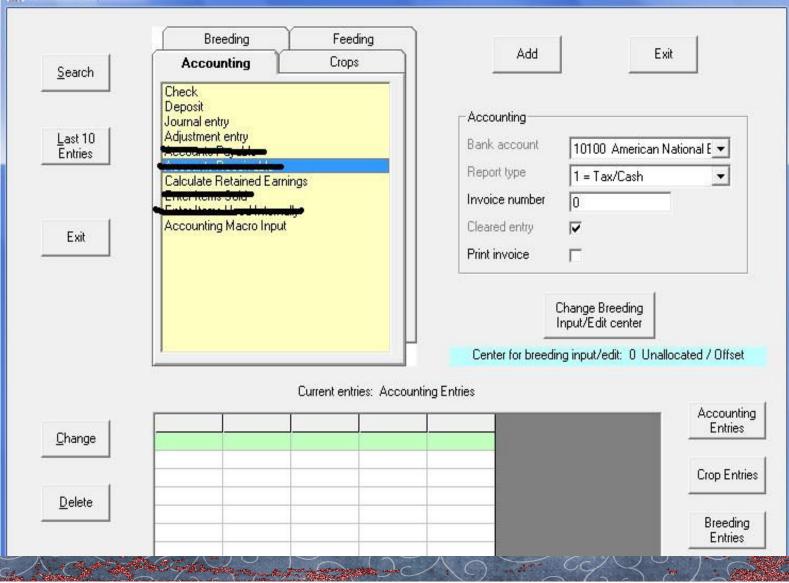
Basic Accounting Presented by Sarah Dixon

# Input Screen (input, general)

### Million (DEM12) Input/Edit



## **Checks and Deposits**

	Bank	EM12) Add Account k Number	1010	)0 Ameri	ican Nationa 1191 2 <b>Trì2</b> 1	l Ban 💌				Select M and/or V	Macro Vendor	I Cleared I Print ch I Save e			
		Amount to Balance	0					Bank Balance 83,641.66 Date cleared /_/_/							
	Line	Acct.	Cen.	Div.	Amount	Description		Quantity	Weight	Life	Apply	Material	Project	•	
														_	
)			-			-									
	•	1	1	1		-		-		l:		li j	li.	Ŀ	
	-														
3		Save	0	ancel	Pr	int	Insert Line	Delet	e Line						

## **Other Functions on Input Screen**

### Search

By date, account, center, division, bank account, entry type, vendor, number, description, amount

Any combination of above

Current year only

• Last 10 Entries

Change and Delete

## Accounting Reports

#### (DEM12) Reports

Breeding	Feeding		
Accounting	Crops		
Accounting Detail Reports			
Ledger Account Detail			
Cost/Profit Center Report			
Check Register/Reconciliati	on		
User Defined Report			
Accounting Total Reports			
Ledger Account Summary			
Bank Account Summary			
Trial Balance			
Income Statement	=		
Balance Sheet			
Schedule F			
Accounting Other Reports			
Loan Report			
Payroll Liability Report Deleted Entries			
1099's			
Consolidated Cost Analysis			
Item Inventory Report			
Contract History Report			
Standard Cost/Vendor Moni	tor		
WIP Inventory Change	1200		
Operations Report			
Report Generator			
A/P Reports	-		

ок

Exit

- 0 X

Display Macros

Setup Report Macros

Setup User Defined Menu

Setup Graph Macros

User Defined Menu

 Ledger Account Detail
 Check Register/Reconciliat ion
 Switch between w/ a

check mark in date range uses check date Income Statement Balance Sheet

# **Basic Setup**

- Cost/Profit Centers
  Divisions
- Vendors
- Ledger Accounts

Input Reports	Setup Utilities Help	
ent Tasks	General Information Commodity Codes Cost/Profit Centers	
2] Check Register/Check Recor 2) Reports	Accounting  Crops  Breeding  Feeding  Overhead Allocation Tables	General Information Ledger Accounts Divisions Vendors Descriptions
1	User Defined Menu	Item File Contracts Schedule F Bridge Macros
•	Constanting of the second	Income Statement Balance Sheet Consolidated Cost Analysis Labor Allocation Pool
	the second second second	Setup Forms Inter-Company Bridge

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Check our Monday webinar schedule

# Helpful Preferences

<ol> <li>Set Preferences</li> </ol>		
Description	Value	<b>A</b>
TA+ Checks Per Page		
TA+ Delete Cleared Entries		
TA+ Disable A/P		Print
TA+ Disable A/R		
TA+ Drill Down Recap		
TA+ Entry Bank Account		
TA+ Entry Division		
TA+ Entry Type		Save
TA+ Entry is Cleared		
TA+ Exclude A/P and A/R		
TA+ Flip Report Columns		
TA+ Inactive Ledgers		
TA+ Inventory Register	yes	Cance
TA+ Invoice Layout by Farm		
TA+ Journal Cleared		
TA+ Pay Invoice Months		
TA+ Print Check		
TA+ Print Invoice		
TA+ Protect Amount Paid		
TA+ Restrict Macro Type		
TA+ Update Invoice Paid		
TA+ input stop at date		
Current Row: 86 of 123		

Valid values: MDY/DMY/YMD/STD (Default Used by: TA+ print checks and invoices Desc: IF not STD, then uses dashes instead of <sup>1</sup>/<sup>2</sup>, and prints as mm-dd-yyyy, dd-mm-yyyy, etc.

**Disable A/P and A/R Default bank** accounts & division, Input stops at date **Default cleared or** uncleared