

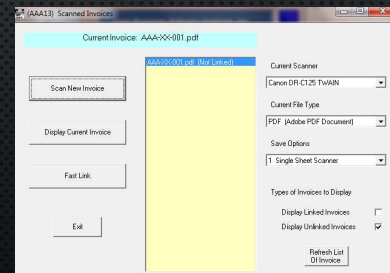
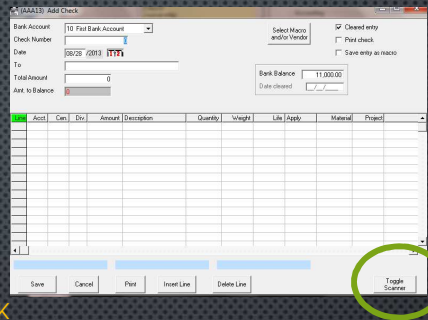
21ST CENTURY OFFICE

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FBS TECHNICAL SUPPORT

PAPERLESS!

- SCANNER INTERFACE
 - BATCH SCANNING WITH FAST LINK
 - SCAN AS YOU GO WITH NEW TOGGLE
- ALWAYS HAVE YOUR BACKUP PAPERWORK AT HAND TO ANSWER QUESTIONS
- WORKS WITH ALL TRANSACTION PLUS ENTRY TYPES
- SCANNED IMAGES SAVED WITH YOUR REGULAR FBS BACKUP



SHARE REPORTS EASILY, NO NEED TO PRINT

- EXPORT YOUR REPORTS
 - F11 WILL SEND THE REPORT TO THE CLIP BOARD AND CAN BE PASTED INTO EXCEL
 - EXPORT BUTTON SAVING TO A SPECIFIED LOCATION
 - REPORTS CAN THEN BE EMAILED
 - ALSO USEFUL TO PUT SEVERAL REPORTS IN ONE EXCEL FILE AS SEPARATE WORKSHEETS!
- PRINT TO PDF
 - MANY FREE PDF PRINTERS
 - PRINT TO PDF AND EMAIL REPORT
 - ALLOWS YOU TO SEE HOW THE REPORT WILL LOOK BEFORE PRINTING FINAL COPY

FBS HOSTED THROUGH AG COMPASS

- FBS IS AVAILABLE TO YOU WHERE EVER YOU HAVE ACCESS TO THE INTERNET
 - ANY COMPUTER, TABLET, SMART PHONE
- DATA IS BACKED UP FOR YOU
- UPDATES MADE FOR YOU
- EASY FILE SHARING AMONG PEOPLE WITHIN YOUR COMPANY

EASY IMPORT OF DATA

- ANY EXCEL OR .CSV DOCUMENT CAN BE IMPORTED IF FORMATTED CORRECTLY
 - FEED TICKETS
 - PACKER FILES
 - BANK EXPORTS
 - MULTIPLE ENTRIES AT ONCE

ACH

- MUST HAVE ACCOUNTS PAYABLE MODULE
- NEED WRITTEN AND SIGNED AGREEMENT FROM BANK
- NEED WRITTEN AND SIGNED AGREEMENT FORMS FROM EACH VENDOR WITH DEPOSIT SLIP OR VOIDED CHECK FOR ROUTING AND ACCOUNT NUMBERS (BANK MAY HAVE PREPRINTED FORMS)
- SAVE MONEY – NO CHECKS, NO STAMPS

ACH SETUP

The screenshot displays the 'ACH SETUP' menu in the top-left corner. Below it, two windows are open. The 'Import/Export ACH File' window on the left contains the following fields and options:

- Bank Account: 001 BLACKHAWK BANK & TRU
- File Modifier: A = File # 1 for Transmission Date
- Format Options: 1 = Standard Format
- TA+ Entry Date:
 - Beginning Date: 08/16/2013
 - Ending Date: 08/23/2013
- Transmission Date: 08/23/2013
- Effective Date: 08/23/2013
- Description: [Empty] ** Required Field
- Export File: C:\Fbs\win81\DATA\AchFile.txt
- Include Previous Entries: IF Previous, then include checks exported or printed
- Include Entry Report: IF report, text file w/_Report added to Export File
- Create test file: IF test file, then amount is set to zero

The 'Setup ACH Banks and Vendors' window on the right displays a table of existing entries:

Type	Description	ABA Number	Account Number	Account Type
Bank	BLACKHAWK BANK & TRU	071123123		Business
Vendor	ALEDO VETERINARY CLINIC	071104647		Checking
Vendor	BLICK & BLICK OIL, INC.	071111339		Checking
Vendor	BONEYS FARM STORE	071123123		Checking
Vendor	BRANDON HOFMANN	071123123		Checking
Vendor	CARTHAGE VETERINARY SERVICE	071119865		Checking
Vendor	CEDARCREST, LLC.	071119865		Checking
Vendor	DEBLOCK FARMS, INC.	071123123		Checking
Vendor	FCStone	071000288		Checking
Vendor	JIM HOLMES	071110550		Checking
Vendor	JOHN DEBLOCK	071123123		Checking
Vendor	JOY STATE BANK	071110550		Checking
Vendor	KEITH MORBY	071123123		Checking
Vendor	KEITH RICHARDSON	071111339		Checking
Vendor	MARK LEFLER	071115416		Checking
Vendor	MARK LEFLER	071115416		Checking
Vendor	S. BRANDON LAFEVER	071110550		Checking
Vendor	STEVEN L LAFEVER	071110550		Checking
Vendor	WILDCAT LLC	071119865		Checking

Buttons at the bottom of the 'Setup ACH Banks and Vendors' window include: Add Vendor, Add Bank, Change, Delete, Print, Save, and Cancel.

ADD YOUR BANK AND VENDORS

The screenshot displays two windows for adding new entities. The 'Add Bank' window on the left has the following fields:

- Name: 001 BLACKHAWK BANK & TRU
- ABA Number: [Empty]
- Account Number: [Empty]
- Account Type: Business Account
- Bank's Federal Reserve Bank:
 - Bank Name: [Empty]
 - ABA Number: [Empty]

The 'Add Vendor' window on the right has the following fields:

- Name: ALLAN ADAMS
- ABA Number: [Empty]
- Account Number: [Empty]
- Account Type: C Checking

Both windows have 'OK' and 'Cancel' buttons at the bottom.

PAY VENDOR THROUGH A/P

(BFH13) Check Details

Bank account: 001 BLACKHAWK BANK & TRU Current Balance

Check number: EFT082913

Check date: 08/29 /2013

Discount amount: 0.00

Ledger account: 291 Inventory Adjust

Center: 0 Unallocated

Division: 0 GENERAL FARM

Late charge: 0.00

Ledger account: 300 Crop/Feed Sales

Center: 0 Unallocated

Division: 0 GENERAL FARM

Print check: 1 Print check

0 Do not print check
1 Print check
2 Do not print but mark as printed

Ok Cancel

CREATE FILE

(BFH13) Import/Export ACH File

Bank Account: 001 BLACKHAWK BANK & TRU

File Modifier: A = File # 1 for Transmission Date

Format Options: 3 = Nacha Modified

TA+ Entry Date:

Beginning Date: 08/16/2013

Ending Date: 08/30/2013

Transmission Date: 08/23/2013

Effective Date: 08/30/2013

Description: FinisherPay ** Required Field

Export File: C:\Fbs\Win81\DATA\AchFile0830.txt

Include Previous Entries: IF Previous, then include checks exported or printed

Include Entry Report: IF report, text file w/_Report added to Export File

Create test file: IF test file, then amount is set to zero

Setup OK Cancel

Save File

(BFH13) Entries for ACH Total: 13,933.33

Row	Vendor	Number	Date	Amount	Pay	Prev. Paid	Vendor Amt.
1	MARK LEFLER	EFT083013	08/30/2013	13,933.33	Yes	No	13,933.33
Total							13,933.33

Select All Unselect All Calculate Totals Save to File Cancel

Click on 'Pay' column to toggle between Yes/No