			66.04		

Now, after you fill in the description and account number for sales tax, you're done:

Sales/RR							
Sales Tax Payable		LEARNED LUMBER CO.		Debits	Credits		
		For the month of February, 1987		1082.04	1082.04		
Date	Quantity/Description	Invoice #	Account #		Sales/Tax Amount	S	T C
02/28	Doors and Windows	23133	1050/0100	1082.04			
	2/ Doors	23133	4020/01		196.00		
	2/ Door Frames	23133	4020/01		128.00		
	4/ Windows	23133	4020/01		424.00		
	4/ Screens	23133	4020/01		268.00		
	6.58 Sales Tax	23133	2015		66.04		

THE FUNCTION MENU

The Function menu is used for setting the date, calculating total activity to an account, year-end processing, correcting posted entries, posting payments to accounts receivable, posting customer finance charges, printing billing statements, coding sales tax categories, selecting accounts payable invoices for payment, calculating payroll and entering budgets.

The Function menu looks like this:

Function	
New Date	⌘N
<u>Account Balance</u>	⌘L
New Fiscal Year	
New Calendar Year	
New Data Disk	
.....	
Fix/Adjust Entry	⌘F
Hash Totals	⌘=
.....	
Apply AR Payments	⌘R
Apply Finance Charges	
Billing Statements	
Set Sales Tax Codes	
.....	
Select AP Payments	⌘S
.....	
Generate Payroll	
.....	
Enter Budget Information	

New Date Command-N

Although the Macintosh keeps track of today's date automatically, there are occasions when you must use an artificial date. Before you choose the New Fiscal Year command, you must set the date back to the last day of your old fiscal year. Use it to run the payroll a day early, or use it for automatic transaction dating of yesterday's sales.

The new date will be known only to Business Sense and will not disturb the calendar in your Macintosh. When you select New Date, a dialog box will appear:

Type in new date.

Month:

Day:

Year:

Account Balance Command -L

Use the Tab key to move from box to box. Enter leading zeros for months before October and days before the tenth of the month. Click on the OK button when the date is correct, or click on the Cancel button to leave the date unchanged. Don't forget to come back to today's date for today's work.

When transferring balances between accounts, use this command to check the balance. It works for any account in the Chart of Accts, Vendors or Customers lists:

- Select this command and a dialog box will appear:

Account name

Account number

Account balance

Choose either one month
or a period of months.

☒ Jan	☐ July	Show
☒ Feb	☐ Aug	
☐ Mar	☐ Sept	Done
☐ April	☐ Oct	
☐ May	☐ Nov	Show Graph
☐ June	☐ Dec	

- Select the account number:
 - If you know the account number, Tab to the Account number edit box. Enter the Account number and click on the Show button.
 - If you don't remember the account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the Show button and fine-tune with the arrows.
- Choose either an individual month or a series of months. To select a series of months, click the starting month and then the ending month.

- Click on the Show button. The account balance for the indicated time period based on entries in all journals will be calculated and displayed:

Account name

Checking

Account number

1010

Account balance

45164.32

Choose either one month or a period of months.

☒ Jan
 ☐ July

☒ Feb
 ☐ Aug

☐ Mar
 ☐ Sept

☐ April
 ☐ Oct

☐ May
 ☐ Nov

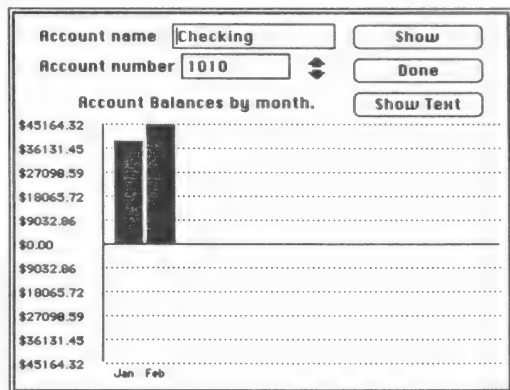
☐ June
 ☐ Dec

Show

Done

Show Graph

- Click on the Show Graph button to see a time line of the account balance:



From the Graph window, click on the Show Text button to change the time period or to see the dollars and cents amount.

From either window, click on the Done button to end the command, or click on the Show button to look up another account, or click on the arrows to scroll through the accounts.

New Fiscal Year

When you have completed all of the entries for your present fiscal year and are ready to close the books and begin a new year, this is it. It's time to close the books. Earlier accounting software forced users to close the books every month. With Business Sense, the books stay open for all months all year long. Until you close the fiscal year, you can't enter transactions for the new year, and after you close the fiscal year, you can't make any more entries for the old year.

New Fiscal Year has the following effects:

- Closed invoices are eliminated. Open invoices are individually brought forward.
- Income Statement accounts (Revenue, Returns, CGS, Expenses and OINC accounts) are used to calculate the net profit, which is posted to the Close account. Corporations typically name the Close account "Retained Earnings." Proprietorships and partnerships usually distribute the Close account immediately into the equity account(s).
- After the profit is posted to the Close account, the Income Statement accounts are zeroed.
- Balance Sheet accounts will forget their old activity. Opening balance entries will be generated in the General Journal.

To start a New Fiscal Year:

- Run the General Ledger report from the GL Reports menu. Before printing it, make sure you have enough paper for this massive report.
- Make two copies of the data disk containing the old year's information. Keep your original data disk in a safe place and keep the copy off-site. Use the second copy to run the New Fiscal Year.
- If today is already part of the new fiscal year, choose the New Date command from the Function menu. Change the date back to the last day of the old fiscal year. For example, if your fiscal year begins July 1, change the date to June 30th.
- Choose New Fiscal Year from the Function menu. A dialog box will remind you to set the date and will ask if you want to close the books. Click on the I'VE MADE SURE button to proceed.

- Business Sense will ask you again to confirm your request, because after you close the year you can't make any more entries or corrections for that year.
- Click on the YES button to proceed. Business Sense will calculate the net profit and will post this amount to the Close account. Income Statement accounts will be reset to zero. Then, for Balance Sheet accounts, Business Sense will generate opening-balance journal entries in the General Journal, like these:

General Journal					
LEARNED LUMBER CO.					
For the month of January, 1987					
			Debits		Credits
Date	Description	Ref	Account #	Debit Amt	Credit Amt
01/01	«Open Books 01/01»		1010	45164.32	
	«Open Books 01/01»		1020	20000.00	
	«Open Books 01/01»		1030	2500.00	
	«Open Books 01/01»		1031	5250.00	
	«Open Books 01/01»		1040	4230.00	
	«Open Books 01/01»		1500	18440.00	
	«Open Books 01/01»		1501	6458.61	
	«Open Books 01/01»		1510	14290.00	
	«Open Books 01/01»		1511	1447.26	
	«Open Books 01/01»		1520	9210.00	
	«Open Books 01/01»		1521	2242.52	
	«Open Books 01/01»		1590		10.01
	«Open Books 01/01»		1700	30000.00	
	«Open Books 01/01»		1701		6500.00
	«Open Books 01/01»		1705	12500.00	

New Calendar Year

Use this command to delete payroll, sales tax, customer history and vendor history information for the prior calendar year.

After the new year starts, until you issue this command, Business Sense will display an alert box when you open the Main window.

At the New Calendar Year, you have to close the payroll and sales tax records. Until you close the calendar year, you shouldn't enter sales or run payroll for the new year, and after you close the fiscal year, you shouldn't change payroll or sales records for the old year.

If your Fiscal Year is the same as the calendar year, you should run New Calendar Year first and then run New Fiscal Year immediately afterward.

To start a New Calendar Year:

- Run the Sales Tax, Sales Commissions, Customer Analysis, Vendor Analysis, 1099 Forms, W-2 Forms and Payroll reports from the AR/AP/Payroll Reports menu.
- Make two copies of the old year's information. Keep the original data disk and one copy for future reference.

- Use the second copy disk to make the New Calendar Year disk.
- Choose the New Calendar Year command. The program will ask if you want to continue.
- Click on the YES button to confirm your command. The program will ask you to reconfirm your intention.
- Click on the YES button. Business Sense will zero year-to-date amounts for data maintained on a calendar year basis.

New Data Disk

An alert box will warn you when you have nearly filled up your data disk. Use the New Data Disk command to summarize the journals, to make space for more transactions. New Data Disk will also make Business Sense run faster. New Data Disk does not change account balances. The summary data includes enough information to run financial reports for any month. Open invoices will be retained in the Sales/AR and Purchases/AP journals.

To make a New Data Disk:

- Run a copy of the General Ledger report from the GL Reports menu. Have plenty of paper in the printer.
- Make a copy of your present data disk. Save the original data disk and use the copy to make the New Data Disk.
- Choose New Data Disk.
- An alert box will appear asking you if you want to continue the year on a new disk. Click on the YES button to proceed.
- Another alert box will ask you to reconfirm your choice. Click on the YES button and your data disk will be summarized and updated to give space for more transactions.

Fix/Adjust Entry Command-F

Fix/Adjust Entry is used to correct errors in posted transactions. Since Business Sense forbids deleting or modifying posted transactions, Fix/Adjust Entry works by generating new journal entries citing the original entries.

Open the journal containing the error and click anywhere on the line of the entry that you are going to correct. Now choose Fix/Adjust Entry and a dialog box will appear:



The dialog box contains the following options:

- ☒ **Posted to wrong account**
- ☐ **Debits and credits reversed**
- ☐ **Void a Check**
- ☐ **Void a Deposit**
- ☐ **Reverse Entry**
- ☐ **Credit Memo**

At the bottom of the dialog box are two buttons: **OK** and **Cancel**.

Depending upon which journal you are correcting, some selections will be dimmed. If an invoice has already been paid, Posted to wrong account will be the only choice.

Choose the type of adjustment with a radio button and Business Sense will automatically generate the adjusting entry.

There are six kinds of adjusting entries.

- **Posted to wrong account** corrects a single line of a multiple-line entry. All other choices fix a complete entry. Since you will be adjusting a single line, make sure you have selected the exact line which was misposted before choosing Fix/Adjust Entry.

In the Cash Receipts Journal or Cash Disbursements Journal, one entry is always cash. To correct wrong accounts in Cash Receipts or Cash Disbursements, you must first open the General Journal window and then the journal containing the error. Business Sense will make the correcting entry in the General Journal.

An additional dialog box will appear asking you for the account number to which the line should have been posted:

Correct Account No.

Account name:

Account number ↑
↓

Show
Cancel
OK

The program will then generate a two-line entry, one to reverse the error account and the other to post the correct account. Here is a Purchases/AP invoice which was posted to account 1510 instead of 1511, followed by the correction generated to fix the error:

Inv Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount
02/25	03/27	Purch 200 Boxes #10 Nails	55703C	1510	242.86	
		Purch 200 Boxes #10 Nails	55703C	2050/0250		242.86
 02/28	02/28	«Fix Entry of 02/25»	55703C	1510		242.86
		«Fix Entry of 02/25»	55703C	1511	242.86	

- **Debits and credits reversed** generates a reversing transaction for twice the amount of the error transaction. Here is a Purchases/AP transaction and its correction:

Inv Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount
02/25	03/27	Purch 200 Boxes #10 Nails	55703C	1511		242.86
		Purch 200 Boxes #10 Nails	55703C	2050/0250	242.86	
 02/28	02/28	«Fix Entry of 02/25»	55703C	1511	485.72	
		«Fix Entry of 02/25»	55703C	2050/0250		485.72

- **Void a Check** generates copies of the lines that appeared in the original check, with negative amounts. Here is a multiple-line Cash Disbursements Journal entry and its voiding entry:

Date	Net Amt of Check	Paid to/Description	Check #	Account #	C r	Amount	A B
02/15	1119.22	Sara B. Roberts/Payroll	1242	6045/01		1650.00	
		Sara B. Roberts/Federal	1242	2018/0001	*	261.00	
		Sara B. Roberts/FICA	1242	2018/0002	*	117.98	
		Sara B. Roberts/State	1242	2019/0001	*	132.00	
		Sara B. Roberts/SDI	1242	2019/0002	*	19.80	
 02/28	<1119.22	«Void Check of 02/15»	1242	6045/01		<1650.00	
		«Void Check of 02/15»	1242	2018/0001	*	<261.00	
		«Void Check of 02/15»	1242	2018/0002	*	<117.98	
		«Void Check of 02/15»	1242	2019/0001	*	<132.00	
		«Void Check of 02/15»	1242	2019/0002	*	<19.80	

- **Void a Deposit** generates copies of the lines that appeared in the original cash receipt, with negative amounts. Here is a multiple-line Cash Receipts Journal entry and its voiding entry:

Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D	C	Amount	T
02/23	260.93	Cash Sales	Feb Wk 4	4030/01			200.00	
		Cash Sales	Feb Wk 4	4030/02			45.00	
		6.5% Sales Tax	Feb Wk 4	2015			15.93	
02/23	(260.93)	«Void Deposit of 02/23»	Feb Wk 4	4030/01			(200.00)	
		«Void Deposit of 02/23»	Feb Wk 4	4030/02			(45.00)	
		«Void Deposit of 02/23»	Feb Wk 4	2015			(15.93)	

- **Reverse Entry** generates a mirror-image transaction to eliminate the effect of the error transaction. Here is a Purchases/AP transaction with its reversing entry:

Inv Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount
02/25	03/27	Purch 200 Boxes #10 Nails	55703C	1511	242.86	
		Purch 200 Boxes #10 Nails	55703C	2050/0250		242.86
02/28	02/28	«Reverse Entry of 02/25»	55703C	1511		242.86
		«Reverse Entry of 02/25»	55703C	2050/0250	242.86	

- **Credit Memo** works the same as Reverse Entry, but it generates a "Credit Memo" description suitable for itemized accounts payable checks and Billing Statements. Here is the same Purchases/AP entry reversed with a credit memo:

Inv Date	Due Date	Description	Invoice Number	Account #	Expense Amount	Invoice Amount
02/25	03/27	Purch 200 Boxes #10 Nails	55703C	1511	242.86	
		Purch 200 Boxes #10 Nails	55703C	2050/0250		242.86
02/28	02/28	«Credit Memo - Inv of 02/25»	55703C	1511		242.86
		«Credit Memo - Inv of 02/25»	55703C	2050/0250	242.86	

Hash Totals Command==

If you are working with the General Journal, Sales/AR Journal or the Purchases/AP Journal, you can use this command to see the total unposted debits and credits in the window. Use Hash Totals to calculate the total value of a batch of invoices for your control log. If you haven't entered any new transactions, the command will be dimmed in the menu. This command is always dimmed in the Business Sense Demo Program.

When you select this command, the Hash Totals will appear in a dialog box:



A dialog box titled "Hash Totals:" with a double border. It contains two lines of text: "Debits 1065.00" and "Credits 1000.00". At the bottom center is an "OK" button.

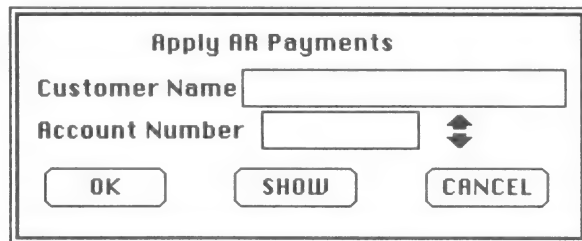
Click on the OK button to return to the journal.

Apply AR Payments *Command-R*

To post cash receipts from your charge customers, use Apply AR Payments. If you post the money directly into the Cash Receipts Journal, open invoices might not be properly matched and closed.

This is the process:

- Open the Cash Receipts Journal, to receive the payment entries.
- Select Apply AR Payments and this dialog box will appear:



A dialog box titled "Apply AR Payments" with a double border. It contains two text input fields: "Customer Name" and "Account Number". To the right of the "Account Number" field is a vertical double-headed arrow button. At the bottom are three buttons: "OK", "SHOW", and "CANCEL".

- Select the customer account:
 - If you know the account number, Tab to the Account number edit box. Enter the Account number and click on the Show button. If the right number appears, click on the OK button.
 - If you don't remember the account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the Show button and fine-tune with the arrows. Click on the OK button when you reach the right account.

- The Customer Ledger Card, showing one line for each open invoice for this customer, will appear:

[illegible]

- To pay off an invoice:
 - To apply the full invoice amount, click on the invoice and click on the Pay Off Invoice button in the upper right-hand corner of the window. Repeat this process for each invoice you want to pay off.
 - To apply a partial payment, type in the Amount Paid and click on the Pay Off Invoice button.
 - To credit discounts taken, type in the Discount Taken and click on the Pay Off Invoice button. After paying off the invoices, the window looks like this:

[illegible]

Apply Finance Charges

- Close the Customer Ledger Card window. The invoices that you have paid off will now appear as entries in the Cash Receipts Journal:

Date	Net Amt of Deposit	Received From/Description	Ref	Account #	D b	Amount	T C
02/28	7135.50	Allien Contractors	23121	1050/0100		3727.50	
		Allien Contractors	23127	1050/0100		3408.00	

- Process additional customers the same way.
- Close the Cash Receipts Journal.

At the end of the month, you can calculate finance charges on overdue invoices. Business Sense will automatically generate entries for these charges, and they can be printed as invoices.

To use this command:

- Open the Sales/AR Journal.
- Select Apply Finance Charges.
- Business Sense will scan open invoices, checking the invoice date. For each customer, the rules for days allowed, percentage charge and minimum charge are consulted in the Customers list.
- The Sales/AR journal will reappear with finance charge entries added:

Sales/AR						
LEARNED LUMBER CO.				Debits	Credits	
For the month of March, 1987				82.56	82.56	
Date	Description/PO Number	Invoice #	Customer Account #	Invoice Amount		S T C
03/01	« Finance Charge »	23121	1050/0100	37.28		
		23121	4200		37.28	
03/01	« Finance Charge »	23124	1050/0400	5.00		
		23124	4200		5.00	
03/01	« Finance Charge »	23125	1050/0500	20.00		
		23125	4200		20.00	
03/01	« Finance Charge »	23126	1050/0600	82.56		
		23126	4200		82.56	

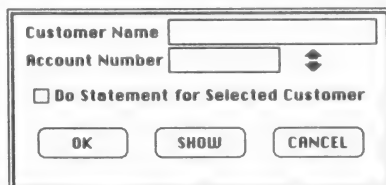
- Review these charges. Delete pairs of lines if you decide to eliminate a finance charge. The Invoice # shown is the number of the overdue invoice.
- Close the window. You will be asked if you want to print invoices.

Billing Statements

You can print Billing Statements for customers at any time.

To prepare Billing Statements:

- To print statements for selected customers, underline their names in the Customers window.
- To print statements for all customers, close the Customers window or Deselect All in the Edit menu.
- Select Billing Statements and a dialog box will appear:



Customer Name

Account Number 

☐ Do Statement for Selected Customer

- To print a statement for a single customer, enter the customer account number or use the name lookup shortcut from the Operating Techniques Section of Chapter 3: Tips for Users.
- To print statements for multiple customers, leave the Customer Name and Account Number edit boxes blank, or click off the Do Statement for Selected Customer check box.
- Click on the OK button to proceed.
- A dialog box will remind you to put Billing Statement forms into the Printer. Align the Billing Statement forms about 1/4" from the left edge of the printer and locate the top of the form just above the print head.
- Click on the OK button to print the statements.

Set Sales Tax Codes

To track sales taxes and tax-exempt sales, use Sales Tax Codes in the Sales/AR Journal and Cash Receipts Journal.

To enter or change these codes and tax rates, use the Set Sales Tax Codes command. A dialog box will appear:

Set Sales Tax Codes		
Sales for Resale		Code# 1
Out of State Sales		Code# 3
No Tax General		Code# 4
Tax Rate 1	6.50 %	Code#
Tax Rate 2	6.00 %	Code# 2
Tax Rate 3		Code# 5
Tax Rate 4		Code# 6
Tax Rate 5		Code# 7
Tax Rate 6		Code# 8
Tax Rate 7		Code# 9
OK		Cancel

Use one-digit codes for different sales tax rates and to distinguish non-taxable sales categories.

Assign a digit to every code but one. Leave the most frequently used code blank, as the default code. When you make entries in the Sales/AR and Cash Receipts Journals, if you leave the code blank, the default tax rate will be applied automatically to any line containing a Revenue account.

You should leave only one code blank. Number the others from 1 to 9, even if you don't intend to use them.

Click on the OK button to save the new codes and rates, or click on the Cancel button to leave them unchanged.

Select AP Payments Command-S

To pay groups of invoices

To pay vendor charge invoices, use Select AP Payments. If you write the checks directly from the Cash Disbursements Journal, open invoices won't be properly matched and closed.

To pay groups of invoices according to due dates or discount dates:

- To process specific vendors, select vendor accounts with underlining in the Vendors window.
- To process all vendors, close the Vendors window or choose Unselect All in the Edit menu.
- Open the Cash Disbursements Journal, for the payment entries.
- Choose Select AP Payments. This dialog box will appear:

Vendor Name

Account Number

☐ **Select Individual Vendor**

☐ **Preview As A Report**

☐ **Pay Individual Invoices**

☒ **Pay All Invoices**

☐ **Pay All Discountable**

☐ **Pay All Due Through**

SHOW

OK

CANCEL

- To pay multiple vendors, leave the Vendor Name and Account Number edit boxes empty.
- To see which invoices will be paid, click on the Preview As A Report check box.
- Choose one of these three radio-buttons only:
 - Pay All Invoices.
 - Pay All Discountable.
 - Pay All Due Through a specified date, and fill-in the date.
- Click on the OK button. Business Sense will scan the Purchases/AP Journal and will pay invoices meeting the specifications. The proposed payments will be shown in the Cash Disbursements Journal.
- Review the entries. These checks have not yet been posted, so you can edit them.

To pay individual invoices

- You can Delete a Line with Command-D or by choosing Delete a Line in the Edit menu. If the check had multiple lines, adjust the check amount. To delete a check, delete all its lines. If you delete a check, the appropriate invoices will remain open in the Purchases/AP Journal.
- Close the Cash Disbursements Journal. Business Sense will ask if you want to print checks.

To select and pay invoices on an invoice-by-invoice basis:

- Open the Cash Disbursements Journal, for the payment entries.
- Choose Select AP Payments and a dialog box will appear.
- Select a vendor:
 - If you know the vendor account number, Tab to the Account Number edit box. Enter the Account Number and click on the Show button.
 - If you don't remember the account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the SHOW button and fine-tune with the arrows.
- Click on the Pay Individual Invoices radio button. Here is the dialog box when you are ready to consult the invoices:

Vendor Name **Acme Sash & Frame**

Account Number **2050/0150**

☒ Select Individual Vendor

☐ Preview As A Report **SHOW**

☒ Pay Individual Invoices **OK**

☐ Pay All Invoices

☐ Pay All Discountable

☐ Pay All Due Through **CANCEL**

- Click on the OK button.
- The Vendor Ledger Card, showing one line for each open invoice for this vendor, will appear as shown at the top of page 7-31.

- To pay off an invoice:
 - To pay the full amount, click on the line to be paid and then click on the Pay Off Invoice button in the upper right-hand corner of the window. Repeat this process for each invoice you want to pay off.
 - To make a partial payment, type in the Amount To Pay and click on the Pay Off Invoice button.
 - To take discounts, type in the Discount Taken, then click on the Pay Off Invoice button. After taking a 2 percent discount and paying off the invoices, the window looks like this:

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- Close the Vendor Ledger Card window. The invoices that you have paid off will now appear as entries in the Cash Disbursements Journal:

Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	Amount	A
02/28	1418.06	Acme Sash & F/Inv# RS 3258	1243	2050/0150		822.00	
		Discount on Inv# RS 3258	1243	1590		16.44	
		Acme Sash & F/Inv# RS 3350	1243	2050/0150		625.00	
		Discount on Inv# RS 3350	1243	1590		12.50	

- Process additional vendors the same way.
- Review the checks proposed. These checks have not yet been posted, so you can edit them.
- You can Delete a Line with Command-D. If the check had multiple lines, adjust the check amount. To delete a check, delete all its lines. If you delete a check, the appropriate invoices will remain open in the Purchases/AP Journal.
- Close the Cash Disbursements Journal. Business Sense will ask if you want to print checks.

Generate Payroll

Business Sense will calculate the gross pay, withholding and net pay for all employees or selected employees, based on hours, pay rates and withholding information stored in the Employees list. The program also creates General Journal entries for the employer FICA contribution. You can then print paychecks with itemized deductions.

Here's how to run a payroll:

- Adjust hours worked, pay rates and employee withholding in the Employees window.
- If you want to pay selected employees, you can underline their names in the Employees window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you Generate Payroll to process only underlined employees.
- If you want to pay all employees, turn off underlining in the Employees window, or close the Employees window.
- Open the Cash Disbursements Journal.
- Select Generate Payroll. A Dialog box will ask you to confirm your choice.

- Click on the YES button.
- The Cash Disbursements Journal will reappear with the amounts of withholding and the net wages displayed:

Date	Net Amt of Check	Paid to/Description	Check #	Account #	C r	Amount	A D
02/28	701.50	David, Sam R: 80 x 12.50/Hr	1245	6045/01		1000.00	
		Sam R. David/Federal	1245	2018/0001		135.00	
		Sam R. David/FICA	1245	2018/0002		71.50	
		Sam R. David/State	1245	2019/0001		80.00	
		Sam R. David/SDI	1245	2019/0002		12.00	
02/28	544.20	Marvin, Pete: 80 x 10.00/Hr	1246	6045/02		800.00	
		Pete H. Marvin/Federal	1246	2018/0001		125.00	
		Pete H. Marvin/FICA	1246	2018/0002		57.20	
		Pete H. Marvin/State	1246	2019/0001		64.00	
		Pete H. Marvin/SDI	1246	2019/0002		9.50	
02/28	1119.22	Sara B. Roberts/Payroll	1247	6045/01		1650.00	
		Sara B. Roberts/Federal	1247	2018/0001		261.00	
		Sara B. Roberts/FICA	1247	2018/0002		117.98	
		Sara B. Roberts/State	1247	2019/0001		132.00	
		Sara B. Roberts/SDI	1247	2019/0002		19.80	

- Behind it, the General Journal contains employer FICA contributions:

Date	Description	Ref	Account #	Debit Amt	Credit Amt
02/28	John J. Brown/Payroll Tax	Payroll	6050/01	89.38	
	John J. Brown/FICA	Payroll	2018/0002		89.38
02/28	John T. Carson/Payroll Tax	Payroll	6050/02	107.25	
	John T. Carson/FICA	Payroll	2018/0002		107.25
02/28	Sam R. David/Payroll Tax	Payroll	6050/01	71.50	
	Sam R. David/FICA	Payroll	2018/0002		71.50
02/28	Pete H. Marvin/Payroll Tax	Payroll	6050/02	57.20	
	Pete H. Marvin/FICA	Payroll	2018/0002		57.20
02/28	Sara B. Roberts/Payroll Tax	Payroll	6050/01	117.98	
	Sara B. Roberts/FICA	Payroll	2018/0002		117.98

- Before running the checks, review the entries. If you discover an error, you can Delete a Line with Command-D multiple times to delete a check or delete the whole payroll. Don't forget to delete the corresponding employer FICA withholding entries in the General Journal as well.

Enter Budget Information

Budget comparisons can appear on Income Statements and Departmental Income Statements. After you use this command to enter budget data, you can click on the radio button "Include Budget Information" when you choose Income Statement or Department Income in the GL Report menu.

To enter or revise budget data:

- Select Enter Budget Information.
- A wide window containing Income Statement accounts will appear. There are 12 monthly budget fields for each account.
- Enter the first month budget amount for each account, using the Return key to advance to the next account. Since most budget items are the same for every month, Business Sense will immediately copy the first month's budget amount into all subsequent months.
- For budget items that change from month to month, enter the monthly amounts from left to right, using the Tab key to advance through the months.
- Enter budget amounts for master accounts, such as 4010, as well as for sub-accounts, such as 4010/01 and 4010/02.
- Here is the window for the Demo Data files, with budgets already filled in:

Account No.	Account Type	Description	January	February
4010	Revenue	Lumber Sales	7000.00	7000.00
4010/01	Revenue	Lumber-Hermosa	3500.00	3500.00
4010/02	Revenue	Lumber-Santa Monica	3500.00	3500.00
4020	Revenue	Building Materials Sales	3000.00	3000.00
4020/01	Revenue	Bldg Matl-Hermosa	1500.00	1500.00
4020/02	Revenue	Bldg Matl-Santa Monica	1500.00	1500.00
4030	Revenue	Plywood Sales	14000.00	14000.00
4030/01	Revenue	Plywood-Hermosa	7000.00	7000.00
4030/02	Revenue	Plywood-Santa Monica	7000.00	7000.00
4100	Revenue	Installation Services		
4200	Revenue	Finance Charges		
4500	Returns	Returns & Allowances		
4500/01	Returns	Returns-Hermosa		
4500/02	Returns	Returns-Santa Monica		
5010	COS	Cost of Goods Sold - Lumber	750.00	750.00

- To scroll through the months, either drag the window title bar right or left, or use the Tab key to go from month to month.
- To scroll through the accounts, either use the scroll bar on the right side of the window, or use the Return key to move the cursor down.
- Before you print the Budget Information, use Page Setup in the File menu to select Wide (sideways) printing and 50 percent reduction.

THE GL REPORT MENU

The GL Report menu contains a list of the general ledger reports.

You can view a report on the screen by selecting it in the menu. Then you can print it by choosing Print from the File menu. Business Sense displays one report at a time, so you should close your report before requesting another one.

Examples of all reports are shown in Appendix D.

The GL Report menu looks like this:

GL Report	
<u>Income Statement</u>	
<u>Department Income</u>	
Balance Sheet	
Trial Balance	
Financial Ratios	
Check Register	
<u>Cash Flow Analysis</u>	
Account History	
General Ledger	

If the report name is underlined, the report is available in both Tabular and Graphs format. Choose the format in the File menu.

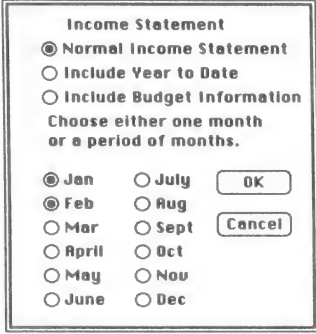
If you find a report selection dimmed in the menu, open a Cash Disbursements or Cash Receipts Journal window.

All reports except the General Ledger report are first displayed on the screen.

Income Statement

The Income Statement can be generated as a tabular statement or pie chart.

When you select the Income Statement, a dialog box will appear:



A dialog box titled "Income Statement". It contains three radio buttons: "Normal Income Statement" (selected), "Include Year to Date", and "Include Budget Information". Below these is the text "Choose either one month or a period of months." followed by two columns of radio buttons for months: Jan, Feb, Mar, April, May, June and July, Aug, Sept, Oct, Nov, Dec. There are "OK" and "Cancel" buttons on the right.

By clicking on the radio buttons you can add year-to-date figures or budget and variance comparisons to the Tabular version of the report.

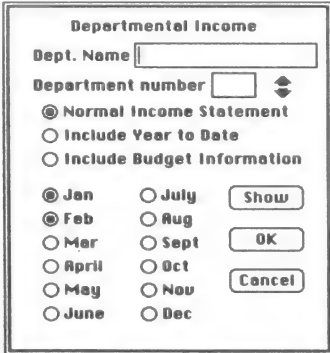
Select one month, or select a series of months by clicking the first month and the last month.

Click on the OK button and the report will appear.

Department Income

This report is similar to the Income Statement except that the information is for a single department, profit/cost center or project. The report is available in either tabular or pie chart form. To change the format, select Tabular Reports or Graphs in the File menu.

When you select Department Income, a dialog box will appear:



A dialog box titled "Departmental Income". It has a "Dept. Name" text field and a "Department number" field with a dropdown arrow. Below these are three radio buttons: "Normal Income Statement" (selected), "Include Year to Date", and "Include Budget Information". It then has two columns of radio buttons for months: Jan, Feb, Mar, April, May, June and July, Aug, Sept, Oct, Nov, Dec. There are "Show", "OK", and "Cancel" buttons on the right.

Select a department:

- If you know the department number, Tab to the Department number edit box. Enter the department number and click on the Show button.
- If you don't remember the department number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the Show button and fine-tune with the arrows.

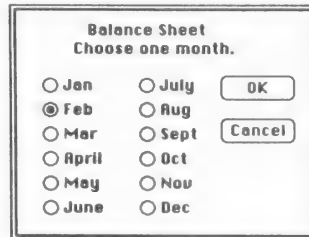
By clicking on the radio buttons you can add year-to-date figures or budget and variance comparisons to the Tabular version of the report.

Select one month, or select a series of months by clicking the first month and the last month.

Click on the OK button and the report will appear.

Balance Sheet

When you select the Balance Sheet, a dialog box will appear where you may choose a month for the report:



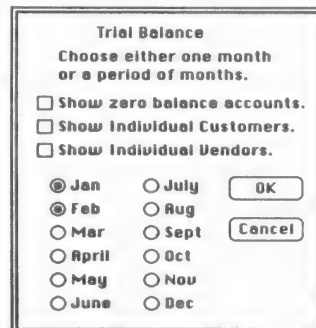
A dialog box titled "Balance Sheet" with the instruction "Choose one month." It contains two columns of radio buttons for months from Jan to Dec. The "Feb" radio button is selected. To the right of the month options are two buttons: "OK" and "Cancel".

Balance Sheet	
Choose one month.	
☐ Jan	☐ July
☒ Feb	☐ Aug
☐ Mar	☐ Sept
☐ April	☐ Oct
☐ May	☐ Nov
☐ June	☐ Dec
OK Cancel	

Click on the OK button to generate the report.

Trial Balance

When you select Trial Balance, a dialog box will appear:



A dialog box titled "Trial Balance" with the instruction "Choose either one month or a period of months." It contains three checkboxes: "Show zero balance accounts.", "Show Individual Customers.", and "Show Individual Vendors." Below these are two columns of radio buttons for months from Jan to Dec. The "Feb" radio button is selected. To the right of the month options are two buttons: "OK" and "Cancel".

Trial Balance	
Choose either one month or a period of months.	
☐ Show zero balance accounts.	
☐ Show Individual Customers.	
☐ Show Individual Vendors.	
☒ Jan	☐ July
☒ Feb	☐ Aug
☐ Mar	☐ Sept
☐ April	☐ Oct
☐ May	☐ Nov
☐ June	☐ Dec
OK Cancel	

Financial Ratios

Check Register

If the check box is turned on:

- **Show zero balance accounts** prints the entire Chart of Accts including the accounts with zero balances.
- **Show Individual Customers** appends the Customers list with balances due instead of a summary receivables total.
- **Show Individual Vendors** appends the Vendors list with balances due instead of a summary payables total.

Select one month, or select a series of months by clicking the first month and the last month.

Click on the OK button and the report will appear.

This report calculates a list of business financial ratios used by banks, managers and investors to measure the strength of a company. The formulas used are given in Appendix E.

When you select Financial Ratios, a dialog box will appear:

Financial Ratios
Choose either one month
or a period of months.

☒ Jan	☐ July	OK
☒ Feb	☐ Aug	
☐ Mar	☐ Sept	Cancel
☐ April	☐ Oct	
☐ May	☐ Nov	
☐ June	☐ Dec	

Select one month, or select a series of months by clicking the first month and the last month.

Click on the OK button and the report will appear.

To produce a Check Register, first open the Cash Disbursements Journal, then choose Check Register from the menu. A pound sign (£) in the first column indicates a check number sequence break. An asterisk in the check number column indicates an unnumbered item, such as a service charge.

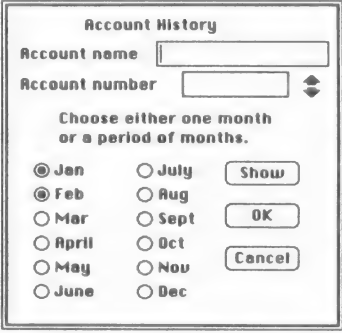
Cash Flow Analysis

To obtain a Cash Flow Analysis report, first open the Cash Disbursements Journal or the Cash Receipts Journal. Then, choose this report from the menu. The report is available in Tabular or Graphs format.

Account History

This report presents every line posted to a specified account. Any account from the Chart Of Accts, Customers or Vendors lists is accepted.

When Account History is selected, a dialog box will appear:

A screenshot of a software dialog box titled "Account History". It contains two input fields: "Account name" and "Account number". Below these fields is the instruction "Choose either one month or a period of months." followed by two columns of radio buttons for months: Jan, Feb, Mar, April, May, June in the first column, and July, Aug, Sept, Oct, Nov, Dec in the second column. The "Jan" radio button is selected. To the right of the month options are three buttons: "Show", "OK", and "Cancel".

Account History

Account name

Account number

Choose either one month
or a period of months.

☒ Jan ☐ July

☒ Feb ☐ Aug

☐ Mar ☐ Sept

☐ April ☐ Oct

☐ May ☐ Nov

☐ June ☐ Dec

Select an account:

- If you know the account number, Tab to the Account number edit box. Enter the Account number and click on the Show button.
- If you don't remember the account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the Show button and fine-tune with the arrows.

Select one month, or select a series of months by clicking the first month and the last month.

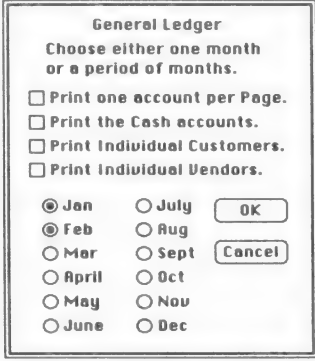
Click on the OK button and the report will appear.

General Ledger

The General Ledger report gives a complete account history for each account. This is a long report. It shows date, description, journal name, reference, debit and credit amounts and a running balance. Because this report is so lengthy, it is printed directly on the printer. To see similar information on the screen, use the Account History report for a specific account.

This report is a valuable reference document, and should be printed before closing the books at the end of the fiscal year.

When the General Ledger report is selected, a dialog box will appear:

A dialog box titled "General Ledger" with a subtitle "Choose either one month or a period of months." It contains four unchecked checkboxes: "Print one account per Page.", "Print the Cash accounts.", "Print Individual Customers.", and "Print Individual Vendors." Below these are radio buttons for months: Jan, Feb, Mar, April, May, June, July, Aug, Sept, Oct, Nov, and Dec. Jan and Feb are selected. There are "OK" and "Cancel" buttons on the right.

General Ledger
Choose either one month
or a period of months.

☐ Print one account per Page.
☐ Print the Cash accounts.
☐ Print Individual Customers.
☐ Print Individual Vendors.

☒ Jan ☐ July
☒ Feb ☐ Aug
☐ Mar ☐ Sept
☐ April ☐ Oct
☐ May ☐ Nov
☐ June ☐ Dec

If the check box is turned on:

- **Print one account per Page** causes the printer to start a new page for each account.
- **Print the Cash accounts** limits the report to just the Cash account(s).
- **Print Individual Customers** appends the detailed accounts in the Customers list instead of the summary accounts receivable account.
- **Print Individual Vendors** appends the detailed accounts in the Vendors list instead of the summary accounts payable account.

Select one month, or select a series of months by clicking on the starting and the ending months.

Click on the OK button and the report will be printed.

THE AR/AP/PAYROLL REPORT MENU

The AR/AP/Payroll Report menu contains a list of reports about sales, purchases and payroll.

You can view a report on the screen by selecting it in the menu. Then you can print it by choosing Print from the File menu. Business Sense displays one report at a time, so you should close your report before requesting another one.

Examples of all reports are shown in Appendix D.

AR/AP/Payroll Report	
AR Aging	
Invoice Register	
Sales Tax	
Sales Commissions	
<u>Customer Analysis</u>	
AP Aging	
<u>Vendor Analysis</u>	
1099 Forms	
Payroll	
W-2 Forms	

The AR/AP/Payroll Report menu looks like this:

If the report name is underlined, the report is available in both Tabular and Graphs format. Choose the format in the File menu.

If the Invoice Register selection is dimmed in the menu, open the Sales/AR Journal window.

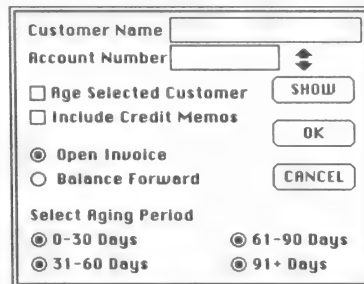
All reports except the 1099 Forms and W-2 Forms are first displayed on the screen.

AR Aging

This report produces an aged listing of the accounts receivable. Separate reports are produced for Open Invoice Customers and for Balance Forward Customers. The Customers list shows the customer aging method. You can change between Open Invoice and Balance Forward aging for a customer by clicking on the Age By field in the Customers list.

To prepare an accounts receivable aging report:

- To report on selected customers, underline their names in the Customers window.
- To report on all customers, close the Customers window or Deselect All in the Edit menu.
- Select AR Aging. A dialog box will appear:

A screenshot of the 'AR Aging' dialog box. It contains two text input fields at the top: 'Customer Name' and 'Account Number'. Below the 'Account Number' field is a vertical double-headed arrow. There are two checkboxes: 'Age Selected Customer' and 'Include Credit Memos'. Below these are two radio buttons: 'Open Invoice' (which is selected) and 'Balance Forward'. To the right of these options are three buttons: 'SHOW', 'OK', and 'CANCEL'. At the bottom, there is a section titled 'Select Aging Period' with three radio buttons: '0-30 Days' (selected), '31-60 Days', and '61-90 Days'. There is also a fourth radio button labeled '91+ Days'.

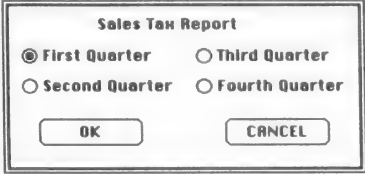
- To age a single customer, enter the customer account number or use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the Show button and fine-tune with the arrows.
- To age multiple customers, leave the Customer Name and Account Number boxes blank, or click off the Age Selected Customer check box.
- To include credit memos, click on the Include Credit Memos check box.
- Choose Open Invoice Customers or Balance Forward Customers with the radio buttons.
- Select one aging period, or select a series of aging periods by clicking the first period and the last period. If you turn off recent invoices, you get a shorter report so you can focus on the older invoices.
- Click on the OK button and the report will appear.

Invoice Register

To produce an Invoice Register, you must first open the Sales/AR journal, then choose this menu command.

Sales Tax

The Sales Tax report shows the sales for each Sales Tax Code and the taxes collected in the Sales/AR and Cash Receipts Journals. When you select this report, a dialog box will appear:



A dialog box titled "Sales Tax Report". It contains four radio button options: "First Quarter" (selected), "Second Quarter", "Third Quarter", and "Fourth Quarter". At the bottom, there are two buttons: "OK" and "CANCEL".

Select a report for the first, second, third or fourth quarter.

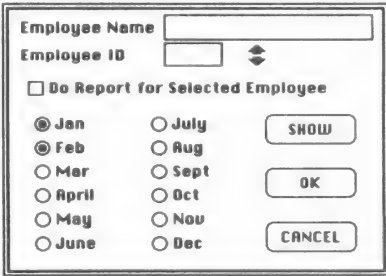
Click on the OK button and the report will be displayed.

Sales Commissions

You can produce this report if you have entered Sales Person ID and Commission percentage in the Customers list.

To prepare a Sales Commissions report:

- To report on specific employees, underline their names in the Employees window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to select underlined employees.
- To report on all employees, close the Employees window or choose Unselect All in the Edit menu.
- Select the Sales Commissions report. A dialog box will appear:



A dialog box for the Sales Commissions report. It has two text input fields at the top: "Employee Name" and "Employee ID". Below these is a checkbox labeled "Do Report for Selected Employee". Underneath the checkbox is a grid of radio buttons for the months of the year: Jan (selected), Feb, Mar, April, May, June, July, Aug, Sept, Oct, Nov, and Dec. To the right of the month buttons are three buttons: "SHOW", "OK", and "CANCEL".

- To report on multiple employees, leave the edit boxes empty, or click off the Do Report for Selected Employee check box.
- To report on a single employee:
 - If you know the ID number, Tab to the Employee ID edit box. Enter the ID number and click on the SHOW button.
 - If you don't remember the ID number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the SHOW button and fine-tune with the arrows.
- Select one month, or select a series of months by clicking the first month and the last month.
- Click on the OK button and the report will appear.

Customer Analysis

To compare customer sales volumes, run a Customer Analysis report. It shows the selected customers in descending order of sales volume. It is available in pie chart as well as tabular format.

To prepare a customer analysis:

- To report on specific customers, underline their names in the Customers window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to select underlined customers.
- To report on all customers, close the Customers window or choose Unselect All in the Edit menu.
- When you select this report, a dialog box will appear:

- To select multiple customers, leave the edit boxes empty, or click off the Activity for Selected Customer check box.

- To select a single customer:
 - If you know the customer account number, Tab to the Account Number edit box. Enter the Account Number and click on the SHOW button.
 - If you don't remember the customer account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the SHOW button and fine-tune with the arrows.
- If the check box is turned on:
 - **Show Customer with no activity** includes inactive customers.
 - **Show Cash Sales activity** includes cash sales volume for comparison.
- Select one quarter, or select a series of quarters by clicking the first quarter and the last quarter.
- Click on the OK button and the report will appear.

AP Aging

This report produces an aged listing of the accounts payable. Two separate reports are produced: Accounts Payable Days Until Due and Accounts Payable Days Past Due.

Accounts Payable Days Until Due shows all open invoices, including past due invoices. Accounts Payable Days Past Due shows only invoices which have already become due.

To prepare an accounts payable aging report:

- To report on specific vendors, underline their names in the Vendors window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to select underlined vendors.
- To report on all vendors, close the Vendors window or choose Unselect All in the Edit menu.
- Select AP Aging. A dialog box will appear:

Vendor Name

Account Number

☐ Age Selected Vendor

☐ Include Credit Memos

☒ Age Days Until Due

☐ Age Days Past Due

Select Aging Period

☒ 0-7 Days ☐ 15-30 Days

☐ 8-14 Days ☐ 31+ Days

SHOW

OK

CANCEL

Vendor Analysis

- To age multiple vendors, leave the Vendor Name and Account Number boxes blank, or click off the Age Selected Vendor check box.
- To age a single vendor:
 - If you know the vendor account number, Tab to the Account Number edit box. Enter the Account Number and click on the SHOW button.
 - If you don't remember the vendor account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the SHOW button and fine-tune with the arrows.
- To include credit memos, click on the Include Credit Memos check box.
- Choose Age Days Until Due or Age Days Past Due with the radio buttons.
- Select one aging period, or select a series of aging periods by clicking the first period and the last period. With the Accounts Payable Days Past Due report, if you turn off recent invoices the report will be shorter so you can focus on the older invoices.
- Click on the OK button and the report will appear.

To compare vendors, produce a Vendor Analysis report. It shows the selected vendors in descending order of amounts paid. The Vendor Analysis is based on disbursements rather than invoices for compatibility with 1099 reporting requirements. This report is available in pie chart format as well as tabular format.

To prepare a vendor analysis:

- To report on specific vendors, underline their names in the Vendors window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to select underlined vendors.
- To report on all vendors, close the Vendors window or choose Unselect All in the Edit menu.

- When you select this report, a dialog box will appear:

Vendor Name

Account Number

☐ Activity for Selected Vendor

☐ Show Vendor with no activity.

☐ Show Cash Expenses activity.

Select Period

☒ 1st Quarter ☐ 3rd Quarter

☐ 2nd Quarter ☐ 4th Quarter

SHOW **OK** **CANCEL**

- To select multiple vendors, leave the edit boxes empty, or click off the Activity for Selected Vendor check box to clear the edit boxes.
- To select a single vendor:
 - If you know the vendor account number, Tab to the Account Number edit box. Enter the Account Number and click on the SHOW button.
 - If you don't remember the vendor account number, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the SHOW button and fine-tune with the arrows.
- If the check box is turned on:
 - **Show Vendor with no activity** includes inactive vendors.
 - **Show Cash Expenses activity** includes disbursements from Expense accounts in the Chart Of Accts for comparison.
- Select one quarter, or select a series of quarters by clicking the first quarter and the last quarter.
- Click on the OK button and the report will appear.

1099 Forms

Use this command to print 1099 Forms for vendors who are individuals.

To prepare 1099 Forms:

- To report on specific vendors, you can underline their names in the Vendors window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to show only underlined vendors.
- To report on all vendors, close the Vendors window or choose Unselect All in the Edit menu.

- Select the command and a dialog box will appear:

Print 1099 for vendors with

or more activity this year

OK CANCEL

- Enter the minimum compensation that will trigger a 1099 Form.
- Click on the OK button. You will be reminded to put the pre-printed forms into the printer.
- Click on the OK button and the 1099 Forms will be printed.

Payroll

The Payroll report shows monthly or quarterly wages and withholding for employees. Company totals appear at the end of the report.

To run the Payroll report:

- To report on specific employees, you can underline their names in the Employees window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to show only underlined employees.
- To report on all employees, close the Employees window or choose Unselect All in the Edit menu.
- Select the command and a dialog box will appear:

Employee Name

Employee ID

☐ Do Report for Selected Employee

OK SHOW CANCEL

Select Either one Quarter or a range of Quarters

☒ 1st Quarter
 ☐ 2nd Quarter
 ☐ 3rd Quarter
 ☐ 4th Quarter

W-2 Forms

- To select multiple employees, leave the edit boxes empty.
- To select a single employee:
 - If you know the employee ID, Tab to the Employee ID edit box. Enter the ID number and click on the SHOW button.
 - If you don't remember the Employee ID, use the name lookup shortcut explained in the Operating Techniques Section of Chapter 3: Tips for Users: type the first few letters of the name, click on the SHOW button and fine-tune with the arrows.
- Select one quarter, or select a series of quarters by clicking the first quarter and the last quarter. If you select one quarter, the report will show monthly pay and withholding. If you select multiple quarters, the report will show quarterly pay and withholding.
- Click on the OK button and the report will appear.

At the end of the calendar year, prepare W-2 Forms with this command.

To run the W-2 Forms:

- To report on specific employees, you can underline their names in the Employees window with the Find Name or Number command from the Edit menu, or command-click on their names. Leave the window open while you run the report to show only underlined employees.
- To report on all employees, close the Employees window or choose Unselect All in the Edit menu.
- A dialog box will appear:

Enter Information Needed to Print W-2 Forms.

Maximum FICA Wages (#13)

Name of State (#19)

Maximum Local Wages (#21)

Name of Locality (#22)

The information asked for in the dialog box will appear on the W-2 Forms. The numbers following each entry refer to the box numbers on Form W-2.

- **Maximum FICA Wages #13:** enter the maximum amount of wages subject to FICA withholding and press the Tab key to advance to the next edit box.
- **Name Of State #19:** enter the abbreviated name of the State, such as "CALIF" and press the Tab key to advance to the next edit box.
- **Maximum Local Wages #21:** enter the maximum amount of wages subject to local withholding. In California, enter the maximum wages for Sickness and Disability Insurance (SDI) withholding.
- **Name Of Locality #22:** enter the name of the local tax, for example, "CA SDI".

Click on the OK button. You will be reminded to put the forms into the printer.

Click on the OK button to print the W-2 Forms.

THE MONTH MENU

If a journal window is active, an additional menu, the Month menu, will appear in the menu bar. This menu contains the names of the months of the year.



To use this menu, select the month desired in the Month menu. That month's journal entries will appear in the window. The elevator in the scroll bar will stay within that month. You can scroll into other months with the scroll arrows, or you can choose another month from the Month menu.

THE INDEX MENU

If the Recurring Entries or Help window is active, an additional menu, the Index menu, will appear in the menu bar. This menu contains a list of topics.

To use the Index menu, open the Help or Recurring Entries window. The Index menu will appear in the menu bar. When you select a name from the Index menu, the Help or Recurring Entries window will scroll to that topic.

You can change the topics in the Index menu. The procedure is explained in the Help Section and the Recurring Entries Section of Chapter 6: Main Window Icons.

CHAPTER 8: TIPS FOR ADVANCED USERS

As your business grows, you'll be able to use Business Sense for more complex business operations. Here are some examples of techniques to streamline complexity.

UNDERLINING

Underlining is used to select groups of customers, vendors, employees or accounts for processing.

Activate and deactivate underlining by opening and closing the list window.

Underline major customers so you can produce mailing labels for them. Underline problem customers so you can selectively Apply Finance Charges.

Underline vendors whose invoices are to be paid by the due date. Leave the Vendors window open while you Select AP Payments from the Function menu. Click on the Pay All Due Through ☐ radio button, and fill in the date. Click on the Preview As A Report button and the OK button to see how much will be paid to each vendor. Close the report window, adjust underlining and choose Select AP Payments again until the spending meets your plan. To generate the checks, choose Select AP Payments again without clicking on the Preview As A Report button.

Underline employees who are paid every pay period. Open the Employees window to pay the selected employees. Close the window to pay everybody.

Floppy Disk

MULTIPLE COMPANIES

Business Sense handles accounting for multiple companies. CPA's and free-lance bookkeepers will want to use Business Sense to keep books for several clients.

Maintain one complete set of data files for each company. Be careful not to tangle these files.

The best way to maintain these files is to have one data disk for each company. Never change data disks while Business Sense is running. Always Quit and go back to the Finder to change company data disks. Back up the data disk, then insert a new company data disk and restart Business Sense.

Hard Disk

Even if the program is on a hard disk, keeping the companies on separate floppy disks simplifies operations and protects the integrity of the data files.

If you have multiple companies on your hard disk, keep each set of company data in its own folder inside another folder called "Clients" or "Companies." Putting the company data folders inside another folder hides them from the Business Sense program, so they won't be accidentally changed. Change the Company Data folder name to the name of the company. Drag one company folder to the root directory before starting Business Sense. Make sure the Main window shows the name of the right company! After finishing work for that company, choose Quit from the File menu. Back up the company folder. Drag the company folder back to where it came from before dragging another company folder to the root directory.

MULTIPLE CHECKING ACCOUNTS

Business Sense can handle up to five checking accounts. Active checking accounts should have the Account Type "Cash." Other bank accounts should not be Cash accounts, unless you will be writing a lot of checks from them. It's expensive and tedious to write one check with the computer.

Name the old and new Cash accounts after the bank names or account functions, such as "First National" or "Payroll." Each Cash account will have two icons in the

Main window, one for the Cash Disbursements Journal (hand writing a check,) and one for the Cash Receipts Journal (money bag for deposits.)

To avoid cumbersome sentences, this manual always refers to "the" Cash Disbursements Journal and "the" Cash Receipts Journal. If you have more than one Cash account, choose the proper one by opening its icon. This is the main reason Business Sense does not open Cash journals automatically when they are needed for Apply AR Payments, Select AP Payments and Generate Payroll.

ANALYZING DATA

You can send Business Sense lists, journals and reports to a spreadsheet program with the Write to File command in the File menu.

Export the Income Statement to analyze your profitability. You can analyze trends if you make the Income Statement with year-to-date figures. Exporting the Income Statement with budget comparisons will give you a basis for tracking budget performance or revising the budget. Export the Balance Sheet to analyze ratios.

Export the Customer Analysis report, to calculate the gross profit for your most important customers. Export the Sales Commissions report, as another way to analyze sales.

Export the Vendor Analysis report to estimate the effect of purchasing alternatives.

Export the Payroll report to analyze wage costs.

TRANSCRIBING STATEMENTS

You can send any list, journal or report to a word processing program, or any other program that reads a Macintosh text file.

Export the Income Statement and the Balance Sheet for inclusion in reports to banks and investors.

DIRECT MAIL PROMOTION

With the Print Mailing Labels command in the File menu, you can prepare labels for all or selected customers.

With the same command, you can also create a Print Merge File, which can be used to address custom letters to customers.

LASERWRITER PRINTING

If you leave the Font Substitution check box marked in the print dialog box, some of your LaserWriter reports may be truncated. You can solve this problem by turning off Font Substitution or by choosing Page Setup from the File menu and selecting Reduction: 90 percent.

BAD DEBTS

When it becomes clear that a customer is not going to pay an invoice, then the balance due can be transferred into a bad debt account. Open the Sales/AR Journal and use Fix/Adjust Entry in the Function menu to reverse the invoice. Before posting the reversal, change the Revenue account number to the bad debt account. This will close the invoice and increase bad debts.

CLOSING EVERY MONTH

Some companies have used older software packages that required closing the books every month for so long that they like it that way. If you want to "close" the books every month, choose New Data Disk from the Function menu. Your journals will look cleaner. They will contain only the beginning balances and the current month activity. Open invoices will still be carried forward, and you can still post a transaction to a prior month. You can print a financial report for any month or range of months. You won't be able to void old checks or deposits, or reverse old General Journal transactions. The big advantage to this technique is that you can post an enormous number of transactions in a year without buying more memory or using two backup disks.

EMPLOYEE ADVANCES

Here is a procedure to handle employee advances. It has an option to have advances appear on the AR Aging report:

- Add an advances suspense account to the Chart Of Accts:

Account No.	Account Type	Description
1990	AR	Employee Advances

- Add summary and detail advances accounts to the Customers list:

Customers			
LEARNED LUMBER CO. For the month of February, 1987			
		Account to Journal	
Customer No.	Age by	Customer Name	
1055	INU	Employee Advances	
1055/0001	INU	Advances-Officers	
1055/0002	INU	Advances-Office	
1055/0003	INU	Advances-Factory	

To issue advances:

- Debit advances checks to the suspense account:

Checking-CDJ									
Employee Advances LEARNED LUMBER CO. For the month of February, 1987									
								Total this Batch 500.00	
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	D	Amount	A	D
02/28	300.00	John J. Brown/Advance	1258	1990			300.00		
02/28	200.00	Pete H. Marvin/Advance	1259	1990					

You can optionally show the advances on the AR Aging report:

- Make Sales/AR Journal entries. Debit a customer advance account and credit the suspense account:

Sales/AR									
Advances-Factory LEARNED LUMBER CO. For the month of February, 1987									
				Debits 200.00		Credits 200.00			
Date	Quantity/Description	Invoice #	Account #			Sales/Tax Amount		S	T
02/28	Advance to John J. Brown	Brown	1055/0002	300.00					
	Advance to John J. Brown	Brown	1990			300.00			
02/28	Advance to Pete H. Marvin	Marvin	1055/0003	200.00					
	Advance to Pete H. Marvin	Marvin	1990			200.00			

- Here is how the advances will appear on the AR Aging report:

Open Invoice Aging							
LEARNED LUMBER CO.							
2/28/1987							
Customer	Date	Invoice #	0-30	31-60	61-90	90+	Total
Advances-Office	02/28	Brown	300.00				
Totals:			300.00				300.00
Advances-Factory	02/28	Harvin	200.00				
Totals:			200.00				200.00

When you are ready to generate payroll, if the advances appear on the AR Aging report put the amounts to be repaid back into the suspense account:

- Print the AR Aging report.
- Open the Sales/AR Journal.
- Select an advance.
- Choose Fix/Adjust Entry from the Function menu.
- If the advance is being fully repaid, reverse it. If it is being partially repaid, issue a credit memo and edit the amount to be deducted:

Sales/AR							
LEARNED LUMBER CO.							
For the month of February, 1987							
Date	Quantity/Description	Invoice #	Account #	Debits 50.00	Credits 50.00	Sales/Tax Amount	S T C
02/28	Advance to John J. Brown	Brown	1055/0002	300.00			
	Advance to John J. Brown	Brown	1990		300.00		
02/28	Advance to Pete W. Harvin	Harvin	1055/0003	200.00			
	Advance to Pete W. Harvin	Harvin	1990		200.00		
02/28	«Reverse Entry of 02/28»	Brown	1055/0002		300.00		
	«Reverse Entry of 02/28»	Brown	1990	300.00			
02/28	«Credit Memo - Inv of 02/28»	Harvin	1055/0003		50.00		
	«Credit Memo - Inv of 02/28»	Harvin	1990	50.00			

To deduct advances from payroll checks:

- Open the Employees list, select the employee and click on "More" and "Withholding Information".
- Click on an unused deduction such as Other1 and enter the deduction charged to the suspense account:

Withholding Name **Brown, John J.** ID **1000**

Federal ☐ Withholding Acct # **1990**

FICA ☐ Amt **300.00** Or % Withheld **SHOW**

State ☐ NET Max To Withhold **NEXT**

Local ☐ ☐ Use Tax Table **DONE**

Other 1 ☒ -----Employer Portion-----

Other 2 ☐ ☐ Withhold From Employer

Other 3 ☐ Amt Or % Withheld

Other 4 ☐ NET Max To Withhold

Other 5 ☐ Expense Account

Other 6 ☐ Liability Account

Wage Information **Personal Information**

- Generate the payroll:

Checking-CDJ									
LEARNED LUMBER CO.									
Employee Advances For the month of February, 1987									
Total this Batch 1011.82									
Date	Net Amt of Check	Paid to/Description	Check #	Account #	C	r	Amount	A	D
02/28	494.20	Harvin, Pete: 80 x 10.00/Hr	1260	6045/02			800.00		
		Pete W. Harvin/Federal	1260	2018/0001	*		125.00		
		Pete W. Harvin/FICA	1260	2018/0002	*		57.20		
		Pete W. Harvin/State	1260	2019/0001	*		64.00		
		Pete W. Harvin/SOI	1260	2019/0002	*		9.60		
		Pete W. Harvin/Advance	1260	1990	*		50.00		
02/28	517.82	John J. Brown/PR-Harvosa	1261	6045/01			1250.00		
		John J. Brown/Federal	1261	2018/0001	*		228.00		
		John J. Brown/FICA	1261	2018/0002	*		89.38		
		John J. Brown/State	1261	2019/0001	*		100.00		
		John J. Brown/SOI	1261	2019/0002	*		15.00		
		John J. Brown/Advance	1261	1990	*		300.00		

CUSTOMER DEPOSITS

Here is a procedure to handle deposits received from customers. It has an option to have deposits appear on the Customer Ledger Card:

To record a deposit:

- Enter the deposit into the Cash Receipts Journal, crediting the Current Liability account "Deposits Received."

Checking-CRJ									
LEARNED LUMBER CO.									
For the month of February, 1987									
Total this Batch 1000.00									
Date	Net Amt of Deposit	Received From/Description	Ref	Account #	C	r	Amount	T	C
02/28	1000.00	Deposit on Cement Mixer	Plan	2100			1000.00		

If you want the deposit to appear in the Customer Ledger Card:

- Open the Sales/AR Journal.
- Enter the deposit crediting the customer account and debiting Deposits Received:

Sales/AR							
Mann & Sons		LEARNED LUMBER CO.		Debits	Credits		
		For the month of February, 1987		1000.00	1000.00		
Date	Quantity/Description	Invoice #	Account #		Sales/Tax Amount	S	T
02/28	Deposit on Cement Mixer	Mann	1050/0400		1000.00		
	Deposit on Cement Mixer	Mann	2100	1000.00			

- The Customer Ledger Card will now look like this:

Mann & Sons						
Total this Batch		LEARNED LUMBER CO.		Pay Off Invoice		
0.00		2/28/1987				
Invoice Date	Description	Invoice Number	Invoice Amount	Remaining Balance	Discount Taken	Amount Paid
01/20	Cement Mix - 50 Bags/ A7	23124	500.00	500.00		500.00
02/19	Cement Mix - 50 Bags/ A8	23130	500.00	500.00		500.00
02/28	Gross 2x4's/AB222	23133	369.32	369.32		369.32
02/28	Deposit on Cement Mixer	Mann	(1000.00)	(1000.00)		(1000.00)

When the deposit is to be applied to a sale, if the deposit appears on the Customer Ledger Card:

- Open the Sales/AR Journal.
- Select the deposit entry.
- Choose Fix/Adjust Entry from the Function menu.
- If the deposit is being fully applied, reverse it. If only part of it is being applied, issue a credit memo and edit the amount to be applied:

Sales/AR							
		LEARNED LUMBER CO.		Debits	Credits		
		For the month of February, 1987		1000.00	1000.00		
Date	Description/PO Number	Invoice #	Customer Account #	Invoice Amount		S	T
02/28	Deposit on Cement Mixer	Mann	1050/0400		1000.00		
	Deposit on Cement Mixer	Mann	2100	1000.00			
02/28	Reverse Entry of 02/28	Mann	1050/0400	1000.00			
	Reverse Entry of 02/28	Mann	2100		1000.00		

To apply the deposit on the sales invoice:

- Open the Sales/AR Journal.
- On the first line, enter the customer account number with no amount.
- Credit the line items to Revenue accounts.
- Debit Deposits Received for the amount of deposit applied to this invoice.
- Choose Complete Invoice from the Function menu, to calculate sales tax and the balance to be charged to the customer:

Sales/AR							
Sales Tax Payable		LEARNED LUMBER CO.		Debits	Credits		
		For the month of February, 1987		1171.50	1171.50		
Date	Quantity/Description	Invoice #	Account #		Sales/Tax Amount	S	T C
03/28	Cement Mixer/9443	23134	1050/0400	171.50			
	1/Cement Mixer	23134	4010/01		1100.00		
	Deposit Applied	23134	2100	1000.00			
	6.5% Sales Tax	23134	2015		71.50		

FEE SPLITTING

Some professional services companies divide client revenues between the company and the person performing the service. If each client has one responsible person, you can set the client's discount account to a current asset holding sub-account for the employee performing the service.

When the client pays, enter all the revenue (or the employee's portion) as a discount in the Customer Ledger Card. This will close the invoice and hold all or part of the proceeds.

Splitting fees based on invoices instead of cash receipts is easier. Use commissions in the Customers "More" screen.

PRINTING A JOURNAL FOR AN ENTIRE YEAR

There's a trick to get more than one month of a journal to print in a single report. At the end of the year, date a transaction in the first month of the year and use a zero amount. Then close and reopen the journal to post the transaction. Choose the first month of the year in the Month menu, and choose Print from the File menu. The entire journal will print as shown on page 8-10.

For the month of January, 1987

This will not disturb the financial reports or any other months of reports. This trick works because the journals stay open all year. Journal windows and listings for a given month show the full span of transactions from the first transaction in that month to the last in that month. Amounts are correctly posted to the month given in the transaction date.

RESTORING DATA FILES

What happens if your working files get clobbered by a power failure or machine error? Don't just copy the backup files onto your working data. The procedure given here works not only with Business Sense, but could be adapted to recover important files for almost any program.

- Take your time. You may be confused and upset. More things could go wrong. Invite someone to work with you.
- Try again. Maybe this was a transient error. Maybe you pressed the wrong key or chose a different command from the one you thought you chose.
- Be suspicious of your machine. If another machine is available, try using it before you decide to restore your files from backups.
- If you're not sure you understand exactly what you were doing, talk to your dealer or to Monogram Technical Support. Maybe the problem is a misunderstanding.
- If your broken data is on a hard disk, back it up. There may be some useful information in there; don't lose it. Copy the Company Data folder onto a new disk marked "Company Data - Broken."
- If your broken data is on a floppy disk, retire that disk and restore your data onto a brand new disk. Your old disk may be dirty or worn out. Also, you may be able to recover some useful information from it, so don't wipe it out now.
- Lock your backup disk. Slide the plastic tab in the corner to uncover the hole.
- If you will be restoring onto a floppy disk, restore to the new disk by dragging the backup disk icon to the new working data disk.
- If you will be restoring onto a hard disk, drag the Company Data folder from the backup disk to the hard disk icon.
- Test the restored data. One reason for recommending multiple backup disks is that your recent backup disks may be defective too. Try the same operation that failed before. If it fails again, lock your oldest backup and restore your data with it. Try the operation again. If it

still fails, take your computer with copies of the program and data to a repair center. Demonstrate the problem at the repair center, so they can see what's wrong.

- If the restored data from the latest backup worked, you're ready to begin transaction recovery.
- If the oldest data worked, but the latest data failed, try the other backups to find the last backup disk that works. Then begin transaction recovery.
- If none of the backup disks work and if your computer passes the diagnostic tests at the repair center, you will have to build your files from the original Master Data disk, as you did in Chapter 4. If you have a Trial Balance report and AR Aging and AP Aging reports, you can recreate your files as of the report date. Then begin transaction recovery.

Transaction Recovery

You will need to re-enter the transactions posted since the backup data was made. First, verify the status of the restored data. Print all five journals, the Income Statement, Account History for the Cash account, and Trial Balance report with individual customers and vendors. Compare the accounts receivable and accounts payable and total checks and deposits to the figures shown in your control log. This will show you where you have to start recovering transactions.

Depending on how old your restored data is, you may have to enter only a few transactions from your manila folder, or several weeks of transactions going back to the beginning of the month. If you keep a control log, you can identify most or all of these transactions. If you have printouts archived in your drawer, they may contain the information you need. If open invoices are filed together, the newer ones will be identifiable. Try to print anything you can from your broken data disk or the most recent backups. Maybe you can print all the transactions for four out of five journals.

APPENDIX A: SOURCE FOR PRE-PRINTED FORMS

To order pre-printed forms for use with Business Sense,
contact:

Deluxe Computer Forms

1275 Red Fox Road

P. O. Box 64046

St. Paul, Minnesota 55164-0046

Telephone (800) 328-0304

Request Order Form #C06656 or use the order form
enclosed with this manual.

FORM NAME	FORM #
Check	091013
Invoice	091300
Billing Statement.....	091303
1099 Form	091636
W-2 Form (six parts)	091644
W-2 Form (four parts)	091647

ENVELOPE NAME	FORM #
Envelope for Check	091500
Envelope for Invoice & Billing Statement	091501
Envelope for W-2 Form	091517
Envelope for 1099 Form	091555

APPENDIX B: QUICK REFERENCE GUIDE

File	
Show Main Window	⌘O
Close	⌘W
Page Setup	
Print	⌘P
Reprint Entry	
Print Mailing Labels	
Write to File	
✓Tabular Reports	⌘T
Graphs	⌘G
Quit	⌘Q

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
Delete a Line	⌘D
Insert a Line	⌘I
More Info	⌘M
Find Name or Number	⌘E
Repeat Search	⌘R
Unselect All	⌘U
Complete Invoice	⌘-

Function	
New Data	⌘N
<u>Account Balance</u>	⌘L
New Fiscal Year	
New Calendar Year	
New Data Disk	
Fin/Adjust Entry	⌘F
Nash Totals	⌘-
Apply AR Payments	⌘A
Apply Finance Charges	
Billing Statements	
Set Sales Tax Codes	
Select AP Payments	⌘S
Generate Payroll	
Enter Budget Information	⌘'

GL Report	
<u>Income Statement</u>	
<u>Department Income</u>	
Balance Sheet	
Trial Balance	
Financial Ratios	
Check Register	
<u>Cash Flow Analysis</u>	
Account History	
General Ledger	

AR/AP/Payroll Report	
AR Aging	
Invoice Register	
Sales Tax	
Sales Commissions	
<u>Customer Analysis</u>	
AP Aging	
<u>Vendor Analysis</u>	
1099 Forms	
Payroll	
W-2 Forms	

Month	
January	
✓February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

APPENDIX C: CODES

Code fields in the Chart of Accts, Customers, Vendors, Employees, and Recurring Entries lists are limited to certain values. Allowable values are listed here.

List: Chart Of Accts
Field: Account Type

Balance Sheet Accounts

Code	Name
Cash	Cash
CA	Current Asset
Inventory	Inventory
FA	Fixed Asset
OA	Other Asset
CL	Current Liability
LL	Long Term Liability
OL	Other Liability
Equity	Equity (Capital)
Close	Close (Retained Earnings)

Income Statement Accounts

Code	Name
Revenue	Revenue
Returns	Returns and Allowances
CGS	Cost of Goods Sold
Expense	Expense
OINC	Other Income/Expense

List: Customers
Field: Age by

Code	Name
BAL	Balance Forward
INV	Open Invoice

List: Vendors
Field: 1099 Type

Code	Name	Used For
	Don't Print 1099	Vendor not an individual
Rents	Rents	
Royalty	Royalties	
Prizes	Prizes and Awards	
Fishing	Fishing Boat Proceeds	
Nonempl	Non Employee Compensation	
Medical	Medical and Health Care	
Subpay	Substitute Payments	

List: Employees
Field: Pay Type

Code	Name	How Used
HOUR	Hourly	Enter pay per hour and # of hours
SALR	Salaried	Enter total pay per pay period

List: Employees
(Personal Info screen)
Field: Marital Status

Code	Name
S	Single
M	Married
U	Unmarried Head of Household

List: Employees
(Personal Info screen)
Field: Payroll Period

Code	Name
W	Weekly
B	Bi-weekly
S	Semi-monthly
M	Monthly
D	Daily

List: Tax Tables
Field: Table

Code
Federal
State
Local

List: Recurring Entries
Field: Jrn (Journal)

Code	Name	Used For
#	Index header	Naming a group of entries
GEN	General	
SLS	Sales/AR	
PUR	Purchases/AP	
CD1	Cash Disbursements	First checking account
CR1	Cash Receipts	First checking account
CD2	Cash Disbursements 2	Second checking account
CR2	Cash Receipts 2	Second checking account
CD3	Cash Disbursements 3	Third checking account
CR3	Cash Receipts 3	Third checking account
CD4	Cash Disbursements 4	Fourth checking account
CR4	Cash Receipts 4	Fourth checking account
CD5	Cash Disbursements 5	Fifth checking account
CR5	Cash Receipts 5	Fifth checking account

APPENDIX D: REPORTS CATALOG

Business Sense prints 52 reports. This Appendix illustrates each report using the Demo Data files.

Reports are generally produced on the screen, in a window with scroll bars. To print the report in the active screen window, choose Print from the File menu.

Billing Statements, Checks, Invoices, W-2 Forms and 1099 Forms are printed directly onto pre-printed forms without appearing first on the screen. You can order the pre-printed forms from the address in Appendix A. Because of its length, the General Ledger report is also printed directly without appearing first on the screen.

LEARNED LUMBER CO.

6700 Hermosa Way
Hermosa Beach, CA 90415

SAMPLE - VOID

FORM 091303

COMPATIBLE ENVELOPE 091501

STATEMENT

DATE

02/28/1987

ACCOUNT NUMBER

1050/0400

DATE

02/28/1987

ACCOUNT NUMBER

1050/0400

Mann & Sons
21015 Victory
Woodland Hills, CA 96212
Attn: Jeff Mann

To insure proper credit
please check those items
being paid in the
column and return this
portion of the statement
with your payment.

PAGE NO. 1

REFERENCE	DATE	CODE	DESCRIPTION	AMOUNT	BALANCE	REFERENCE	CODE	AMOUNT
23124	01/20/1987	I	Cement Mix - 50 Bags	500.00	500.00	23124	I	500.00
23130	02/19/1987	I	Cement Mix - 50 Bags	500.00	1000.00	23130	I	500.00
23133	02/28/1987	I	Gross 2x4's/AB222	369.32	1369.32	23133	I	369.32

Billing Statements

Procedure: Choose Billing Statements from the Function menu.
Options: All customers, underlined customers, single customer.
Remarks: Printed directly, on pre-printed forms.

LEARNED LUMBER CO.
Accounts Payable Payment Preview
2/28/1987

Vendor	Due Date	Invoice#	Remaining Balance	Discount	Amt. To Pay	Running Balance
Ame Sash & Frame	01/30	AS 3258	822.00		822.00	822.00
Clark Products			822.00		822.00	
Totals:						
Dover Lumber Milling	02/09	D 778925	3595.47		3595.47	3595.47
Frank Wilson & Sons			3595.47		3595.47	
Totals:						
Totals:			4417.47		4417.47	

Accounts Payable Payment Preview

- Procedure:** Open the Cash Disbursements Journal. Choose Select AP Payments from the Function menu. Click on the Preview As A Report check box.
Choose payment option. Click on the OK button.
- Options:** All vendors, underlined vendors, single vendor.
All invoices, all discountable invoices or all due through a given date.
- Remarks:** To issue checks, choose Select AP Payments again with the same options.

Account/ No.	Account/ Type	Description	January	February	December
4010	Revenue	Lumber Sales	7000.00	7000.00	7000.00
4010/01	Revenue	Lumber-Hermosa	3500.00	3500.00	3500.00
4010/02	Revenue	Lumber-Santa Monica	3500.00	3500.00	3500.00
4020	Revenue	Building Materials Sales	3000.00	3000.00	3000.00
4020/01	Revenue	Bldg Matl-Hermosa	1500.00	1500.00	1500.00
4020/02	Revenue	Bldg Matl-Santa Monica	1500.00	1500.00	1500.00
4030	Revenue	Plywood Sales	14000.00	14000.00	14000.00
4030/01	Revenue	Plywood-Hermosa	7000.00	7000.00	7000.00
4030/02	Revenue	Plywood-Santa Monica	7000.00	7000.00	7000.00
4100	Revenue	Installation Services			
4200	Revenue	Finance Charges			
4500	Returns	Returns & Allowances			
4500/01	Returns	Returns-Hermosa			
4500/02	Returns	Returns-Santa Monica			
5010	CGS	Cost of Goods Sold - Lumber	750.00	750.00	750.00
5010/01	CGS	CGS-Lumber-Hermosa	375.00	375.00	375.00
5010/02	CGS	CGS-Lumber-Santa Monica	375.00	375.00	375.00
5020	CGS	Cost of Goods Sold - Building Materials	340.00	340.00	340.00
5020/01	CGS	CGS-Bldg Matl-Hermosa	170.00	170.00	170.00
5020/02	CGS	CGS-Bldg Matl-Santa Monica	170.00	170.00	170.00
5030	CGS	Cost of Goods Sold - Plywood	1500.00	1500.00	1500.00
5030/01	CGS	CGS-Plywood-Hermosa	750.00	750.00	750.00
5030/02	CGS	CGS-Plywood-Santa Monica	750.00	750.00	750.00
6005	Expense	Alarm	65.00	65.00	65.00
6010	Expense	Advertising	100.00	100.00	100.00
6015	Expense	Bank Charges	5.00	5.00	5.00
6020	Expense	Gas & Oil	100.00	100.00	100.00
6025	Expense	Insurance			
6030	Expense	Interest			
6035	Expense	Office Supplies	180.00	180.00	180.00
6035/01	Expense	Ofc Sply-Hermosa	90.00	90.00	90.00
6035/02	Expense	Ofc Sply-Santa Monica	90.00	90.00	90.00
6040	Expense	Postage	400.00	400.00	400.00
6040/01	Expense	Postage-Hermosa	200.00	200.00	200.00
6040/02	Expense	Postage-Santa Monica	200.00	200.00	200.00
6045	Expense	Payroll Expense	6000.00	6000.00	6000.00
6045/01	Expense	PR-Hermosa	3000.00	3000.00	3000.00
6045/02	Expense	PR-Santa Monica	3000.00	3000.00	3000.00
6050	Expense	Payroll Taxes	500.00	500.00	500.00
6050/01	Expense	PR Tax-Hermosa	250.00	250.00	250.00
6050/02	Expense	PR Tax-Santa Monica	250.00	250.00	250.00
6055	Expense	Rentals	250.00	250.00	250.00
6065	Expense	Telephone	1000.00	1000.00	1000.00
6065/01	Expense	Telephone-Hermosa	500.00	500.00	500.00
6065/02	Expense	Telephone-Santa Monica	500.00	500.00	500.00
6070	Expense	Travel	250.00	250.00	250.00
6075	Expense	Truck Maintenance	200.00	200.00	200.00
6200	Expense	Miscellaneous			
6200/01	Expense	Misc-Hermosa			
6200/02	Expense	Misc-Santa Monica			
6500	Expense	Depreciation - Trucks			
6505	Expense	Depreciation - Furniture			
6510	Expense	Depreciation - Buildings			
7999	OTHER	Gain/(Loss) From Sale of Assets			

Enter Budget Information

How to: Choose Enter Budget Information from the Function menu.
Remarks: Before printing this wide report:
Choose Page Setup from the File menu.
Set Orientation to Wide.
Set Reduction to 50 percent.

LEARNED LUMBER CO.**Income Statement**
For 2 months ending 2/28/1987

Operating Revenues		Percent
Lumber Sales	15855.00	30.46
Building Materials Sales	7053.00	13.55
Plywood Sales	29144.00	55.99
	-----	-----
Net Operating Revenues	52052.00	100.00
Cost of Goods Sold		
Cost of Goods Sold - Lumber	1560.00	3.00
Cost of Goods Sold - Building Materi	710.00	1.36
Cost of Goods Sold - Plywood	2790.00	5.36
	-----	-----
Total Cost of Goods Sold	5060.00	9.72
	-----	-----
Gross Profit	46992.00	90.28
General and Administrative Expense		
Alarm	130.00	0.25
Advertising	239.00	0.46
Bank Charges	17.50	0.03
Gas & Oil	233.00	0.45
Office Supplies	480.00	0.92
Postage	456.00	0.88
Payroll Expense	12400.00	23.82
Payroll Taxes	886.62	1.70
Rentals	500.00	0.96
Telephone	1822.50	3.50
Travel	370.00	0.71
Truck Maintenance	225.00	0.43
	-----	-----
Total General and Admin. Expense	17759.62	34.12
	-----	-----
Net Operating Profit	29232.38	56.16
Other Income/(Expense)		
	-----	-----
Net Income	29232.38	56.16
	-----	-----

Income Statement (Normal Income Statement, Tabular)

Procedure: Choose Income Statement from the GL Report menu.

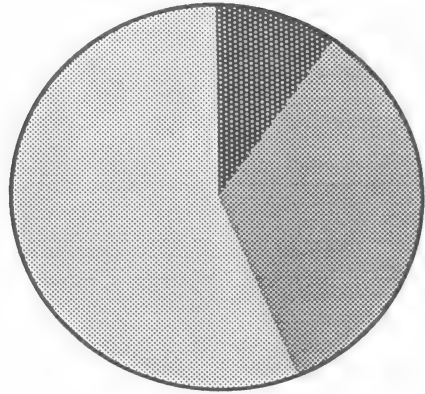
Options: Select any month or series of months.

LEARNED LUMBER CO.

Income Statement

For 2 months ending 2/28/1987

- Revenues \$52052.00 = 100.00%
- Returns and Allowances \$0.00 = 0.00%
- ▒ Cost of Goods Sold \$5060.00 = 9.72%
- ▒ Expenses \$17759.62 = 34.11%
- ▒ Profit \$29232.38 = 56.15%



Income Statement (Normal Income Statement, Graph)

Procedure: Choose Income Statement from the GL Report menu. Choose Graphs in the File menu.

Options: Select any month or series of months.

LEARNED LUMBER CO.

Income Statement For 1 month ending 2/28/1987

	Period	%	YTD	%
Operating Revenues				
Lumber Sales	7788.00	29.78	15855.00	30.46
Building Materials Sales	3472.00	13.28	7053.00	13.55
Plywood Sales	14888.00	56.94	29144.00	55.99
Net Operating Revenues	26148.00	100.00	52052.00	100.00
Cost of Goods Sold				
Cost of Goods Sold - Lumber	760.00	2.91	1560.00	3.00
Cost of Goods Sold - Building Materi	360.00	1.38	710.00	1.36
Cost of Goods Sold - Plywood	1390.00	5.32	2790.00	5.36
Total Cost of Goods Sold	2510.00	9.60	5060.00	9.72
Gross Profit	23638.00	90.40	46992.00	90.28
General and Administrative Expense				
Alarm	65.00	0.25	130.00	0.25
Advertising	120.00	0.46	239.00	0.46
Bank Charges	10.00	0.04	17.50	0.03
Gas & Oil	110.00	0.42	233.00	0.45
Office Supplies	280.00	1.07	480.00	0.92
Postage	156.00	0.60	456.00	0.88
Payroll Expense	6200.00	23.71	12400.00	23.82
Payroll Taxes	443.31	1.70	886.62	1.70
Rentals	250.00	0.96	500.00	0.96
Telephone	980.10	3.75	1822.50	3.50
Travel	180.00	0.69	370.00	0.71
Truck Maintenance	110.00	0.42	225.00	0.43
Total General and Admin. Expense	8904.41	34.05	17759.62	34.12
Net Operating Profit	14733.59	56.35	29232.38	56.16
Other Income/(Expense)				
Net Income	14733.59	56.35	29232.38	56.16

Income Statement (Include Year to Date)

- Procedure: Choose Income Statement from the GL Report menu. Click on the Include Year to Date button.
- Options: Select any month or series of months.

LEARNED LUMBER CO.
Income Statement and Budget
For 2 months ending 2/28/1987

	Budget	Actual	\$ Variance	% Variance
Operating Revenues				
Lumber Sales	14000.00	15855.00	1855.00	13.25
Building Materials Sales	6000.00	7053.00	1053.00	17.55
Plywood Sales	28000.00	29144.00	1144.00	4.09
Net Operating Revenues	48000.00	52052.00	4052.00	8.44
Cost of Goods Sold				
Cost of Goods Sold - Lumber	1500.00	1560.00	60.00	4.00
Cost of Goods Sold - Building Mat	680.00	710.00	30.00	4.41
Cost of Goods Sold - Plywood	3000.00	2790.00	(210.00)	(7.00)
Total Cost of Goods Sold	5180.00	5060.00	(120.00)	(2.32)
Gross Profit	42820.00	46992.00	4172.00	9.74
General and Administrative Expen				
Alarm	130.00	130.00		
Advertising	200.00	239.00	39.00	19.50
Bank Charges	10.00	17.50	7.50	75.00
Gas & Oil	200.00	233.00	33.00	16.50
Office Supplies	360.00	480.00	120.00	33.33
Postage	800.00	456.00	(344.00)	(43.00)
Payroll Expense	12000.00	12400.00	400.00	3.33
Payroll Taxes	1000.00	886.62	(113.38)	(11.34)
Rentals	500.00	500.00		
Telephone	2000.00	1822.50	(177.50)	(8.88)
Travel	500.00	370.00	(130.00)	(26.00)
Truck Maintenance	400.00	225.00	(175.00)	(43.75)
Total General and Admin.	18100.00	17759.62	(340.38)	(1.88)
Net Operating Profit	24720.00	29232.38	4512.38	18.25
Other Income/(Expense)				
Net Income	24720.00	29232.38	4512.38	18.25

Income Statement (Include Budget Information)

- Procedure:** Choose Income Statement from the GL Report menu.
Click on the Include Budget Information button.
- Options:** Select any month or series of months.

LEARNED LUMBER CO.

Hermosa Beach Store
For 2 months ending 2/28/1987

Operating Revenues		Percent
Lumber-Hermosa	9388.00	35.22
Bldg Matl-Hermosa	2726.00	10.23
Plywood-Hermosa	14542.00	54.55
-----		-----
Net Operating Revenues	26656.00	100.00
Cost of Goods Sold		
CGS-Lumber-Hermosa	780.00	2.93
CGS-Bldg Matl-Hermosa	355.00	1.33
CGS-Plywood-Hermosa	1395.00	5.23

Total Cost of Goods Sold	2530.00	9.49
-----		-----
Gross Profit	24126.00	90.51
General and Administrative Expense		
Ofc Sply-Hermosa	240.00	0.90
Postage-Hermosa	228.00	0.86
PR-Hermosa	7800.00	29.26
PR Tax-Hermosa	557.72	2.09
Telephone-Hermosa	911.25	3.42

Total General and Admin. Expense	9736.97	36.53
-----		-----
Net Operating Profit	14389.03	53.98
Other Income/(Expense)		

Net Income	14389.03	53.98
=====		=====

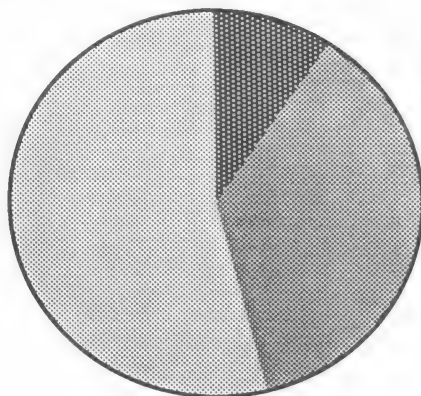
Departmental Income (Normal Income Statement, Tabular)

Procedure: Choose Departmental Income from the GL Report menu.
Options: Select any month or series of months.
Remarks: Report is titled with the name of the Department.

LEARNED LUMBER CO.

Hermosa Beach Store
For 2 months ending 2/28/1987

○	Revenues \$26656.00 = 100.00%
■	Returns and Allowances \$0.00 = 0.00%
▒	Cost of Goods Sold \$2530.00 = 9.49%
▓	Expenses \$9736.97 = 36.52%
░	Profit \$14389.03 = 53.98%



Departmental Income (Normal Income Statement, Graph)

Procedure: Choose Departmental Income from the GL Report menu.
Choose Graphs in the File menu.

Options: Select any month or series of months.

Remarks: Report is titled with the name of the Department.

LEARNED LUMBER CO.

Hermosa Beach Store
For 1 month ending 2/28/1987

	Period	%	YTD	%
Operating Revenues				
Lumber-Hermosa	4588.00	33.91	9388.00	35.22
Bldg Matl-Hermosa	1350.00	9.98	2726.00	10.23
Plywood-Hermosa	7592.00	56.11	14542.00	54.55
	-----		-----	
Net Operating Revenues	13530.00	100.00	26656.00	100.00
Cost of Goods Sold				
CGS-Lumber-Hermosa	380.00	2.81	780.00	2.93
CGS-Bldg Matl-Hermosa	180.00	1.33	355.00	1.33
CGS-Plywood-Hermosa	695.00	5.14	1395.00	5.23
	-----		-----	
Total Cost of Goods Sold	1255.00	9.28	2530.00	9.49
	-----		-----	
Gross Profit	12275.00	90.72	24126.00	90.51
General and Administrative Expense				
Ofc Sply-Hermosa	140.00	1.03	240.00	0.90
Postage-Hermosa	78.00	0.58	228.00	0.86
PR-Hermosa	3900.00	28.82	7800.00	29.26
PR Tax-Hermosa	278.86	2.06	557.72	2.09
Telephone-Hermosa	490.05	3.62	911.25	3.42
	-----		-----	
Total General and Admin. Expense	4886.91	36.12	9736.97	36.53
	-----		-----	
Net Operating Profit	7388.09	54.61	14389.03	53.98
Other Income/(Expense)				
	-----		-----	
Net Income	7388.09	54.61	14389.03	53.98
	-----		-----	

Departmental Income (Include Year to Date)

Procedure: Choose Departmental Income from the GL Report menu.
Click on the Include Year to Date button.

Options: Select any month or series of months.

Remarks: Report is titled with the name of the Department.

LEARNED LUMBER CO.

Hermosa Beach Store
For 2 months ending 2/28/1987

	Budget	Actual	\$ Variance	% Variance
Operating Revenues				
Lumber-Hermosa	7000.00	9388.00	2388.00	34.11
Bldg Matl-Hermosa	3000.00	2726.00	(274.00)	(9.13)
Plywood-Hermosa	14000.00	14542.00	542.00	3.87
Net Operating Revenues	24000.00	26656.00	2656.00	11.07
Cost of Goods Sold				
CGS-Lumber-Hermosa	750.00	780.00	30.00	4.00
CGS-Bldg Matl-Hermosa	340.00	355.00	15.00	4.41
CGS-Plywood-Hermosa	1500.00	1395.00	(105.00)	(7.00)
Total Cost of Goods Sold	2590.00	2530.00	(60.00)	(2.32)
Gross Profit	21410.00	24126.00	2716.00	12.69
General and Administrative Expen				
Ofc Sply-Hermosa	180.00	240.00	60.00	33.33
Postage-Hermosa	400.00	228.00	(172.00)	(43.00)
PR-Hermosa	6000.00	7800.00	1800.00	30.00
PR Tax-Hermosa	500.00	557.72	57.72	11.54
Telephone-Hermosa	1000.00	911.25	(88.75)	(8.88)
Total General and Admin.	8080.00	9736.97	1656.97	20.51
Net Operating Profit	13330.00	14389.03	1059.03	7.94
Other Income/(Expense)				
Net Income	13330.00	14389.03	1059.03	7.94

Departmental Income (Include Budget Information)

Procedure: Choose Departmental Income from the GL Report menu.
Click on the Include Budget Information button.

Options: Select any month or series of months.

Remarks: Report is titled with the name of the Department.

LEARNED LUMBER CO.**Balance Sheet**

2/28/1987

ASSETS**Current Assets**

Checking	45164.32
Money Market Account	20000.00
Prepaid Insurance - Fire	2500.00
Prepaid Insurance - Trucks	5250.00
Prepaid Taxes	4230.00
Accounts Receivable	30327.18

Total Current Assets

107471.50

Inventory

Beginning Inventory - Lumber	18440.00
Purchases - Lumber	6458.61
Beginning Inventory - Building Mater	14290.00
Purchases - Building Materials	1447.26
Beginning Inventory - Plywood	9210.00
Purchases - Plywood	2242.52
Purchase Discounts	(10.01)

Total Inventory

52078.38

Fixed Assets

Trucks	30000.00
Accumulated Depreciation - Trucks	(6500.00)
Furniture	12500.00
Accumulated Depreciation - Furniture	(3500.00)
Buildings	350000.00
Accumulated Depreciation - Buildings	(35000.00)

Total Fixed Assets

347500.00

Total Assets

507049.88

Balance Sheet

Procedure: Choose Balance Sheet from the GL Report menu.
Options: Select any one month.

LEARNED LUMBER CO.

2

Balance Sheet
2/28/1987**LIABILITIES AND EQUITIES**

Current Liabilities		
Sales Tax Payable	8008.85	
Federal Payroll Taxes Payable	5832.84	
State Payroll Taxes Payable	1835.20	
Accounts Payable	8227.61	

Total Current Liabilities		23904.50
Long Term Liabilities		
1st National - Buildings	190750.00	
1st National - Trucks	5000.00	

Total Long Term Liabilities		195750.00
Equities		
Capital Stock	80000.00	
Retained Earnings	178163.00	

Total Equities		258163.00
Net Profit		29232.38

Total Liabilities and Equities		507049.88
		=====

Balance Sheet, Page 2

LEARNED LUMBER CO.

Trial Balance

2/28/1987

Account Number	Account Title	Debits	Credits
1010	Checking	45164.32	
1020	Money Market Account	20000.00	
1030	Prepaid Insurance - Fire	2500.00	
1031	Prepaid Insurance - Trucks	5250.00	
1040	Prepaid Taxes	4230.00	
1500	Beginning Inventory - Lumber	18440.00	
1501	Purchases - Lumber	6458.61	
1510	Beginning Inventory - Building Materials	14290.00	
1511	Purchases - Building Materials	1447.26	
1520	Beginning Inventory - Plywood	9210.00	
1521	Purchases - Plywood	2242.52	
1590	Purchase Discounts		10.01
1700	Trucks	30000.00	
1701	Accumulated Depreciation - Trucks		6500.00
1705	Furniture	12500.00	
1706	Accumulated Depreciation - Furniture		3500.00
1710	Buildings	350000.00	
1711	Accumulated Depreciation - Buildings		35000.00
2015	Sales Tax Payable		8008.85
2018/0001	Federal Withholding		4059.60
2018/0002	FICA Payable		1773.24
2019/0001	State Withholding		1612.00
2019/0002	SDI Payable		223.20
2500	1st National - Buildings		190750.00
2505	1st National - Trucks		5000.00
3000	Capital Stock		80000.00
3100	Retained Earnings		178163.00
4010/01	Lumber-Hermosa		9388.00
4010/02	Lumber-Santa Monica		6467.00
4020/01	Bldg Matl-Hermosa		2726.00
4020/02	Bldg Matl-Santa Monica		4327.00
4030/01	Plywood-Hermosa		14542.00
4030/02	Plywood-Santa Monica		14602.00
5010/01	CGS-Lumber-Hermosa	780.00	
5010/02	CGS-Lumber-Santa Monica	780.00	
5020/01	CGS-Bldg Matl-Hermosa	355.00	
5020/02	CGS-Bldg Matl-Santa Monica	355.00	
5030/01	CGS-Plywood-Hermosa	1395.00	

Trial Balance

- Procedure: Choose Trial Balance from the GL Report menu.
- Options: Select any month or series of months.
 Print individual customers versus accounts receivable summary.
 Print individual vendors versus accounts payable summary.
 Print zero balance accounts versus omit them.

LEARNED LUMBER CO.

Financial Ratios

2/28/1987

Ratio Name	Ratio
Current Ratio	6.67
Quick Assets Ratio	4.49
Cash Ratio	1.88
Net Working Capital (1000's of \$'s)	135.64
Debt to Assets Ratio	0.43
Debt to Equity Ratio	0.76
Long Term Debt to Equity Ratio	0.68
Receivables Turnover Ratio	2.25
Average Collection Period (in days)	26.63
Inventory Turnover Ratio	0.09
Assets Turnover Ratio	0.10
Gross Profit Margin (in %)	90.27
Net Profit Margin (in %)	56.15
Return on Assets (in %)	5.89
Return on Equity (in %)	10.43

Financial Ratios

Procedure: Choose Financial Ratios from the GL Report menu.
Options: Select any month or series of months.

Checking

For the month of February, 1987

Check Register

Open the Cash Disbursements Journal window.
Choose Check Register from the GL Report menu.

Cash Flow Analysis

For the month of February, 1987

Starting Balance
39058.90

Cash Flow Analysis (Tabular)

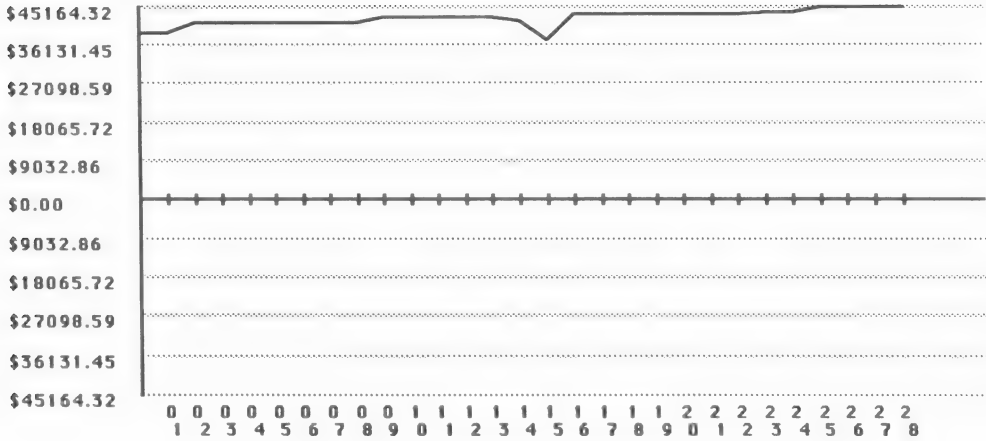
D-18 Business Sense

LEARNED LUMBER CO.

Checking

Cash Flow Analysis For the month of February, 1987

Starting Balance
39058.90



Cash Flow Analysis (Graph)

Procedure:
Open the Cash Disbursements or Cash Receipts Journal.
Choose Cash Flow Analysis from the GL Report menu.
Choose Graphs in the File menu.

Account History

For 1 month ending 2/28/1987

Starting Balance
39058.90

[illegible]

Account History

- Procedure:** Choose Account History from the GL Report menu.
Options: Select any account.
 Select any month or series of months.

General Ledger
LEARNED LUMBER CO.
For 2 months ending 2/28/1987

1010	Checking		Starting Balance		0.00
	Total Debits, Credits, and Balance		60022.67	14858.35	45164.32
1020	Money Market Account		Starting Balance		0.00
01/01	OPEN BOOKS - JAN 1, 1987	GEN	OPEN BKS	20000.00	0.00
	Total Debits, Credits, and Balance		20000.00	0.00	20000.00
1025	Deposits Paid		Starting Balance		0.00
	Total Debits, Credits, and Balance		0.00	0.00	0.00
1030	Prepaid Insurance - Fire		Starting Balance		0.00
01/01	OPEN BOOKS - JAN 1, 1987	GEN	OPEN BKS	2500.00	0.00
	Total Debits, Credits, and Balance		2500.00	0.00	2500.00
1031	Prepaid Insurance - Trucks		Starting Balance		0.00
01/01	OPEN BOOKS - JAN 1, 1987	GEN	OPEN BKS	5250.00	0.00
	Total Debits, Credits, and Balance		5250.00	0.00	5250.00
1040	Prepaid Taxes		Starting Balance		0.00
01/01	OPEN BOOKS - JAN 1, 1987	GEN	OPEN BKS	4230.00	0.00
	Total Debits, Credits, and Balance		4230.00	0.00	4230.00
1500	Beginning Inventory - Lumber		Starting Balance		0.00
01/01	OPEN BOOKS - JAN 1, 1987	GEN	OPEN BKS	20000.00	0.00
01/31	Jan Cost of Goods Sold	GEN	JAN CGS	0.00	800.00
02/28	February Cost of Goods Sold	GEN	FEB CGS	0.00	760.00
	Total Debits, Credits, and Balance		20000.00	1560.00	18440.00
1501	Purchases - Lumber		Starting Balance		0.00
01/15	Purch. 500 2 by 4 - 5' Long	PUR	D 778925	1232.59	0.00
01/15	Purch. 400 6 by 8 - 5' Long	PUR	D 778925	2362.88	0.00
01/20	Purch. 100 Redwood Planks	PUR	D 779915	500.26	0.00
02/16	Purch. 400 6 by 8 - 5' Long	PUR	D 780115	2362.88	0.00
	Total Debits, Credits, and Balance		6458.61	0.00	6458.61
1510	Beginning Inventory - Building Materials		Starting Balance		0.00
01/01	OPEN BOOKS - JAN 1, 1987	GEN	OPEN BKS	15000.00	0.00
					15000.00

General Ledger

Procedure: Choose General Ledger from the GL Report menu.
Options: Underline in Chart Of Accts, Customers or Vendors, for selective report.
Print one account per page.
Print the Cash accounts in detail versus summary. Print Customers in detail versus summary. Print Vendors in detail versus summary.
Remarks: Printed directly, on plain paper. This is a lengthy report.

LEARNED LUMBER CO.

Open Invoice Aging

2/28/1987

Customer	Date	Invoice#	0-30	31-60	61-90	90+	Total
Baker & Baker	02/09	23128	135.68				
PH# 213-954-556							
Totals:			135.68				135.68
Longview Develo	02/15	23129	1800.00				
PH# 213-455-121							
Totals:			1800.00				1800.00
Mann & Sons	01/20	23124		500.00			
PH# 818-788-650	02/19	23130	500.00				
Totals:			500.00	500.00			1000.00
Tall Pines Esta	01/25	23126		8256.00			
PH# 818-988-765	02/26	23132	8100.00				
Totals:			8100.00	8256.00			16356.00
Totals:			10535.68	8756.00			19291.68

AR Aging (Open Invoice)

- Procedure: Choose AR Aging from the AR/AP/Payroll Report menu.
- Options: 1 to 4 Aging Periods. All Open Invoice customers, underlined customers or single customer. Include Credit Memos vs. omit them.
- Remarks: Only Customers with Open Invoice aging will appear. Turn off recent Aging Periods to focus on older invoices.

2/28/1987

[illegible]**AR Aging (Balance Forward)**

Procedure:

Choose AR Aging from the AR/AP/Payroll Report menu. Click on the Balance Forward button. Click on the OK button.

Options:

1 to 4 Aging Periods. All Balance Forward customers, underlined customers or single customer. Include Credit Memos vs. omit them.

Remarks:

Only Customers with Balance Forward aging will appear.
Turn off recent Aging Periods to focus on older invoices.

For 1 month ending 2/28/1987

[illegible]

Invoice Register

Procedure:

Open the Sales/AR Journal.

Choose Invoice Register from the GL Report menu.

Sales Tax Report

For 3 months ending 3/31/1987

[illegible]**Sales Tax**

Procedure:

Choose Sales Tax from the AR/AP/Payroll Report menu.

Options:

Select any one quarter.

Sales Commissions
For 2 months ending 2/28/1987

Sales Commissions

D-26 Business Sense

Customer Analysis

For 3 months ending 3/31/1987

[illegible]

Customer Analysis (Tabular)

Procedure:

Choose Customer Analysis from the AR/AP/Payroll Report menu.

Options:

Select any quarter or series of quarters.

All customers, underlined customers or single customer.

Print customers with zero activity.

Show cash sales for comparison.

LEARNED LUMBER CO.

Customer Analysis

For 3 months ending 3/31/1987

○ Total Customers \$52052.00 = 100.00%

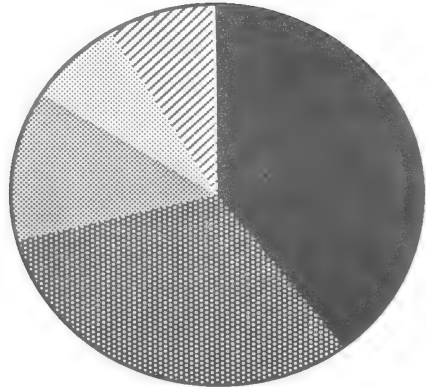
■ Cash Sales \$20687.00 = 39.74%

▤ Tall Pines Estates \$16356.00 = 31.42%

▥ Allen Contractors \$6700.00 = 12.87%

▦ Ocean Front Sales \$3900.00 = 7.49%

▧ All Others \$4409.00 = 8.47%



Customer Analysis (Graph)

- Procedure: Choose Customer Analysis from the AR/AP/Payroll Report menu.
Choose Graphs in the File menu.
- Options: Select any quarter or series of quarters.
All customers, underlined customers or single customer.
Print customers with zero activity.
Show cash sales for comparison.

LEARNED LUMBER CO.
Accounts Payable Days Until Due
2/28/1987

Vendors	Due Date	Invoice#	0-7	8-14	15-30	31+	Total
Acme Sash & Fra	01/30	AS 3258	822.00				
	03/17	AS 3350			625.00		
Totals:			822.00		625.00		1447.00
Clark Products	03/27	55703C			242.86		
Totals:					242.86		242.86
Dover Lumber Mi	02/09	0 778925	3595.47				
	03/08	0 780115		2362.88			
Totals:			3595.47	2362.88			5958.35
Frank Wilson &	03/01	22591	278.88				
	03/24	22690			300.52		
Totals:			278.88		300.52		579.40
Totals:			4696.35	2362.88	1168.38		8227.61

AP Aging (Age Days Until Due)

- Procedure:** Choose AP Aging from the AR/AP/Payroll Report menu. Click on the Days Until Due button. Click on the OK button.
- Options:** 1 to 4 Aging Periods. Include Credit Memos. All vendors, underlined vendors or single vendor.
- Remarks:** Shows all open invoices. Past due invoices are shown in the 0-7 column.

LEARNED LUMBER CO.
Accounts Payable Days Past Due
2/28/1987

Vendors	Due Date	Invoice#	0-30	31-60	61-90	91+	Total
Acme Sash & Fra	01/30	AS 3258	822.00				
Totals:			822.00				822.00
Dover Lumber Mi	02/09	D 778925	3595.47				
Totals:			3595.47				3595.47
Totals:			4417.47				4417.47

AP Aging (Age Days Past Due)

Procedure: Choose AP Aging from the AR/AP/Payroll Report menu. Click on the Days Until Due button. Click on the OK button.

Options: 1 to 4 Aging Periods. Include Credit Memos. All vendors, underlined vendors or single vendor.

Remarks: Shows only due and past due invoices. Turn off recent Aging Periods to focus on older invoices.

Vendor Analysis

For 3 months ending 3/31/1987

Vendor Analysis (Tabular)

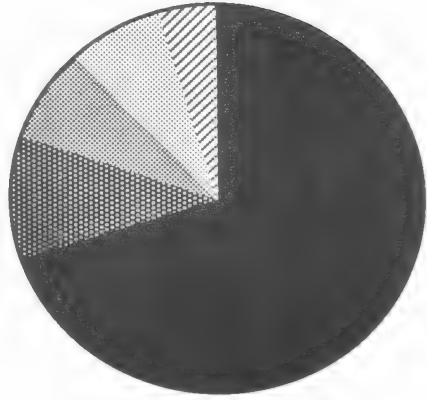
Show cash expenses for comparison.

LEARNED LUMBER CO.

Vendor Analysis

For 3 months ending 3/31/1987

- Total Vendors \$6383.77 = 100.00%
- Cash Expenses \$4473.00 = 70.06%
- ▒ Acme Sash & Frame \$650.00 = 10.18%
- ▒ Dover Lumber Milling \$490.25 = 7.67%
- ▒ Clark Products \$470.00 = 7.36%
- ▒ All Others \$300.52 = 4.70%



Vendor Analysis (Graph)

- Procedure: Choose Vendor Analysis from the AR/AP/Payroll Report menu.
Choose Graphs in the File menu.
- Options: Select any quarter or series of quarters.
All vendors, underlined vendors or single vendor.
Print vendors with zero activity.
Show cash expenses for comparison.

9595 ☐ VOID ☐ CORRECTED		For Official Use Only	
Type or machine print PAYER'S name, street address, city, state, and ZIP code LEARNED LUMBER CO. 6700 Hermosa Way Hermosa Beach, CA 90415		1 Rents \$ 2 Royalties \$	OMB No. 1545-0115 1987 Statement for Recipients of
PAYER'S Federal identification number 95-1234567		RECIPIENT'S identification number 123-45-6789	
Type or machine print RECIPIENT'S name (first, middle, last) Jack Franklin		3 Prizes and awards \$	4 Federal income tax withheld \$
Street address 788 Forrest Lane		5 Fishing boat proceeds \$	6 Medical and health care payments \$
City, state, and ZIP code Mendocino, CA 96659		7 Nonemployee compensation \$ 650.00	8 Substitute payments in lieu of dividends or interest \$
Account number (optional) 2050/0150		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ☐	
		10 The amount in Box 7 is crop insurance proceeds ☐	

Form 1099-MISC

Do NOT Cut or Separate Forms on This Page

Approved 1 R. S. Department of the Treasury—Internal Revenue Service 12-25-79003

Miscellaneous Income

Copy A
For Internal Revenue Service Center
 For Paperwork Reduction Act Notice and instructions for completing this form, see Instructions for Forms 1099, 1098, 5498, 1096, and W-2G.

1099 Forms

Procedure: Choose 1099 Forms from the AR/AP/Payroll Report menu.

Options: Threshold earnings to trigger forms.
All vendors or underlined vendors.

Remarks: Printed directly on pre-printed forms.

LEARNED LUMBER CO.

Monthly Payroll Report

For 3 months ending 3/31/1987

Employee Name	1st month	2nd month	3rd month	Total this Quarter	Total YTD
Brown, John J. - Gross	1250.00	1250.00		2500.00	2500.00
Federal	228.00	228.00		456.00	456.00
FICA	89.38	89.38		178.76	178.76
State	100.00	100.00		200.00	200.00
Local	15.00	15.00		30.00	30.00
Brown, John J. - Net	817.62	817.62		1635.24	1635.24
Brown, John J. Employer's Port					
FICA	89.38	89.38		178.76	178.76
Carson, John T. - Gross	1500.00	1500.00		3000.00	3000.00
Federal	200.00	200.00		400.00	400.00
FICA	107.25	107.25		214.50	214.50
State	120.00	120.00		240.00	240.00
Local	18.00	18.00		36.00	36.00
Carson, John T. - Net	1054.75	1054.75		2109.50	2109.50
Carson, John T. Employer's Po					
FICA	107.25	107.25		214.50	214.50
David, Sam R. - Gross	1000.00	1000.00		2000.00	2000.00
Federal	135.00	135.00		270.00	270.00
FICA	71.50	71.50		143.00	143.00
State	80.00	80.00		160.00	160.00
Local	12.00	12.00		24.00	24.00
David, Sam R. - Net	701.50	701.50		1403.00	1403.00
David, Sam R. Employer's Port					
FICA	71.50	71.50		143.00	143.00
Harvin, Pete W. - Gross	800.00	800.00		1600.00	1600.00
Federal	125.00	125.00		250.00	250.00
FICA	57.20	57.20		114.40	114.40
State	64.00	64.00		128.00	128.00
Local	9.60	9.60		19.20	19.20
Harvin, Pete W. - Net	544.20	544.20		1088.40	1088.40
Harvin, Pete W. Employer's Po					

Payroll

Procedure: Choose Payroll from the AR/AP/Payroll Report menu.

Options: Select any quarter or series of quarters.

All employees, underlined employees or single employee.

LEARNED LUMBER CO.

1256

02/28/87	1447.00	Acme Sash & F/Inv# AS 3350 1256	2050/0150	625.00
		Acme Sash & F/Inv# AS 3258 1256	2050/0150	822.00

LEARNED LUMBER CO.

6700 Hermosa Way
Hermosa Beach, CA 90415

NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE 12345
00-6789-0000

1256

***1,447 Dollars and 00 Cents

DATE

AMOUNT

02/28/1987

\$1,447.00

PAY
TO THE
ORDER
OF:

Acme Sash & Frame
788 Forrest Lane
Mendocino, CA 96659

SAMPLE - VOID

FORM 001013

COMPATIBLE ENVELOPE 001500 - 001500

⑈001256⑈ ⑆000067894⑆ 12345678⑈

Vendor Checks

Procedure: Close the Cash Disbursements Journal window.
Or: choose Reprint Entry from the File menu.

LEARNED LUMBER CO.

02/28/87	817.62	John J. Brown/PR-Hermosa	1250.00	Gross	YTD	3750.00	1257
		John J. Brown/Federal With H	228.00	Federal	YTD	684.00	
		John J. Brown/FICA Payable H	89.38	FICA	YTD	268.14	
		John J. Brown/State Withho H	100.00	State	YTD	300.00	
		John J. Brown/SDI Payable H	15.00	Local	YTD	45.00	

LEARNED LUMBER CO.

6700 Hermosa Way
Hermosa Beach, CA 90415

NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE 12345
00-6789-0000

1257

***817 Dollars and 62 Cents

DATE

AMOUNT

02/28/1987

\$817.62

PAY
TO THE
ORDER
OF:

John J. Brown
2598 West Hill St.
Gardena, CA 90556

SAMPLE - VOID

FORM 091013

COMPATIBLE ENVELOPE 091500 - 091508

⑈00 1257⑈ ⑆000067894⑆ 12345678⑈

Payroll Checks

Procedure:

Close the Cash Disbursements Journal window.

Or: choose Reprint Entry from the File menu.

LEARNED LUMBER CO.

6700 Hermosa Way
Hermosa Beach, CA 90415

SAMPLE - VOID

FORM 1300
COMPATIBLE ENVELOPE 1601

TO

Allen Contractors
356 South Hill
Long Beach, CA 96881
Attn: Ralph Miller

INVOICE

23133

SALESPERSON 1000	DATE OF INVOICE 02/28/1987
SHIP TO Meadowview Homes 11 Apple Tree Lane Irvine, CA 94221 Attn: Brad Culver	

ACCOUNT NO.	DATE SHIPPED	SHIPPED VIA	COLOR	P.O. NO.	TERMS	YOUR ORDER NUMBER	
1050/0100	02/28/1987	Truck		Hermosa	Z% 10, Net 30	AB222	
QUANTITY	DESCRIPTION					UNIT PRICE	AMOUNT
144	2x4's					2.180	313.92
	Freight						35.00
	6.5% Sales Tax						20.40
						TOTAL	369.32

Invoices

Procedure: Close the Sales/AR Journal window.
Or: choose Reprint Entry from the File menu.

LEARNED LUMBER CO.

Chart Of Accts For the month of February, 1987

Account No.	Account Type	Description
1010	Cash	Checking
1020	CA	Money Market Account
1025	CA	Deposits Paid
1030	CA	Prepaid Insurance - Fire
1031	CA	Prepaid Insurance - Trucks
1040	CA	Prepaid Taxes
1500	Inventory	Beginning Inventory - Lumber
1501	Inventory	Purchases - Lumber
1510	Inventory	Beginning Inventory - Building Materials
1511	Inventory	Purchases - Building Materials
1520	Inventory	Beginning Inventory - Plywood
1521	Inventory	Purchases - Plywood
1590	Inventory	Purchase Discounts
1700	FA	Trucks
1701	FA	Accumulated Depreciation - Trucks
1705	FA	Furniture
1706	FA	Accumulated Depreciation - Furniture
1710	FA	Buildings
1711	FA	Accumulated Depreciation - Buildings
2015	CL	Sales Tax Payable
2018	CL	Federal Payroll Taxes Payable
2018/0001	CL	Federal Withholding
2018/0002	CL	FICA Payable
2019	CL	State Payroll Taxes Payable
2019/0001	CL	State Withholding
2019/0002	CL	SDI Payable
2100	CL	Deposits Received
2500	LL	1st National - Buildings
2505	LL	1st National - Trucks
3000	Equity	Capital Stock
3100	Close	Retained Earnings
4010	Revenue	Lumber Sales
4010/01	Revenue	Lumber-Hermosa
4010/02	Revenue	Lumber-Santa Monica
4020	Revenue	Building Materials Sales
4020/01	Revenue	Bldg Matl-Hermosa
4020/02	Revenue	Bldg Matl-Santa Monica
4030	Revenue	Plywood Sales

Chart Of Accts List

- Procedure:** Open the Chart of Accts icon.
Choose Print in the File menu.
- Options:** All accounts or underlined accounts.

LEARNED LUMBER CO.

2

Chart Of Accts For the month of February, 1987

Account No.	Account Type	Description
4030/01	Revenue	Plywood-Hermosa
4030/02	Revenue	Plywood-Santa Monica
4100	Revenue	Installation Services
4200	Revenue	Finance Charges
4500	Returns	Returns & Allowances
4500/01	Returns	Returns-Hermosa
4500/02	Returns	Returns-Santa Monica
5010	CGS	Cost of Goods Sold - Lumber
5010/01	CGS	CGS-Lumber-Hermosa
5010/02	CGS	CGS-Lumber-Santa Monica
5020	CGS	Cost of Goods Sold - Building Materials
5020/01	CGS	CGS-Bldg Matl-Hermosa
5020/02	CGS	CGS-Bldg Matl-Santa Monica
5030	CGS	Cost of Goods Sold - Plywood
5030/01	CGS	CGS-Plywood-Hermosa
5030/02	CGS	CGS-Plywood-Santa Monica
6005	Expense	Alarm
6010	Expense	Advertising
6015	Expense	Bank Charges
6020	Expense	Gas & Oil
6025	Expense	Insurance
6030	Expense	Interest
6035	Expense	Office Supplies
6035/01	Expense	Ofc Sply-Hermosa
6035/02	Expense	Ofc Sply-Santa Monica
6040	Expense	Postage
6040/01	Expense	Postage-Hermosa
6040/02	Expense	Postage-Santa Monica
6045	Expense	Payroll Expense
6045/01	Expense	PR-Hermosa
6045/02	Expense	PR-Santa Monica
6050	Expense	Payroll Taxes
6050/01	Expense	PR Tax-Hermosa
6050/02	Expense	PR Tax-Santa Monica
6055	Expense	Rentals
6065	Expense	Telephone
6065/01	Expense	Telephone-Hermosa
6065/02	Expense	Telephone-Santa Monica

Chart Of Accts List. page 2

3

Chart Of Accts

For the month of February, 1987

[illegible]

Chart Of Accts List, page 3

Customers

[illegible]

Procedure: Open the Customers icon.
Choose Print in the File menu.

Options: All accounts or underlined accounts.

Vendors

For the month of February, 1987

For the month of February, 1987

	Vendors List
Procedure:	Open the Vendors icon. Choose Print in the File menu.
Options:	All accounts or underlined accounts.

Departments

For the month of February, 1987

Departments List

Procedure: Open the Departments icon.
Choose Print in the File menu.

Employees
For the month of February, 1987

Employees

For the month of February, 1987

[illegible]

Employees List

Procedure: Open the Employees icon.
Choose Print in the File menu.

Tax Tables

For the month of February, 1987

Tax Tables

D-46 Business Sense

LEARNED LUMBER CO.

Recurring Entries For the month of February, 1987

Jrn	Recurring Entries Index					
*	Hermosa Beach Register/H					
CR1	Taxable - Lumber	Hermosa	4010/01	1.00		
	Taxable - Bldg Materials	Hermosa	4020/01			
	Taxable - Plywood	Hermosa	4030/01			
	Taxable - Returns & Uoids	Hermosa	4500/01	*		
	Resale - Lumber	Hermosa	4010/01			1
	Resale - Bldg Materials	Hermosa	4020/01			1
	Resale - Plywood	Hermosa	4030/01			1
	Resale - Returns & Uoids	Hermosa	4500/01	*		1
	Sales Tax	Hermosa	2015			
*	Santa Monica Register/S					
CR1	Taxable - Lumber	SantaMon	4010/02	1.00		
	Taxable - Bldg Materials	SantaMon	4020/02			
	Taxable - Plywood	SantaMon	4030/02			
	Taxable - Returns & Uoids	SantaMon	4500/02	*		
	Resale - Lumber	SantaMon	4010/02			1
	Resale - Bldg Materials	SantaMon	4020/02			1
	Resale - Plywood	SantaMon	4030/02			1
	Resale - Returns & Uoids	SantaMon	4500/02	*		1
	Sales Tax	SantaMon	2015			
*	Depreciation/D					
GEN	Trucks	3 Months	6500	1242.00		
	Trucks	3 Months	1701			1242.00
GEN	Furniture	3 Months	6505	642.00		
	Furniture	3 Months	1706			642.00
GEN	Buildings	3 Months	6510	639.00		
	Buildings	3 Months	1711			639.00
*	Monthly Checks/M					
CD1	State Farm Insurance Company		1030	124.00		124.00
CD1	American Express/Entertainmt		6018	1.00		
	American Express/Gas & Oil		6020			
	American Express/Travel		6070			
CD1	Pacific Alarm Service		6005	72.00		72.00
*	Subscriber Billing/B					
SLS	Allen Contractors		1050/0100	102.00		
	Monthly Service Contract		4100			102.00
SLS	Baker & Baker		1050/0200	88.00		
	Monthly Service Contract		4100			88.00

Recurring Entries

Procedure: Open the Recurring Entries icon.
Choose Print in the File menu.

General Journal
For the month of February, 1987

General Journal	
Procedure:	Open the General Journal icon. Choose Print in the File menu.
Remarks:	Prints the journal for the current month, or choose a different month with the Month menu.

Sales/AR
For the month of February, 1987

Sales/AR Journal

Remarks: Prints the journal for the current month, or choose a different month with the Month menu.

Purchases/AP
For the month of February, 1987

	Purchases/AP Journal
Procedure:	Open the Purchases/AP Journal icon. Choose Print in the File menu.
Remarks:	Prints the journal for the current month, or choose a different month with the Month menu.

LEARNED LUMBER CO.

Checking-CDJ

For the month of February, 1987

Date	Net Amt of Check	Paid to/Description	Check#	Account#	Cr	Amount	R D
02/02	156.00	Federal Express	1231	6040/01		78.00	
	"	Federal Express	1231	6040/02		78.00	
02/02	250.00	Barnes Equip. - Saw Rental	1232	6055		250.00	
02/02	65.00	Pacific Alarm	1233	6005		65.00	
02/05	10.00	Service Charge	*	6015		10.00	
02/09	980.10	General Telephone - Jan	1234	6065/01		490.05	
	"	General Telephone - Jan	1234	6065/02		490.05	
02/11	110.00	Hickman Mobile - Tire	1235	6075		110.00	
02/14	280.00	National - Letterheads	1236	6035/01		140.00	
	"	National - Letterheads	1236	6035/02		140.00	
02/15	410.00	American Express - Gas/Oil	1237	6020		110.00	
	"	American Express - Hotels	1237	6070		180.00	
	"	American Express - Prints	1237	6010		120.00	
02/15	817.62	John J. Brown/Payroll	1238	6045/01		1250.00	
	"	John J. Brown/Federal	1238	2018/0001	*	228.00	
	"	John J. Brown/FICA	1238	2018/0002	*	89.38	
	"	John J. Brown/State	1238	2019/0001	*	100.00	
	"	John J. Brown/SDI	1238	2019/0002	*	15.00	
02/15	1054.75	John T. Carson/Payroll	1239	6045/02		1500.00	
	"	John T. Carson/Federal	1239	2018/0001	*	200.00	
	"	John T. Carson/FICA	1239	2018/0002	*	107.25	
	"	John T. Carson/State	1239	2019/0001	*	120.00	
	"	John T. Carson/SDI	1239	2019/0002	*	18.00	
02/15	701.50	David, Sam R:80 x 12.50/Hr	1240	6045/01		1000.00	
	"	Sam R. David/Federal	1240	2018/0001	*	135.00	
	"	Sam R. David/FICA	1240	2018/0002	*	71.50	
	"	Sam R. David/State	1240	2019/0001	*	80.00	
	"	Sam R. David/SDI	1240	2019/0002	*	12.00	
02/15	544.20	Marvin, Pete:80 x 10.00/Hr	1241	6045/02		800.00	
	"	Pete W. Marvin/Federal	1241	2018/0001	*	125.00	
	"	Pete W. Marvin/FICA	1241	2018/0002	*	57.20	
	"	Pete W. Marvin/State	1241	2019/0001	*	64.00	
	"	Pete W. Marvin/SDI	1241	2019/0002	*	9.60	
02/15	1119.22	Sara B. Roberts/Payroll	1242	6045/01		1650.00	
	"	Sara B. Roberts/Federal	1242	2018/0001	*	261.00	
	"	Sara B. Roberts/FICA	1242	2018/0002	*	117.98	
	"	Sara B. Roberts/State	1242	2019/0001	*	132.00	
	"	Sara B. Roberts/SDI	1242	2019/0002	*	19.80	

Cash Disbursements Journal

Procedure:

Open the Cash Disbursements Journal icon.
Choose Print in the File menu.

Remarks:

Prints the journal for the current month, or choose a different month with the Month menu.

For the month of February, 1987

[illegible]

Cash Receipts Journal

Procedure: Open the Cash Receipts Journal icon.

Choose Print in the File menu.

Remarks: Prints the journal for the current month, or choose a different month with the Month menu.

Bank of America
Wilshire-15th Office #044
P.O. Box 31
Santa Monica, CA 90406

Victory Insurance
999 La Playa Del Mar
Suite 44
Oxnard, CA 90312

Mercury Insurance
1525 West Pontiac Blvd.
Los Angeles, CA 92115

General Telephone Co
PO Box 4392
Los Angeles, CA 92588

ABC Answering Serv.
12235 Washington Blvd.
Marina del Rey, CA 90292

Chart of Accounts Mailing Labels

Procedure:

Open the Chart of Accts icon.

Options:

Choose Print Mailing Labels in the File menu.

Remarks:

All accounts or underlined accounts.

Alternate addresses will be printed as well.

Allen Contractors
556 South Hill
Long Beach, CA 96881
Attn: Ralph Miller

Baker & Baker
15589 South Avalon
Gardena, CA 95662
Attn: John Hansen

Longview Developers
1050 Ocean Park Blvd.
Suite 330
Santa Monica, CA 90415
Attn: Betty Franklin

Mann & Sons
21015 Victory
Woodland Hills, CA 96212
Attn: Jeff Mann

Ocean Front Sales
201 Main Street
Unit 190
Venice, CA 90225
Attn: Art Fischer

Tall Pines Estates
11256 Rye Canyon Rd
Valencia, CA 98776
Attn: Brad Butler

Wright Room Additions
PO Box 3345
Torrance, CA 90504
Attn: Sally Field

Procedure:	Customer Mailing Labels Open the Customers icon. Choose Print Mailing Labels in the File menu.
Options:	All customers or underlined customers.
Remarks:	Ship-To addresses will be printed as well.

Acme Sash & Frame
788 Forrest Lane
Mendicino, CA 96659

Clark Products
21010 Hawthorne Blvd
Lawndale, CA 90665

Dover Lumber Milling
11 Riverdale Road
Portland, Oregon 98577

Frank Wilson & Sons
4305 Wilson
Suite B101
Los Angeles, CA 90448

Vendor Mailing Labels

Procedure: Open the Vendors icon.
Choose Print Mailing Labels in the File menu.

Options: All vendors or underlined vendors.

Brown, John J.
2598 West Hill St.
Gardena, CA 90556

Carson, John T.
451 8th Court
Unit B
Venice, CA 90291

David, Sam R.
2035 Strand
Manhattan Beach, CA 91775

Marvin, Pete W.
1243 Oakhurst Avenue
Torrance, CA 90552

Roberts, Sara B.
8915 Victory Ave
Unit 201
Santa Monica, CA 90408

Employees Mailing Labels

- Procedure: Open the Employees icon.
Choose Print Mailing Labels in the File menu.
- Options: All employees or underlined employees.

APPENDIX E: FINANCIAL RATIO FORMULAS

The Financial Ratios report can be selected from the AR/AP/Payroll menu. It is a list of business financial ratios used by banks, managers and investors to measure the strength of a company. The formulas used to calculate each ratio are shown below.

Current Ratio

The current ratio indicates a company's ability to meet its short-term obligations. The ratio is calculated by dividing current assets including inventory, by current liabilities.

$$\text{Current Ratio} = \frac{\text{Current Assets} + \text{Inventory}}{\text{Current Liabilities}}$$

Quick Assets Ratio

The quick assets ratio measures a company's ability to meet its current obligations without depending on sales. The ratio is calculated by dividing current assets, without inventory, by current liabilities.

$$\text{Quick Assets Ratio} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

Cash Ratio

The cash ratio measures a company's ability to service its short-term obligations directly from cash. The ratio is calculated by dividing cash by current liabilities.

$$\text{Cash Ratio} = \frac{\text{Cash}}{\text{Current Liabilities}}$$

**Net Working Capital
(1000's of \$'s)**

Net working capital is a dollar amount, not a ratio. Net working capital is used to measure the resources that are readily available after meeting current liabilities. Net working capital is calculated by subtracting the current liabilities from the current assets, including inventory.

$$\text{Net Working Capital} = \text{Current Assets} + \text{Inventory} - \text{Current Liabilities}$$

**Debt To Assets
Ratio**

The debt to assets ratio indicates the relationship of money owed to total assets. This ratio is calculated by dividing total liabilities by total assets.

$$\text{Debt To Assets Ratio} = \text{Total Liabilities} / \text{Total Assets}$$

**Debt To Equity
Ratio**

The debt to equity ratio indicates the relationship of money borrowed to money invested. This ratio is calculated by dividing total liabilities by stockholders equity.

$$\text{Debt To Equity Ratio} = \text{Total Liabilities} / \text{Stockholders Equity}$$

**Long Term
Debt To Equity
Ratio**

The long term debt to equity ratio indicates the relationship of long term debt to money invested. The ratio is calculated by dividing long term liabilities by stockholders equity.

$$\text{Long Term Debt To Equity Ratio} = \text{Long Term Liabilities} / \text{Stockholders Equity}$$

**Receivables
Turnover Ratio**

The receivables turnover ratio indicates the number of times that the receivables have been paid off since the beginning of the fiscal year. The ratio is calculated by dividing the total credit sales by the average receivables. For purposes of this calculation, Business Sense assumes that all sales are credit sales. The receivables are averaged at their value as of the end of each month.

$$\text{Receivables Turnover Ratio} = \text{Sales} / \text{Average Accounts Receivable}$$

**Average
Collection
Period (in days)**

The average collection period is the average number of days from the date of a sale until it is paid. It is calculated by dividing credit sales by the number of days since the beginning of the fiscal year, then dividing this result into the accounts receivable. For purposes of this calculation, Business Sense assumes that all sales are credit sales.

$$\text{Average Collection Period} = \frac{\text{Accounts Receivable}}{(\text{Sales} / \text{Days})}$$

**Inventory
Turnover Ratio**

The inventory turnover ratio is the number of times inventory has been turned-over or replaced since the beginning of the year. The ratio is calculated by dividing the cost of goods sold by the inventory.

$$\text{Inventory Turnover Ratio} = \frac{\text{Cost of Goods Sold}}{\text{Inventory}}$$

**Assets Turnover
Ratio**

The assets turnover ratio is the number of times that total assets have turned-over since the beginning of the fiscal year. It is a measure of how efficiently the company uses assets to generate sales. The ratio is calculated by dividing total sales by total assets.

$$\text{Assets Turnover Ratio} = \frac{\text{Sales}}{\text{Total Assets}}$$

**Gross Profit
Margin (in %)**

Gross profit margin percentage indicates the relationship of gross profit to sales. The ratio is calculated by dividing gross profit by sales, and multiplying by 100.

$$\text{Gross Profit Margin} = \frac{(\text{Gross Profit} / \text{Sales})}{1} \cdot 100$$

**Net Profit
Margin (in %)**

Net profit margin percentage indicates the relationship of net profit to sales. The ratio is calculated by dividing net operating profit by sales, and multiplying by 100.

$$\text{Net Profit Margin} = (\text{Net Operating Profit} / \text{Sales}) \cdot 100$$

**Return On
Assets (in %)**

Return on assets percentage indicates the relationship of net profit to assets employed. The ratio is calculated by dividing net operating profit by total assets, and multiplying by 100.

$$\text{Return On Assets} = (\text{Net Operating Profit} / \text{Total Assets}) \cdot 100$$

**Return On
Equity (in %)**

Return on equity percentage indicates the relationship of net profit to money invested. The ratio is calculated by dividing net operating profit by equity, and multiplying by 100.

$$\text{Return On Equity} = (\text{Net Operating Profit} / \text{Equity}) \cdot 100$$

APPENDIX F: ALERT MESSAGES

These alert messages are listed in alphabetical order.

A Close account exists.

There can be only one Close account in the Chart Of Accts. This is the account to which net profit is added at New Fiscal Year.

Account does not exist.

The account number was not found. Correct the account number, or add an account to the Chart Of Accts, Customers or Vendors. If the journal line seems to be blank, delete the line.

Account has had activity.

After an account has been used for transactions, it cannot be deleted and the account number cannot be changed.

Account name not found.

The account name was not found in the Chart Of Accts, Customers or Vendors lists. Correct the name and try again, or cancel the dialog box to consult the list.

Account number not found.

The account number was not found in the Chart Of Accts, Customers or Vendors lists. Correct the number and try again, or cancel the dialog box to consult the list.

After making a change to a previously posted account, please remember to repost this window before doing work in a data entry journal, so your changes will take effect.

Close the account window now so your changes will take effect immediately. New accounts and changes to accounts will not be available in the journals until the account window is closed.

Are you sure you wish to pay off all open invoices?

You are about to pay all the invoices for an individual vendor, group of vendors or all vendors, depending on the selection you just made in the Select AP Payments dialog box. This alert allows you to confirm your choice or cancel it.

Can't coerce to Cash acct, must add to end of Chart Of Accts.

A non-Cash account cannot be changed to a Cash account. Instead, add the new Cash account at the end of the Chart Of Accts list.

Can't delete a Cash account.

Cash accounts may not be deleted. Change the Description in the Chart Of Accts to "Not in Use" or "Old Checking Account."

Can't exceed remaining balance.

You are trying to pay more than the remaining balance of the invoice. You may continue if you intend to create an overpayment.

Can't make entries into master.

Once you define sub-accounts under a master account you must make all entries into these sub-accounts. A master account is used only to summarize sub-accounts. This message typically appears when a transaction is attempted for the master accounts receivable account or accounts payable account. The transaction should be posted to the customer or vendor account instead.

Can't promote to a master - this 4-digit account has had activity.

You may not add sub-accounts to a four-digit account after posting to it. The solution is to create a new master and its sub-accounts.

Customer name not found.

The customer name was not found in the Customers list. Correct the name and try again, or cancel the dialog box to consult the list.

Customer number not found.

The customer number was not found in the Customers list. Correct the number and try again, or cancel the dialog box to consult the list.

Customer past credit limit. Will you allow invoice# xxxxx?

The invoice shown will push the customer account over the credit limit. You may issue the invoice anyway, if you choose.

Department name not found.

The department name was not found in the Departments list. Correct the name and try again, or cancel the dialog box to consult the list.

Department number not found.

The department number was not found in the Departments list. Correct the number and try again, or cancel the dialog box to consult the list.

Don't change the starting month if you've made entries.

You may not change the First Month of Fiscal Year after recording transactions.

Duplicate account number.

The number being added already exists in the Chart Of Accts, Customers or Vendors. Duplicate account numbers are forbidden. Note that Customers and Vendors are extensions to the Chart Of Accts, so all three are checked.

Duplicate employee ID.

The Employee ID being added already exists. The ID must be unique.

Employee ID not found.

The employee ID was not found in the Employees list. Correct the number and try again, or cancel the dialog box to consult the list.

Employee has had activity.

You have attempted to delete or change the ID of an employee who has been paid. This record must remain on file, in order to print a W-2 Form at the end of the year. If an employee is inactive, zero out the wage information.

Employee name not found.

The employee name was not found in the Employees list. Correct the name and try again, or cancel the dialog box to consult the list.

Entry doesn't balance.

The debits do not equal the credits. Click on the OK button, and the unbalanced transaction will be selected. Either the entry does not balance, or you are dating more than the first line of a multiple-line transaction. Business Sense marks the beginning of each transaction with the date. If you date each line, the transaction will not balance.

Entry must be dated.

Each entry must have a date on the first line. If this seems to be a blank line, delete the line. This situation typically occurs in the Purchases/AP Journal, because two dates, Invoice Date and Due Date, are required.

Important! I was unable to open the file 'name'!

This is a serious problem. One of your files has been renamed, erased or damaged. Consult the Restoring Data Files Section of Chapter 8: Tips for Advanced Users.

Important! This entry will not pay off a valid open invoice.

The Ref field in the Cash Receipts Journal does not match an open invoice. You should probably be using the Apply AR Payments command in the Function menu. Correct the invoice number or delete this transaction.

Important! This entry will not pay off any currently open invoice.

You tried to apply a Cash Disbursements Journal entry to a vendor without choosing Select AP Payments in the Function menu. Pay open vendor invoices with the Select AP Payments command. Otherwise, open invoices will not be matched and closed. If you are making a C.O.D. payment to a vendor, post it to purchases or to an expense account in the Chart Of Accts, not the vendor account. Delete this transaction, or change the account distribution.

Important! You are running out of room on this disk!

Perform the procedure given for the New Data Disk command in Chapter 7: Pull-Down Menu Commands. Your data will be summarized to give you more space, without changing account balances, open invoices or financial reports.

Incorrect account type.

The account type is not one of the 15 valid types. Select a valid type and click on the OK button.

Incorrect journal designation.

The Recurring Entries journal code is not one of the valid codes. Select a valid journal and click on the OK button.

Last entry must balance.

The transaction entered before requesting automatically generated entries does not balance. Click on the OK button, and the unbalanced transaction will be selected. Business Sense marks the beginning of each transaction with the date, so enter a date only on the first line. If you date each line, the transaction will not balance.

Multiple entry lines dated. Date only the first line of entry.

Business Sense marks the beginning of each transaction with the date, so enter a date only on the first line of a transaction. If you date each line, the transaction will not balance.

This entry only has one line. In this journal, entries need at least two lines.

Business Sense marks the beginning of each transaction with the date, so enter a date only on the first line of a transaction. If you date each line, the transaction will not balance.

Must have a master account.

You can't have sub-accounts without a corresponding master four-digit account. Add the master account to the Chart Of Accts, Customers or Vendors window.

Must be a 4-digit account number.

All Cash accounts must have a four-digit account number. Cash accounts are not permitted to be sub-accounts.

Must be non-zero after Slash.

Sub-accounts must be numbered greater than zero.

Must have a Close account.

In order to choose New Fiscal Year, you must have exactly one Close account in the Chart Of Accts. This account will receive the net profit for the year. Consult the New Fiscal Year command in Chapter 7: Pull-Down Menu Commands.

Must have an account number.

Each line must have an account number. If this seems to be a blank line, delete the line.

Name or Number not found.

In the Find Name or Number command, the String/Number to Locate was not found. If you expected to find a matching entry, choose the command again with a different or shorter String/Number to Locate, or activate a different window or click on Search All Open Windows.

No data disk in data drive.

The Company Data folder could not be found. Insert your Data Disk. Perhaps the Company Data folder is buried in another folder. One Company Data folder and the Business Sense program should be in the "root" directory, the first window you see when you open the disk icon. This arrangement is designed to allow other Company Data folders to be hidden inside another folder.

Not covered in tax tables.

No entry matching the employee's wages and filing status was located in the Tax Tables. Look at the last line generated in the Cash Disbursements Journal: record the employee name, withholding category and gross wages. Review the employee's filing status: select the employee in the Employees window, click on the More tab and click on the Personal Information button. Add lines in the Tax Tables for the relevant filing status and wages, and close the Tax Tables window. Delete the unposted transactions in the Cash Disbursements Journal and the General Journal, and choose Generate Payroll again.

Only one value per line is allowed in this journal.

In the Sales/AR, Purchases/AP or General Journal, only one account can be referenced per line. Either a debit or a credit is permitted on a line, but not both.

Please select a 1099 compensation type.

You are shown a list of valid 1099 compensation types. Click on a radio button to choose one.

Please select a valid account type.

You are shown a list of valid account types. Click on a radio button to choose one.

Please select a valid journal.

You are shown a list of valid journals. Click on a radio button to choose one.

Please select a valid marital status.

You are shown a list of valid marital or filing status choices. Click on a radio button to choose one.

Please select a valid pay period.

You are shown a list of valid pay periods. Click on a radio button to choose one.

Please select a valid tax table.

You are shown a list of valid tax tables. Click on a radio button to choose one.

Previous entry doesn't balance.

The debits do not equal the credits. Click on the OK button, and the unbalanced transaction will be selected. Business Sense marks the beginning of each transaction with the date, so enter a date only on the first line of a transaction. If you date each line, the transaction will not balance.

Printing of checks postponed until window is closed.

Because of an error in account numbers or amounts, the checks will not be printed now. Fix the error. Then print checks by closing the Cash Disbursements window again.

Printing of invoices postponed until window is closed.

Because of an error in account numbers or amounts, the invoices will not be printed now. Fix the error. Then print invoices by closing the Sales/AR window again.

Same Cash account as journal.

In the Cash Disbursements Journal or Cash Receipts Journal, you cannot distribute a transaction to the same Cash account. This would be like writing a check and depositing it to the same account.

Sorry, you already have a report open, and must close it first to open this one.

You can view only one report at a time. Close the old report window and choose the new report again.

Sorry, your passwords do not match.

Your second attempt to enter a valid password was incorrect. You will be returned to the Finder.

There's some problem with your printer.

The printer is not ready. Fix the problem and click on the OK button to continue printing.

This account number is invalid.

You have specified an invalid account number for one of these fields:

- Discount Acct # in the Customers list.
- Revenue Acct # in the Customers list.
- Wages or Withholding account in the Employees list.
- Discount Account in the Vendors list.

Correct the account number. You can use the name to number shortcut shown in the Shortcuts Section of Chapter 3: Tips for Users. To consult the Chart Of Accts list, close the dialog box by clicking on the DONE button.

This employee ID is invalid.

You have specified an invalid employee ID for Sales Person ID in the Customers list. Correct the ID number. To consult the Employees list, close the dialog box by clicking on the DONE button.

This tax table information is invalid.

The Personal Information tax table choices are not valid. Change the entries to one of the listed choices.

Too many Cash accounts.

You attempted to add a sixth Cash account. Business Sense allows up to five Cash accounts.

Undefined 1099 compensation type.

The 1099 Type is invalid. Select a valid type and click on the OK button.

Undefined date.

The date is invalid. Enter the date as "mmdd" with leading zeros for month and day.

Undefined employee status.

The marital status is not Single, Married or Unmarried head of household.

Undefined payroll period.

The payroll period is not Weekly, Bi-weekly, Semi-monthly, Monthly or Daily.

Undefined withholding allowances.

The number of withholding allowances must be zero to 10.

Undefined withholding table.

The withholding table is not Federal, State or Local.

Unknown tax code.

The Sales Tax Code in the Sales/AR Journal or Cash Receipts Journal is not valid. Consult the table by choosing Set Sales Tax Codes in the Function menu. The default code is a blank. The other codes are digits.

Vendor name not found.

The vendor name was not found in the Vendors list. Correct the name and try again, or cancel the dialog box to consult the list.

Vendor number not found.

The vendor number was not found in the Vendors list. Correct the number and try again, or cancel the dialog box to consult the list.

Wait! The payment on this invoice exceeds the invoice's remaining balance.

You should probably adjust the amount paid to the remaining balance shown.

You are not allowed to look in this folder.

The Company Info and Employees icons cannot be opened by the restricted user.

You are not allowed to view this report.

The Income Statement, Balance Sheet, Ratio Report, Customer Analysis, Vendor Analysis and Payroll Report are sensitive information not available to the restricted user.

You don't need to insert, just add to the end of the list.

Add to the Chart Of Accts, Customers, Vendors and Employees lists at the end of the list. When the window is closed, the new lines are sorted into sequence.

You have changed some account types to blank!

The account type is essential for proper processing. Change the account to a valid type as soon as possible. Type an invalid type to see a list of valid choices.

You have entered a new calendar year.

Before posting transactions for the new year, close the books, print W-2 and 1099 Forms, print the Sales Tax, Customer Analysis and Vendor Analysis reports. Make two backup copies of your data, and choose New Calendar Year from the Function menu. Then begin entering transactions for the new calendar year.

Your data disk is write protected.

Business Sense will not be able to post changes and transactions. Restart Business Sense after you unlock the Data Disk by sliding the plastic tab to cover the hole.

APPENDIX G: RECURRING ENTRIES TRANSACTION LAYOUT SHEETS

Recurring Entries are powerful tools for efficiency and accuracy.

Designing Recurring Entries is discussed in the Recurring Entries Sections of Chapter 3: Tips for Users and Chapter 6: Main Window Icons.

Photocopy the layout sheets on the following pages to design your own Recurring Entries. There is a worksheet for each of the five journals.

Recurring Entries						
						Generate Entries
Jrn	Description	Ref	Account *	Debit Amt	Credit Amt	
*						↑ ↓ ⌂
GEN						

General Journal

Recurring Entries						
						Generate Entries
Jrn	Description	Invoice Number	Account *	Expense Amount	Invoice Amount	
*						↑ ↓ ⌂
PUR						

Purchases/AP Journal

Sales/AR Journal

APPENDIX H: CONTROL LOG LAYOUT SHEET

The *Control Log* Section of *Chapter 5: Using Business Sense* gives three methods for monitoring the status and integrity of your accounting data. Photocopy the sheet on the next page if you choose to use the manual control log technique.

[illegible]

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