

# Accounting Functionality & Best Practices

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What's new & improved or just underused in BC & cERP

contract  ERP  
a COMPUSOFT product

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# Meet your presenters



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# Agenda

- PO Receipt Match
- Sales Order Deposits
- Clear Entries
- Posting Date
- Electronic Funds Transfer
- Auto Match Bank Reconciliations
- Dimension Correction
- Data Check During Entry
- Extended Posting Preview
- Find Entries
- Undo Deposit
- Consolidate Customer & Vendor Balances
- Integration with PayPal



# PO Receipt Match

← Posted Purch Receipts for Inv

Search + New Edit List Delete Edit View Update Qty to Inv Print... Navigate Statistics More options

Purchase Receipt Filters

No.	Buy-from Vendor No.	To Inv	Order No. ▼	Buy-from Vendor Name	Location Code	Amt	Qty. Rcd. Not Inv Amt
→ <a href="#">PR001170</a>	SARMAN	<input checked="" type="checkbox"/>	PO002080	SARGENT MANUFACTURING CO.	NY	859.11	859.11
<a href="#">PR001169</a>	SARMAN	<input type="checkbox"/>	PO002080	SARGENT MANUFACTURING CO.	NY	2,975.71	2,975.71
<a href="#">PR001168</a>	SARMAN	<input type="checkbox"/>	PO002080	SARGENT MANUFACTURING CO.	NY	2,674.39	2,674.39

## Benefits:

- Quickly Populate **Qty to Inv & Assignments** on PO lines for posting of Partial Receipts
- Eliminates Errors
- More Accurately selects matching assignments
- Saves Time

# Sales Order Deposits

Edit - Sales Order Deposit - SO-001475 · BAY SHORE CONSTRUCTION

Page

**General**

No. ....	SO-001475	Deposit Value .....	100.00
Total Line Amount .....	346.00	Apply Terms To .....	Entire Order
Tax .....	29.84	Deposit Required .....	375.84
Amount Including Tax .....	375.84	Tolerance Amount .....	375.84
Deposit Terms Code .....	100%	Amount Received .....	375.84
Deposit Type .....	Percent	Total Payoff Amount .....	0.00

**Approval >**

Lines | Manage

	Payment Method Code ↑		Amount
→	MC	:	375.84

Close

## Benefits:

- Record full or partial payments on an open Sales Order
  - Enables Counter Sales to Record Payment at POS
  - Including multiple deposits & payment methods
- Payment Received shown on Printed Sales Order Confirmation & Sales Invoice with balance due
- Reconcile by terminal or drawer
- Define Deposit terms by:
  - Special Order Material
  - Order Amount
  - Set Tolerance
- Option to Prevent SO from being picked/ordered/fabricated before deposit received

# Clear Entries

CERP Clear Entries ✓ Saved

Search Edit List Clear Selected Range Fill Selected Range Clear Entries More options

Clear Amount ..... 0.00

Entry No.	G/L Account No. ▼	Posting Date	Document Type	Document No.	Description	Bal. Account No.	Amount	Clear
→ 16226	10250	10/22/2021	Invoice	SO-001544	OTC Clearing account	10240	-500.00	<input checked="" type="checkbox"/>
16228	10250	10/22/2021	Invoice	SO-001544	OTC Clearing account	10240	0.00	<input type="checkbox"/>
16230	10250	10/29/2021	Invoice	SO-001544	OTC Clearing account	10240	-123.56	<input type="checkbox"/>
16232	10250	10/27/2021	Invoice	SO-001539	OTC Clearing account	10240	-1,000.00	<input checked="" type="checkbox"/>
16234	10250	10/22/2021	Invoice	SO-001544	OTC Clearing account	10240	-586.25	<input type="checkbox"/>
16236	10250	10/29/2021	Invoice	SO-001544	OTC Clearing account	10240	-1,000.00	<input type="checkbox"/>
16238	10250	10/29/2021	Invoice	SO-001544	OTC Clearing account	10240	123.56	<input type="checkbox"/>
16251	10250	10/22/2021	Payment	SI000650	BAY SHORE CONSTRUCTION	BASHCO	500.00	<input checked="" type="checkbox"/>
16253	10250	10/22/2021	Payment	SI000650	BAY SHORE CONSTRUCTION	BASHCO	586.25	<input type="checkbox"/>
16255	10250	10/22/2021	Payment	SI000650	BAY SHORE CONSTRUCTION	BASHCO	1,000.00	<input checked="" type="checkbox"/>

## Benefits:

- Quickly Reconcile G/L Entries
  - Match Debits to corresponding Credits
  - Link them by the date and time matched for reference
  - Ability to Undo if needed
- Hide Cleared Entries from View
  - Only see open entries that make up the balance
- Useful in:
  - Payroll Tax Liabilities
  - Bank Holding / Deposit Accounts
  - Prepaid expenses
  - Prepaid Insurance

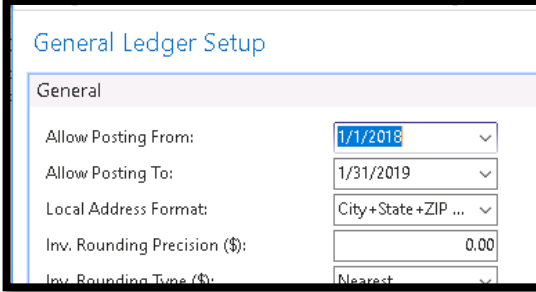
# Posting Date

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**Does this next slide look familiar?**

# Posting Dates

- There are two areas to adjust the posting date ranges
  - General Ledger Setup:
    - Think of these as the "umbrella" posting date range for all users in the system
    - This is the date the system generated entry will use when cost adjustments are posted to your general ledger
      - EXAMPLE: A user is posting a sales order as Invoiced. There is a cost adjustment that will happen due to a freight charge from the vendor. The system is going to try to post the cost adjustment to the original posting entry, but if that is not an allowable posting date, as per the GL Setups, it will post to the very first allowable posting date.

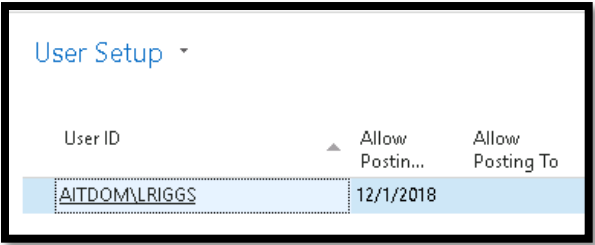


General Ledger Setup

General

Allow Posting From:	1/1/2018
Allow Posting To:	1/31/2019
Local Address Format:	City+State+ZIP ...
Inv. Rounding Precision (\$):	0.00
Inv. Rounding Type (\$):	Nearest

- User Setup:
  - Certain users will need to post into a previous period. This table will allow you to adjust users that need this capability.
  - Cost adjustments will still apply to the allow posting from date in the GL Setup, but journal entries can be posted back to the first allowable date set on the user setup table.



User Setup

User ID	Allow Postin...	Allow Posting To
AITDOMLRIGGS	12/1/2018	



# Electronic Funds Transfer (EFT)

The screenshot shows a software interface for 'Payment Journals'. At the top, there is a 'Batch Name' field containing 'DEFAULT'. Below this is a navigation bar with tabs: 'Manage', 'Process', 'Bank', 'Prepare', 'Page', 'Post/Print', 'Line', 'Account', 'Check', 'Actions', 'Related', and 'Fewer options'. Under the 'Prepare' tab, there are icons for 'Line', 'Account', 'Payments', and 'Approvals'. A table of transactions is visible, with columns for 'Posting Date', 'Document Date', 'Account No.', 'Description', 'Due Date', and 'Amount'. The table contains three rows of data for the date 5/24/2022. A dropdown menu is open over the 'Payments' icon, listing several actions: 'Suggest Vendor Payments...', 'Suggest Employee Payments...', 'Preview Check', 'Print Check...', 'Electronic Payments', 'Void Check', and 'Void All Checks'. The 'Electronic Payments' option is highlighted, and a sub-menu is open showing 'Export...', 'Transmit...', and 'Void...'.

Posting Date	Document Date	Account No.	Description	Due Date	Amount
5/24/2022	5/24/2022	HAGER	HAGER INDUSTRIES	5/24/2022	8
5/24/2022	5/24/2022	HAGER	HAGER INDUSTRIES	5/24/2022	1.0
5/24/2022	5/24/2022	LCNCLO	LCN	5/24/2022	8.5

## Benefits:

- Saves Time
- Saves Money
- Saves Trees
- First Step to Paperless

# Auto Match Bank Rec

BANK ACC RECONCILIATION | WORK DATE: 8/1/2020

## CHECKING - 24

Process Bank Matching Posting | More options

**General**

Bank Account No.: CHECKING Balance Last Statement: 0.00  
Statement No.: 24 Statement Ending Balance: \$2,561.58  
Statement Date: 8/31/2020

**1 Bank Statement Lines**

Transaction Date	Type	Description	Statement Amount	Applied Amount	Difference
12/31/2016	Bank Accou...	opening entry	\$1,638.40	\$1,638.40	
5/1/2017	Bank Accou...	Payment	100.00	100.00	
5/1/2017	Bank Accou...	Payment	200.00	200.00	
6/29/2020	Bank Accou...	Payment	-500.00	-500.00	
6/29/2020	Bank Accou...	Payment	-333.00	-333.00	
7/1/2020	Bank Accou...	Payment	809.76	809.76	
7/1/2020	Bank Accou...	Payment	11,439.05	11,439.05	
7/1/2020	Bank Accou...	Payment	2,877.48	2,877.48	
7/1/2020	Bank Accou...	Payment	1,223.33	1,223.33	
7/1/2020	Bank Accou...	Payment	4,316.92	4,316.92	
7/1/2020	Bank Accou...	Payment	1,214.64	1,214.64	
8/1/2020	Bank Accou...	Expensify	-425.00	-425.00	

Total Balance: \$2,561.58  
Balance: \$1,938.40  
Total Difference: 0.00

**2 Bank Account Ledger Entries**

App.	Posting Date	Document Type	Document No.	Description	Amount	Debit Amount
12/31/2016	STAR7	Opening Entry			\$1,638.40	\$1,638.40
5/1/2017	Payment	TEST		Trey Research	100.00	100.00
5/1/2017	Payment	TEST2		Trey Research	200.00	200.00
6/29/2020	Payment	G04003		Graphic Design Institute	-500.00	
6/29/2020	Payment	G04004		Fabrikam, Inc.	-333.00	
7/1/2020	Payment	G04005		Trey Research	809.76	809.76
7/1/2020	Payment	G04006		Litware, Inc.	11,439.05	11,439.05
7/1/2020	Payment	G04007		Realecloud	2,877.48	2,877.48
7/1/2020	Payment	G04008		Litware, Inc.	1,223.33	1,223.33
7/1/2020	Payment	G04009		Alpine Ski House	4,316.92	4,316.92
7/1/2020	Payment	G04010		Trey Research	1,214.64	1,214.64
8/1/2020	1	Monthly Expense Reports			-425.00	

Total on Outstanding: 0.00  
Balance: \$2,561.58  
Balance to Reconcile: \$2,561.58

## Benefits:

- Automates Matching of checks and deposits to Bank cleared entries
- Saves time each month
- Streamlines Bank Reconciliation process

# Dimension Correction

Draft Dimension Correction

## Dimension Correction 3

Run Reopen Validate Dimension Changes Show Errors

**General** Show more

Description ..... Dimension Correction 3      Status ..... Draft

Update Analysis Views ..

**Dimension Correction Changes** | Manage

Dimension Code ↑	Dimension Value Code	New Dimension Value Code	
→ CHANGE ORDER	:	0	No Change
CONTRACT		JOB000728	No Change

**Selected Ledger Entries** | Manage

Entry No. ↑	Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Po Type
→ 19281	:	5/24/2022	PS000171	52210	WELD, SUA - THREE SIDED FRA...	

## Benefits:

- Correct Dimensions on G/L Entries
- Includes Change Log to track/undo corrections
- Useful in:
  - General Ledger
  - Account Schedules
- Caution—Dimension corrections are not carried to the Sub ledgers or originating documents

# Data Check During Entry

## Benefits:

- **Validate data entry real time**
  - Instead of time of posting
- **Warns user that data is missing**
  - Posting groups
  - Dimensions

The screenshot displays a software interface for a sales order. The header shows 'Sales Order' and 'SO-001937 · BAY SHORE CONSTRUCTION'. A navigation menu includes 'Home', 'Process', 'Lump Sum Billing', 'Ship', 'Posting', 'Prepare', 'Print/Send', 'Navigate', 'Actions', 'Related', 'Reports', and 'Fewer options'. Below the menu, there are various action buttons like 'Release', 'Copy Line', 'Deposit', 'Print Confirmation...', 'Labels', 'Lump Sum by Category', 'Pack', 'Post...', 'Reopen', 'Comments', 'Statistics', 'Email Confirmation...', 'Lump Sum by Order', 'Pick', and 'Fill All'. The 'General' section shows fields for '36507', '5/30/2022', and 'Released'. The 'Lines' section has a 'Manage' tab and options like 'New Line', 'Delete Line', 'Select items...', 'Package Sales Lines', and 'Item UOM Ratios'. A table lists sales lines with columns for Line No., Shipping Status, Type, No., Description, Vendor No., Unit Price Excl. Tax, Line Amount Excl. Tax, Purch. Code, and Mfg. Code. The second line (Line No. 0) shows a shipping status of 'Q' and a green dot, but the 'No.' and 'Description' fields contain red asterisks, indicating a validation error. The right sidebar shows 'Details' and 'Attachments (0)'. A 'Document Check' section displays a teal box with the number '1' and the text 'Issues Total'. Below it, a 'Refresh' button and an 'Issues' section with the message 'Select a Dimension Value Code for the Dimension ...' are visible.

Line No. ↑	Shipping Status	Type	No.	Description	Vendor No.	Unit Price Excl. Tax	Line Amount Excl. Tax	Purch. Code	Mfg. Code
10000	●	G/L Account	41500	Other		500.00	500.00		
→ 0	●	G/L Account	*	*					

# Extended Posting Preview

Posting Preview

General

Show Hierarchical View

G/L Entries | Manage

G/L Account No.	Description	Posting Date	Document Type	Document No.	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.	Branch Code	Department Code	Project Type Code	Site Location Code
> 10210	<b>Operating</b>							<b>-10,452.97</b>	G/L Account				-	-
→ > 21210	<b>Trade</b>							<b>10,452.97</b>	G/L Account				-	-
21210	HAGER INDUSTRIES	5/24/2022	Payment	***				807.21	Bank Accou...	OPER			-	-
21210	HAGER INDUSTRIES	5/24/2022	Payment	***				1,049.51	Bank Accou...	OPER			-	-
21210	LCN	5/24/2022	Payment	***				8,596.25	Bank Accou...	OPER			-	-

Tax Entries >

Related Entries | Manage

Related Entries	No. of Entries
Vendor Ledger Entry	3
Bank Account Ledger Entry	3
→ Detailed Vendor Ledg. Entry	9

## Benefits:

- Preview Detailed G/L Posting
- Prevent Errors before Posting
- Useful in:
  - SO/PO
  - General Journal
  - Payment Journal
  - Sales Journal
  - Purchase Journal

# Find Entries

Find entries ✓ Saved 🔖 📧 ↗

Search for documents ▼

Document No.  External Document No.

Posting Date

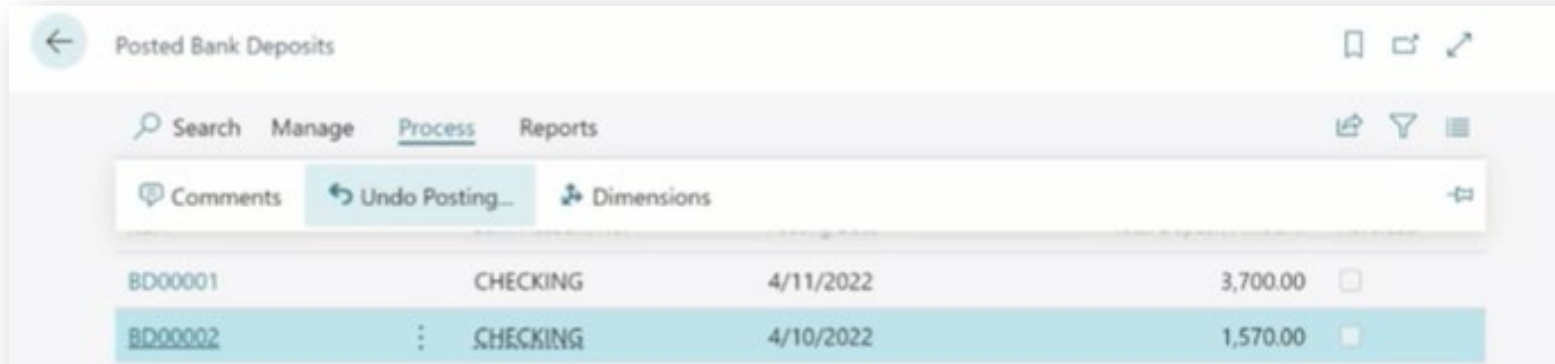
🔍 Show Related Entries 👤 Find 🖨 Print... 📧 🔍

Related Entries	No. of Entries
→ <a href="#">Sales Order</a> :	1
Posted Shop Order	13
Posted Work Order	5

## Benefits:

- Quickly Search for Documents
  - Using Doc #
  - Using External Doc #
  - Posting Date
- Presents all documents that match your criteria
- From anywhere **Ctrl + Alt + Q**

# Undo Deposit



ID	Account Type	Date	Amount	Checkbox
BD00001	CHECKING	4/11/2022	3,700.00	<input type="checkbox"/>
<u>BD00002</u>	⋮ CHECKING	4/10/2022	1,570.00	<input type="checkbox"/>

## Benefits:

- Quickly reverse Bank Deposit posted with errors
- Quickly reverse all Applied Entries for Bank Deposit

# Consolidate Customer & Vendor Balances

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## Benefits:

- Link Customer & Vendor via Shared Contact
- Net Customer and Vendor Balances in Payment Journal



# Integration with PayPal

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## Benefits:

- Provides Customers with more options to pay
- Payments made Faster
  - Decreasing Days outstanding & Delinquent accounts
- PayPal link can be auto added to Sales Docs
- Click Link on Emailed Invoices to open PayPal account

# Questions?

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