



Accounting & Finance 101

Engage 2019
EBMS User Conference

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Financials, Payroll, Data analyst



Basics

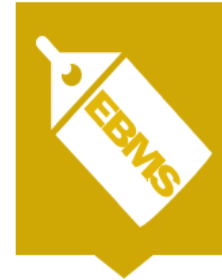
- Flexible Chart of Accounts
- Default account settings



Sales

Customers
New Customer
Proposals
Invoices & SO's
Customer Payments
Deposits

▶ Demo



Inventory

Product Catalog
New Product
Purchasing
Serialized Items
Manufacturing
Transfer to Job

▶ Demo



Expenses

Vendors
New Vendor
Invoices & PO's
Vendor Payments
Bank Accounts
Job Costing

▶ Demo



Labor

Workers
New Worker
Pay Periods
Timecard Entry
Worker Payments
Tasks & Work Orders

▶ Demo




Financials


Chart of Accounts
Account Reconciliation
Journal Entry
Post All Transactions
Depreciable Assets
Reporting

▶ Demo

Lambright Enterprises, 12456 Anywhere Street, Gap, PA 17527

 ONLINE SUPPORT

 EMAIL SUPPORT

 REMOTE SUPPORT

EBMS 8.2



Basics

- Accrual vs Cash basis reporting

The screenshot shows the 'Options' dialog box with the following settings:

- Settings: 1099 General Ledger Categories
- Default Adjustment G/L Account: 99999-000
- Statements:
 - Accrual Statements
 - Cash Statements (Converted from Accrual)
- Company Expenses Profiles:
 - Single Profile
 - Based on Departments
 - Based on Warehouses
- Company Sales Profiles:
 - Single Profile
 - Based on Departments
 - Based on Warehouses
- Profit Centers:
 - Use Profit Centers
 - Automatically Create Profit Centers From Departments
 - YTD department balances brought forward from previous years
 - Prompt before posting

Buttons: OK, Cancel



Bookkeeping

- GL Account Types
- GL Account Classifications
- Transactions



Bookkeeping

Account Types

- Assets
- Liabilities
- Equity
- Revenue
- Cost of Sales
- Expenses
- Miscellaneous

The screenshot shows the 'Chart of Accounts' application. On the left, a tree view shows the hierarchy: General Ledger > Assets (highlighted in red). The main window displays a list of accounts with columns for Account, Description, Department, and Classification. Account 01100-000 is selected. A pop-up window titled 'General Ledger\Assets\Current Assets\Checking Account' is open, showing the account details. The 'Type' field is set to 'Asset' (highlighted in red). Other fields include 'Description: Checking Account', 'Department', and 'Note'. There are buttons for 'Bank Account...', 'Budget...', 'Profit Centers...', and 'Reconcile...'. A checkbox 'Reconcile this account' is checked. At the bottom of the pop-up are 'OK', 'Cancel', 'New', 'Delete', and 'Print' buttons. The main window has a search bar at the top with '01100-000' entered and a 'Find...' button at the bottom left. A 'Show Inactive' checkbox is also present at the bottom.



Bookkeeping

Account Classifications

- Cash
- Bank
- Fixed Assets
- Accounts Payable
- Loans Payable
- Sales
- Etc.

The screenshot displays the 'Chart of Accounts' window. On the left, a tree view shows the hierarchy: General Ledger > Assets > Current Assets > Checking Account. The account number 01100-000 is selected. The main area shows the account details for 01100-000, with the 'Advanced' tab selected. The 'Classification' field is set to 'Bank Account'. A 'Change Account Classification' dialog box is open, showing a table of classification options. The 'Bank Account' option is highlighted in blue.

Description	Cash Flow	Reconcile	1099 Position
Accounts Receivable	Operating		1099 Position
Accumulated Amortization	Operating		
Accumulated Depreciation	Depreciation		
Allowance for Uncollectible A/R	Allowance		
Bank Account	Cash	✓	
Cash	Cash	✓	
Customer Retainage	Operating		
Depreciable Asset	Deprec Asset		
Intangible Asset	Investments		
Inventory	Operating		
Investments	Investments		



Bookkeeping

- Classifications
- Let's review how their importance with-in EBMS

The screenshot displays the 'Chart of Accounts' application window. On the left, a tree view shows the 'General Ledger' structure with folders for Assets, Liabilities, Equity, Revenue, Cost of Sales, Operating Expenses, and Nonoperating Items. The 'Assets' folder is expanded, and the account list on the right shows '01100-000' selected. A search box at the top contains '01100-000'. A secondary window titled 'General Ledger\Assets\Current Assets\Checking Account' is open, showing the account details for '01100-000' and a 'Classification' dropdown menu set to 'Bank Account'. A third window, 'Change Account Classification', is open in the foreground, displaying a table of classification options. The 'Bank Account' option is highlighted in blue.

Description	Cash Flow	Reconcile	1099 Position
Accounts Receivable	Operating		
Accumulated Amortization	Operating		
Accumulated Depreciation	Depreciation		
Allowance for Uncollectible A/R	Allowance		
Bank Account	Cash	✓	
Cash	Cash	✓	
Customer Retainage	Operating		
Depreciable Asset	Deprec Asset		
Intangible Asset	Investments		
Inventory	Operating		
Investments	Investments		



Bookkeeping

- EBMS restricts accounts to be used for specific processes

Expense Invoice Entry - Keystone Automotive

File Process View Documents Vendor Documents Action

Vendor: Vendor Id: KEYAUT
Keystone Automotive
44 Tunkhannock Ave
USA
Exeter PA 18643

Invoice: PO#106 Date: 04/18/2019 Thu

Payment: Manual Charge Urgent

Bank Account:
01100-000 - Checking Account
01000-000 - Undeposited Funds - Cash
01010-000 - Undeposited Funds - Checks
01020-000 - Undeposited Funds - Credit Card
01100-000 - Checking Account
01200-000 - Savings Account
22000-000 - Credit Card Paid

P.O. #: 106 Ship via: Acct Default Description: Total: \$0.00

To Be Sent

	Ordered	Received	Warehouse	Feet	Inches	Inches D	Pr
▶							
*							

Tax: Freight: Discount: Finance Chg: Paid: \$0.00 P.O. Total: \$0.00 Subtotal: \$0.00 Weight: 0.00 Total: \$0.00 Balance: \$0.00

Ready Entry Date: 04/18/2019 Thu Purchase Order



Bookkeeping

- Vendor Down Payments Classification

The screenshot displays two windows from an accounting software interface. The top window, titled "Chart of Accounts", shows a search for account "04000-000" and a table of accounts. The bottom window, titled "Vendors", shows the configuration for vendor "BLUCOR" with the category "Lumber".

Chart of Accounts Table:

Account	Description	Department	Classification	Last
01000-000	Undeposited Funds - Cash		Cash	
01010-000	Undeposited Funds - Checks		Cash	
01020-000	Undeposited Funds - Credit Card		Cash	
01100-000	Checking Account		Bank Account	
01200-000	Savings Account		Bank Account	
03000-000	Accounts Receivable		Accounts Receivable	
04000-000	Downpayments to Vendors		Vendor Down Payments	

Vendors Configuration:

Vendor: BLUCOR
Category: Lumber

Default Invoice General Ledger accounts:

- Department: []
- Purchase / Expense: 60000-000
- Update this expense account when processing an invoice
- Freight: 69500-000
- Finance charges: 70300-000
- Vendor Discounts: 69200-000
- Sales Tax Paid: 78400-000
- Accounts Payable: 21000-000 - Accounts Payable
- Vendor Down Payment: 04000-000 - Downpayments to Vendors



Bookkeeping

- Accounts Payable Classification

The screenshot displays two windows from an accounting application. The top window, titled 'Chart of Accounts', shows a search for account '04000-000' and a list of accounts with their descriptions and classifications. The bottom window, titled 'Vendors', shows the configuration for vendor 'BLUCOR' under the 'Lumber' category, with a red box highlighting the 'Accounts Payable' dropdown menu.

Account	Description	Department	Classification
01000-000	Undeposited Funds - Cash		Cash
01010-000	Undeposited Funds - Checks		Cash
01020-000	Undeposited Funds - Credit Card		Cash
01100-000	Checking Account		Bank Account
01200-000	Savings Account		Bank Account
03000-000	Accounts Receivable		Accounts Receivable
04000-000	Downpayments to Vendors		Vendor Down Payments

Vendors Configuration for BLUCOR:

- Vendor: BLUCOR
- Category: Lumber
- Default Invoice General Ledger accounts:
 - Department: []
 - Purchase / Expense: 60000-000
 - Update this expense account when processing an invoice
 - Freight: 69500-000
 - Finance charges: 70300-000
 - Vendor Discounts: 69200-000
 - Sales Tax Paid: 78400-000
 - Accounts Payable: 21000-000 - Accounts Payable**
 - Vendor Down Payment: 04000-000 - Downpayments to Vendors



Bookkeeping

- Accounts Receivable & Inventory classifications have the same design

The screenshot shows a software window titled "Customers\Jane Doe" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Customer: DOEJAN" and "Category: Customers". A tabbed interface is visible with tabs for "General", "Terms", "Advanced", "Directions", "Invoices", "Proposals", "Serialized Items", "Rentals", "Tasks", "Jobs", and "Special P". The "Advanced" tab is selected, and the "Default Invoice General Ledger accounts" section is active. This section contains five rows of dropdown menus for selecting ledger accounts:

- Freight: 59500-000
- Finance charges: 80300-000
- Customer Discounts: 59200-000
- Accounts Receivable: 03000-000 - Accounts Receivable (highlighted with a red box)
- Customer Down Payment: 23000-000 - Down Payments from Customer

At the bottom of the window, there are five buttons: "OK", "Cancel", "New", "Delete", and "Print".



Bookkeeping

- Another example is..
- The sales tax classification

Chart of Accounts

All Use Category Search For Account:

Account	Description	Department	Classification	Last
20000-000	Notes Payable - Bank		Loans Payable	
20100-000	Notes Payable - Private		Loans Payable	
21000-000	Accounts Payable		Accounts Payable	
22000-000	Credit Card Paid		Credit Card Account	
22100-000	Excise Tax Collected		(None)	
23000-000	Down Payments from Customers		Customer Down Payments	
23100-000	Customer Gift Cards		Customer Gift Cards	
24000-000	Sales Tax Collected		Sales Tax	
25110-000	Employee Tax Withheld - Federal Income		Payroll Tax/Deduction	
25200-000	Tax Payable - Social Security (FICA)		Payroll Tax/Deduction	
25220-000	Tax Payable - Medicare		Payroll Tax/Deduction	
25300-000	Employee Tax Withheld - State Income		Payroll Tax/Deduction	
25400-000	Employee Tax Withheld - Local		Payroll Tax/Deduction	
25510-000	Tax Payable - Federal Unemployment		Payroll Tax/Deduction	
25520-000	Tax Payable - State Unemployment		Payroll Tax/Deduction	
26000-000	Accrued Commissions		Salesperson Commission	
27000-000	Payroll Payable		Payroll Payable	
28000-000	Interest Payable		Other Payables	

Find... Show Inactive



Bookkeeping

- One more....
- Payroll tax liability accounts

Chart of Accounts

Search For Account: 20000-000

General Ledger

- Assets
- Liabilities
 - Current Liabilities
 - Long Term Liabilities
- Equity
- Revenue
- Cost of Sales
- Operating Expenses
- Nonoperating Items

Account	Description	Department	Classification	Last
20000-000	Notes Payable - Bank		Loans Payable	
20100-000	Notes Payable - Private		Loans Payable	
21000-000	Accounts Payable		Accounts Payable	
22000-000	Credit Card Paid		Credit Card Account	
22100-000	Excise Tax Collected		(None)	
23000-000	Down Payments from Customers		Customer Down Payments	
23100-000	Customer Gift Cards		Customer Gift Cards	
24000-000	Sales Tax Collected		Sales Tax	
25110-000	Employee Tax Withheld - Federal Income		Payroll Tax/Deduction	
25200-000	Tax Payable - Social Security (FICA)		Payroll Tax/Deduction	
25220-000	Tax - Federal Unemployment Tax			
25300-000				
25400-000				
25510-000				
25520-000				
26000-000				
27000-000				
28000-000				

Tax - Federal Unemployment Tax

Tax ID: FUTA

General Location Employees

Description: Federal Unemployment Tax

Type: ER-FUTA

Pre-Tax

Link

Advanced Formula

Liability G/L Account: 25510-000 - Tax Payable - Federal Unemployment

No minimum

Maximum gross pay: \$7,000.00

Flat Percent Rate: 0.8000

Payment Frequency:

Taxed After...

Note:

OK Cancel New Delete Print



Bookkeeping

- Transactions within EBMS

The screenshot displays the EBMS 8.2 software interface. At the top is a menu bar with options: File, Edit, Sales, Inventory, Expenses, Labor, Financials, Horticulture, Job Costing, Rental, Window, Help. Below the menu bar are five main category icons, each with a list of sub-options and a 'Demo' link:

- Sales** (Green icon): Customers, New Customer, Proposals, Invoices & SO's, Customer Payments, Deposits. Demo link.
- Inventory** (Yellow icon): Product Catalog, New Product, Purchasing, Serialized Items, Manufacturing, Transfer to Job. Demo link.
- Expenses** (Red icon): Vendors, New Vendor, Invoices & PO's, Vendor Payments, Bank Accounts, Job Costing. Demo link.
- Labor** (Blue icon): Workers, New Worker, Pay Periods, Timecard Entry, Worker Payments, Tasks & Work Orders. Demo link.
- Financials** (Grey icon): Chart of Accounts, Account Reconciliation, Journal Entry, **Post All Transactions** (highlighted with a red box), Depreciable Assets, Reporting. Demo link.

At the bottom of the interface, there is a footer with the address: Lambright Enterprises, 12456 Anywhere Street, Gap, PA 17527. Below the address are three support options: ONLINE SUPPORT (with a question mark icon), EMAIL SUPPORT (with an envelope icon), and REMOTE SUPPORT (with a double-headed arrow icon). The EBMS 8.2 logo is located in the bottom right corner.



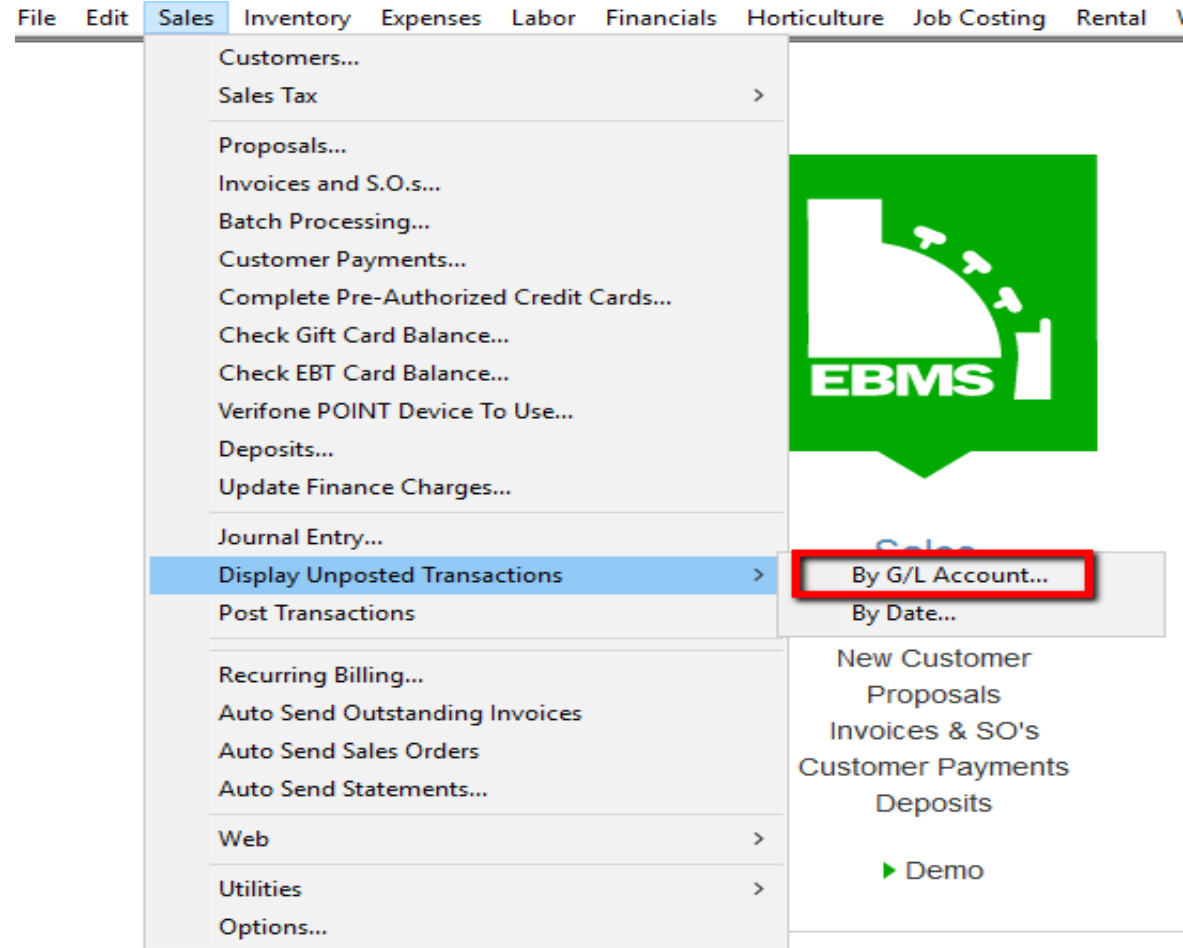
Bookkeeping

- Posting transactions within EBMS



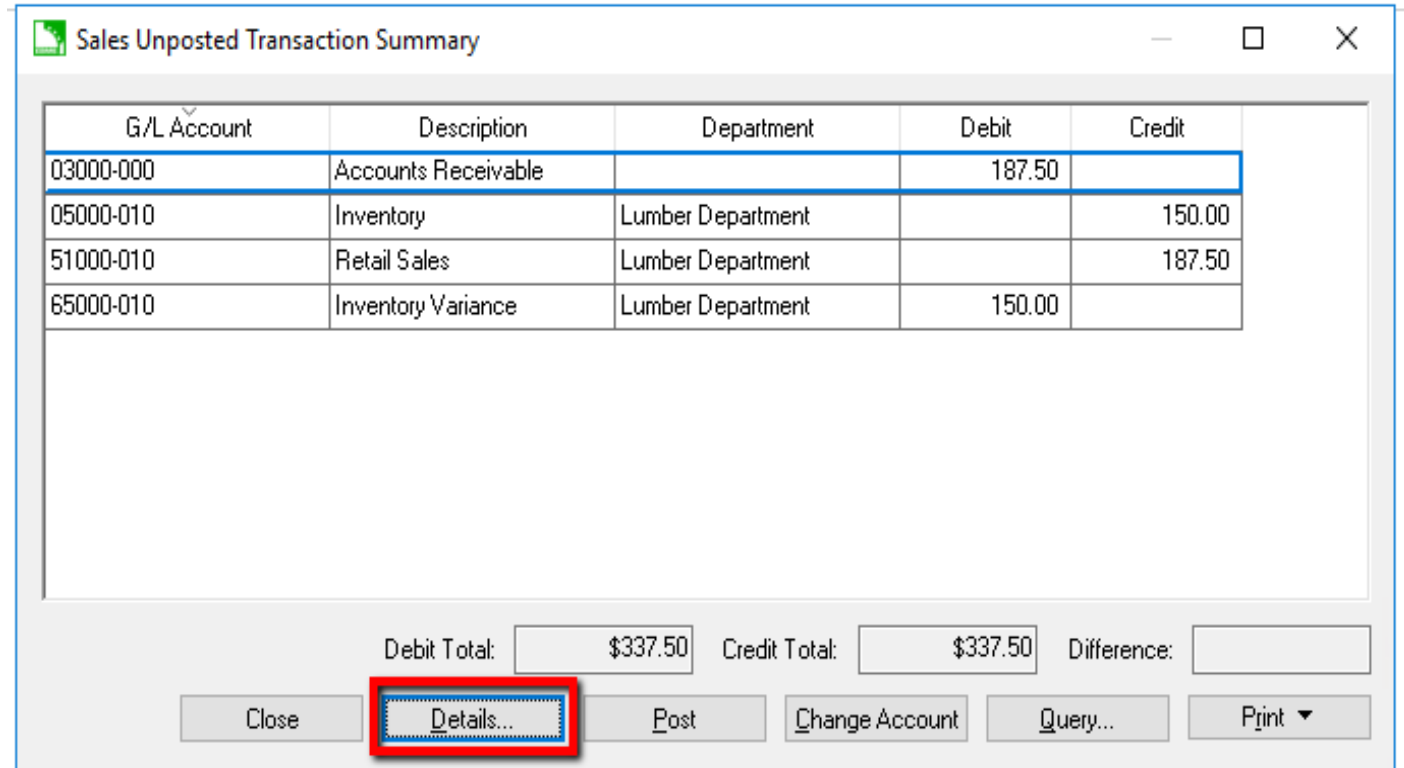
Bookkeeping

- Posting errors?
- Now what?



Bookkeeping

- Identifying errors
- Errors will be in red



The screenshot shows a software window titled "Sales Unposted Transaction Summary". It contains a table with the following data:

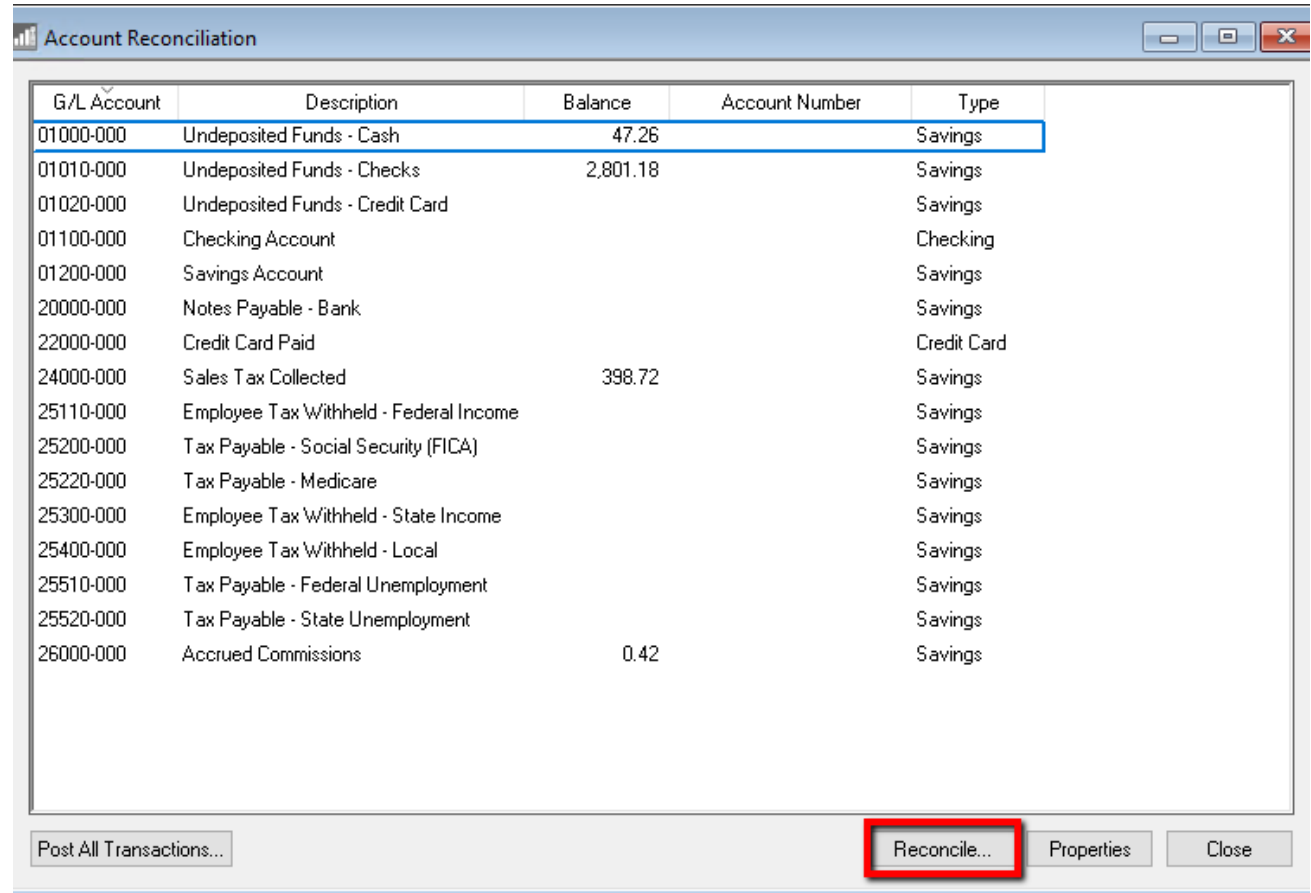
G/L Account	Description	Department	Debit	Credit
03000-000	Accounts Receivable		187.50	
05000-010	Inventory	Lumber Department		150.00
51000-010	Retail Sales	Lumber Department		187.50
65000-010	Inventory Variance	Lumber Department	150.00	

Below the table, the summary statistics are displayed: Debit Total: \$337.50, Credit Total: \$337.50, and Difference: (blank). At the bottom, there are several buttons: "Close", "Details..." (highlighted with a red box), "Post", "Change Account", "Query...", and "Print".



Reconciling Accounts

- Account reconciliation window
- See account balances
- Reconciliation



Account Reconciliation

G/L Account	Description	Balance	Account Number	Type
01000-000	Undeposited Funds - Cash	47.26		Savings
01010-000	Undeposited Funds - Checks	2,801.18		Savings
01020-000	Undeposited Funds - Credit Card			Savings
01100-000	Checking Account			Checking
01200-000	Savings Account			Savings
20000-000	Notes Payable - Bank			Savings
22000-000	Credit Card Paid			Credit Card
24000-000	Sales Tax Collected	398.72		Savings
25110-000	Employee Tax Withheld - Federal Income			Savings
25200-000	Tax Payable - Social Security (FICA)			Savings
25220-000	Tax Payable - Medicare			Savings
25300-000	Employee Tax Withheld - State Income			Savings
25400-000	Employee Tax Withheld - Local			Savings
25510-000	Tax Payable - Federal Unemployment			Savings
25520-000	Tax Payable - State Unemployment			Savings
26000-000	Accrued Commissions	0.42		Savings

Post All Transactions... Reconcile... Properties Close



Reconciling Accounts



General Ledger\Assets\Current Assets\Checking Account

Account: 01100-000 Folder: Current Assets

General | Advanced | 2019 | 2018 | 2017

Type: Asset Inactive

Description: Checking Account

Department:

Note:

Reconcile this account

Bank Account...
Budget...
Profit Centers...
Reconcile...

OK Cancel New Delete Print



Reconciling Accounts



General Ledger\Assets\Current Assets\Checking Account

Account: 01100-000 Folder: Current Assets

General | Advanced | 2019 | 2018 | 2017

Type: Asset Inactive Bank Account...

Description: Checking Account Budget...

Department: Profit Centers...

Note: Reconcile...

Reconcile this account

OK Cancel New Delete Print



Reconciling Accounts

- Ending balance
- Ending date
- Selected totals

Account Reconciliation - 01000-000 Cash on Hand

Account

Ending Date: 12/31/2000 Sun

Ending Balance: 27,604.02

Show All Transactions

Statement

Ending Date: 12/31/2000 Sun

Ending Balance:

+ Outstanding Cash In: 36,959.72

- Outstanding Cash Out: 12,089.94

Adjusted Statement Balance: 24,869.78

Difference: 2,734.24

Last Reconcile

User: ADMINISTRATOR

Date: 12/31/1998 Thu

Time:

Notes: Cash In Cash Out

OK Cancel Void Reconcile Source... Adjustments Print



Reconciling Accounts

- Benefits of reconciling
- Bank errors
- User errors



Reconciling



Account Reconciliation - 01100-000 Checking Account

Account
Ending Date: 12/31/2019 Tue
Ending Balance: 1,000.00
 Show All Transactions

Statement
Beginning Date: 01/01/2020 Wed
Beginning Balance:
Running Balance:
Ending Date: 01/31/2020 Fri
Ending Balance:
+ Outstanding Deposits:
- Outstanding Payments:
Adjusted Statement Balance:
Difference: 1,000.00

Last Reconcile
User: MELVIN
Date: 04/03/2019 Wed
Time: 03:57 PM

Notes Deposits Payments

Status	Amount	Date	Description	Cash Account	Source	G/L Code
✓	1,000.00	03/31/201	Deposit	01100-000	APA	01100-000

Select All Unselect All 1 of 1 Selected Selected Total: 1,000.00

OK Cancel Void Reconcile Source... Adjustments Print



Reconciling

- Fees
- Adjustments
- Correct dates

The screenshot displays the 'Account Reconciliation - 01100-000 Checking Account' window. On the left, the 'Account' section shows an ending date of 12/31/2019 Tue and an ending balance of 1,000.00. The 'Statement' section shows a beginning date of 01/01/2020 Wed and a running balance of 1,000.00. The 'Last Reconcile' section shows the user as MELVIN, dated 04/03/2019 Wed at 03:57 PM. The 'Account Adjustments' dialog box is open, showing a 'Type' dropdown menu set to 'Expense', a 'Bank Account' of 01100-000, a 'Date' of 03/31/2019 Sun, a 'Description' of 'CC Fees', a 'G/L Account' of 70100-000, and an 'Amount' of 24.93. The 'Adjustments' button at the bottom of the dialog is highlighted with a red box. The main window also has a table with columns for Status, Control Number, Amount, Date, and Description, and a 'Reconcile' button at the bottom.



Reconciling

- Differences
- Missing Transactions

Account Reconciliation - 01100-000 Checking Account

Account

Ending Date: 12/31/2019 Tue

Ending Balance: 1,000.00

Show All Transactions

Statement

Beginning Date: 01/01/2020 Wed

Beginning Balance:

Running Balance: 1,000.00

Ending Date: 01/31/2020 Fri

Ending Balance:

+ Outstanding Deposits:

- Outstanding Payments:

Adjusted Statement Balance:

Difference: 1,000.00

Last Reconcile

User: MELVIN

Date: 04/03/2019 Wed

Time: 03:57 PM

Notes Deposits Payments

Status	Amount	Date	Description	Cash Account	Source
✓	1,000.00	03/31/201	Deposit	01100-000	APA

Select All Unselect All 1 of 1 Selected Selected Total: 1,000.00

OK Cancel Void Reconcile Source... Adjustments Print



Deposits

- Customer payments
- Undeposited funds
- Deposit to bank

Chart of Accounts

All
 Use Category

Search For Account: 01000-000

Account	Description	Department	Classification	Last Reconciled
01000-000	Undeposited Funds - Cash		Cash	
01010-000	Undeposited Funds - Checks		Cash	
01020-000	Undeposited Funds - Credit Card		Cash	
01100-000	Checking Account		Bank Account	04/03/2019 Wed
01200-000	Savings Account		Bank Account	
03000-000	Accounts Receivable		Accounts Receivable	
04000-000	Downpayments to Vendors		Vendor Down Payments	
05000-000	Inventory		Inventory	
05000-010	Inventory	Lumber Department	Inventory	
05000-020	Inventory	Hardware Department	Inventory	
05000-030	Inventory	Power Tools Dept	Inventory	
05000-040	Inventory	Paint Dept	Inventory	
05000-050	Inventory	Rental Dept	Inventory	
05000-060	Inventory	Automotive Departmen	Inventory	

Find... Show Inactive Select Cancel



Deposits

- Payment types



Customer Categories S.O. To Proposal Recurring Billing Shipping Manager Contacts CW2 & AVS Rules
General Invoices and S.O.s **Payment** Point of Sale Devices Proposal Reports Sales Person Messages

Active	Payment Name	Cash Account	Client ID	Properties...
<input checked="" type="checkbox"/>	Cash	01000-000 - Undeposited Funds - Cash		
<input checked="" type="checkbox"/>	Check	01000-000 - Undeposited Funds - Cash		
<input checked="" type="checkbox"/>	Gift Card	23100-000 - Customer Gift Cards		
<input checked="" type="checkbox"/>	Visa	01000-000 - Undeposited Funds - Cash		
<input checked="" type="checkbox"/>	MasterCard	01000-000 - Undeposited Funds - Cash		
<input checked="" type="checkbox"/>	Discover	01000-000 - Undeposited Funds - Cash		

Use Verifone Point
 Use PAYware Connect Database to Store Customer Credit Cards
 Customer payments: Automatically distribute
 Default to Debit card payment Ask for cash back on debit or EBT card payment

Credit Card Processing Software

Client ID	Processing Software	New...	Properties...	Delete...

CRE HPP ID:
CRE HPP Token:

Disable Credit Card Processing Software (not recommended)



Deposits

- The deposit window

Deposits - 01000-000 Undeposited Funds - Cash

Showing unselected transactions up to 04/03/2019 Wed and any previously selected ones:

Receipts Paid Out

Status	Type	Reference	Date	Description	Amount	Vendor/Customer
<input checked="" type="checkbox"/>	CASH		02/23/201	Leanna Lambright	47.26	DDEJAN

Select All Unselect All

Selected Receipts

Cash:	\$47.26
Checks:	
Other:	
Total:	\$47.26

Paid Out: \$1,000.00

Cash Adjustment:

Current Balance: \$47.26

Total Deposit: \$47.26

Ending Balance:

Deposit Transaction

Deposit Date: 04/03/2019 Wed

Description: Deposit

Deposit to: 01100-000 - Checking Accour

OK Cancel Source Deposit and Print Deposit / No Print Adjustment... Print Wizards



Deposits

- Verify account balance

Deposits - 01000-000 Undeposited Funds - Cash

Showing unselected transactions up to 04/03/2019 Wed and any previously selected ones:

Receipts Paid Out

Status	Type	Reference	Date	Description	Amount	Vendor/Customer
✓	CASH		02/23/201	Leanna Lambright	47.26	DOEJAN

Select All Unselect All

Selected Receipts

Cash:	\$47.26
Checks:	
Other:	
Total:	\$47.26

Paid Out: \$1,000.00

Cash Adjustment:

Current Balance: \$47.26

Total Deposit: \$47.26

Ending Balance:

Deposit Transaction

Deposit Date: 04/03/2019 Wed

Description: Deposit

Deposit to: 01100-000 - Checking Account

OK Cancel Source Deposit and Print Deposit / No Print Adjustment... Print Wizards

Deposits

- Process returned checks

The screenshot shows a software window titled "Deposits - 01000-000 Undeposited Funds - Cash". It displays a table of transactions with the following data:

Status	Type	Reference	Date	Description	Amount	Vendor/Customer
✓	CASH		02/23/201	Leanna Lambright	47.26	DOEJAN

Below the table, there are several summary sections:

- Selected Receipts:** Cash: \$47.26, Checks: , Other: , Total: \$47.26
- Paid Out:** \$1,000.00 (with a sub-section for Cash Adjustment)
- Current Balance:** \$47.26
- Total Deposit:** \$47.26
- Ending Balance:**

The **Deposit Transaction** section includes:

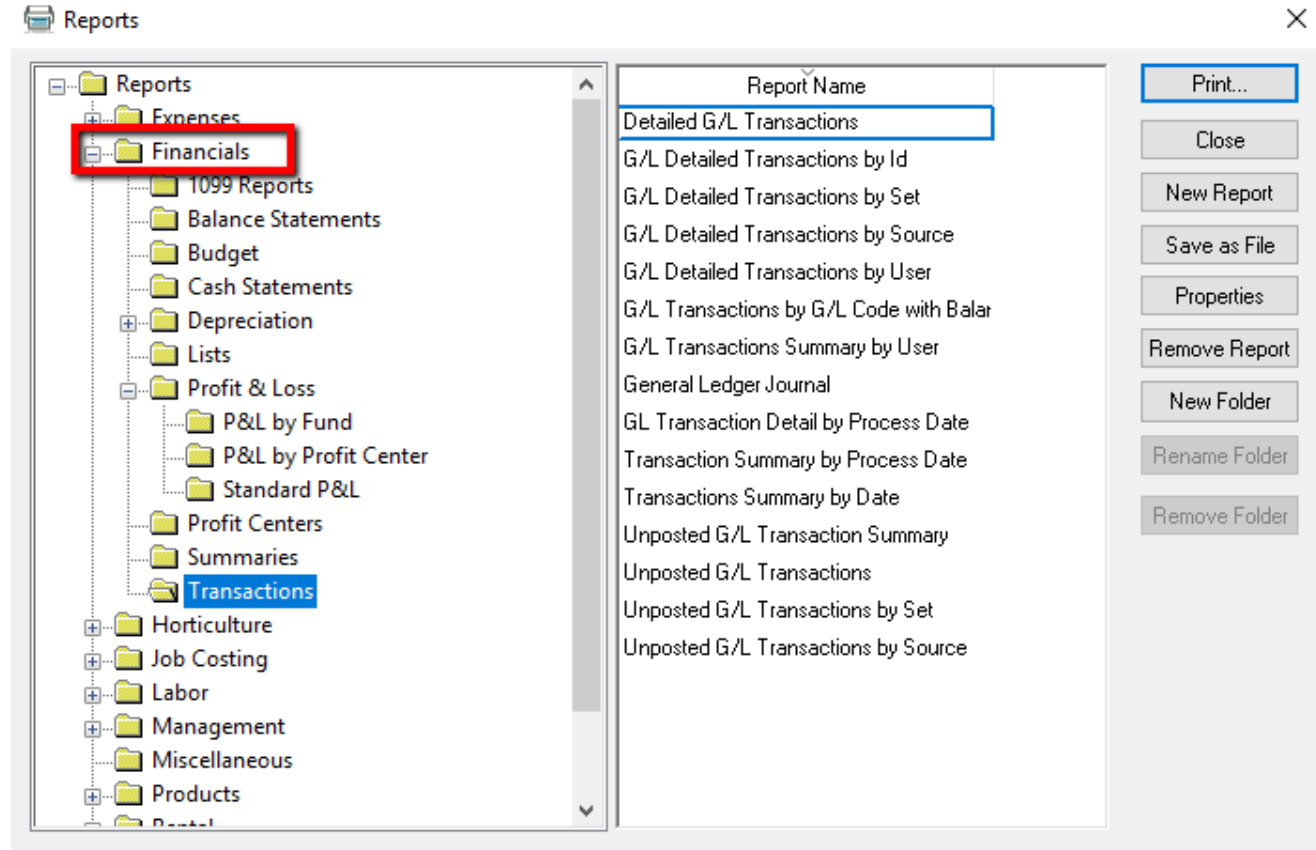
- Deposit Date: 04/03/2019 Wed
- Description: Deposit
- Deposit to: 01100-000 - Checking Accour

At the bottom, there are buttons for "OK", "Cancel", "Source", "Deposit and Print", "Deposit / No Print", "Adjustment...", "Print", and a "Wizards" dropdown menu. The "Wizards" menu is open, showing options: "Void Payment...", "Process Returned Check...", and "Return to List...".




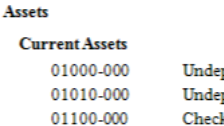
Basic Financial Reporting

- Balance Sheets
- Profit & Loss
- Transactions details
- Complete transaction sets



Basic Financial Reporting

- Comparisons
- Simple

		April 2019		April		January thru April		January thru April		January thru April			
						2019 % Sale		2018 Change		2018 % Sale		2017 Change	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Balance Sheet Lambright Enterprises Ending Balances for the Periods Indicated</p> </div> <div style="text-align: right;"> <p>Friday, April 5, 2019 3:52:39PM Page: 1</p> </div> </div>													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Configurable Profit & Loss Detail Lambright Enterprises</p> </div> <div style="text-align: right;"> <p>Friday, April 5, 2019 3:58:02PM Page: 1</p> </div> </div>													
Assets													
Current Assets													
01000-000	Undeposited Funds - Cash	47.26		47.26	4.0	-	-	-	-	-	-	-	-
01010-000	Undeposited Funds - Checks	2,801.18		2,801.18	15.8	2,504.54	-92.5	2,504.54	102.0	-	-	-	-
01100-000	Checking Account	313.86		313.86	-	(49.17)	-	(49.17)	-2.0	-	-	-	-
03000-000	Accounts Receivable	192.32		192.32	-	(0.83)	-	(0.83)	-	-	-	-	-
05000-010	Inventory-Lumber Department	4,501.23		4,501.23	80.2	952.74	-	952.74	-	-	-	-	-
	Total Current Assets	7,855.85		7,855.85	100.0	2,454.54	-51.6	2,454.54	100.0	-	-	-	-
Fixed Assets													
	Total Fixed Assets	-		-									
Other Assets													
	Total Other Assets	-		-									
	Total Assets	7,855.85		7,855.85									
Liabilities													
Current Liabilities													
21000-000	Accounts Payable	4,539.88		4,539.88	-	2,675.00	-100.0	2,675.00	109.0	-	-	-	-
24000-000	Sales Tax Collected	398.72		398.72	-	1,864.88	-100.0	1,864.88	76.0	-	-	-	-
25110-000	Employee Tax Withheld - Federal Income	88.36		88.36	-	4,539.88	-100.0	4,539.88	185.0	-	-	-	-
25200-000	Tax Payable - Social Security (FICA)	107.58		107.58	-	(2,675.00)	-	(2,675.00)	-109.0	-	-	-	-
25220-000	Tax Payable - Medicare	25.16		25.16	150.00	223.77	-33.0	223.77	9.1	-	-	-	-
25300-000	Employee Tax Withheld - State Income	26.63		26.63	150.00	(2,451.23)	-	(2,451.23)	-99.9	-	-	-	-
	Total Current Liabilities	5,106.33		5,106.33	12.6	2,088.65	-92.8	2,088.65	85.1	-	-	-	-
Cost of Sales													
Cost of Goods Sold													
Purchases													
60000-000	Purchases	-		-	-	2,675.00	-100.0	2,675.00	109.0	-	-	-	-
60000-010	Purchases-Lumber Department	-		-	-	1,864.88	-100.0	1,864.88	76.0	-	-	-	-
	Total Purchases	-		-	-	4,539.88	-100.0	4,539.88	185.0	-	-	-	-
Inventory Variance													
65000-000	Inventory Variance	-		-	-	(2,675.00)	-	(2,675.00)	-109.0	-	-	-	-
65000-010	Inventory Variance-Lumber	150.00		150.00	150.00	223.77	-33.0	223.77	9.1	-	-	-	-
	Total Inventory Variance	150.00		150.00	12.6	(2,451.23)	-	(2,451.23)	-99.9	-	-	-	-
	Total Cost of Goods Sold	150.00		150.00	12.6	2,088.65	-92.8	2,088.65	85.1	-	-	-	-
Labor													
68000-010	Commissions-Lumber Department	-		-	-	0.42	-100.0	0.42	-	-	-	-	-
	Total Labor	-		-	-	0.42	-100.0	0.42	-	-	-	-	-

Basic Financial Reporting

- View complete transaction set
- Queries

Sales Invoice Entry - Jane Doe

File Edit Materials Process View Tasks Documents Customer Documents Action

Customer ID: DOEJAN Invoice: 1012 Ship To: DOEJAN Date: 04/03/2019 Wed Memo Terms Shipping Serial No. Internal Notes Print Log

Bill To Ship To
 Jane Doe
 5678 Pleasant Avenue
 USA
 Gap PA 17527

Payment
 Cash Check Credit / Debit Card Gift Card Charge

Description: 2X4-104-5/8 SPF

Discount: 2 % paid in 10 days
 Due: Net 30 days
 No payments recorded.

Sales Person: P.O./Job: Ship Date: Ship Via: Price Level: Warehouse: Job ID:
 04/03/2019 Wed Pickup Retail

Ordered	Shipped	Warehouse	Product	Description	Price	Amount	Taxed	G/L Account	Vendor	Vendor Part
50.00	50.00	MAIN	2410458	2X4-104-5/8 SPF	3.75	187.50		51000-010	BLUCOR	

Tax
 Table: No Tax
 S.O.: \$0.00
 Invoice: \$0.00

Est. Shipping: Handling: Freight: \$0.00 Weight: 0.00


Finance
 Discount: 2.00 %
 Show Cost
 Costs: \$150.00
 Total Markup: \$37.50
 Percent Markup: 25.0%
 Shipped Products: 50.000000

S.O. Subtotal: \$187.50
 S.O. Total: \$187.50
 S.O.: \$183.75

Subtotal: \$187.50
 Paid: \$0.00
 Balance: \$183.75

Shipped / Invoice Total: **187.50**

Ready Entry Date: 04/03/2019 Wed Outstanding Invoice

 **G/L Transaction Detail by Set** Friday, April 5, 2019 4:23:03PM Page: 1

Lambricht Enterprises
 Transactions Dated from 1/1/2018 to 4/5/2019
 All Process Dates

Date	Source	ID	Reference 1	Reference 2	Description	Debit	Credit
Process Date: 4/3/2019 Time: 2:07:51AM User: MELVIN							
03000-000	Accounts Receivable (Asset)						
4/3/2019	ARI	DOEJAN	1012		Jane Doe	187.50	-
					Subtotal:	187.50	-
					Difference:	187.50	-
05000-010	Inventory - Lumber Department (Asset)						
4/3/2019	ARI	DOEJAN	1012	2410458	2X4-104-5/8 SPF	-	150.00
					Subtotal:	-	150.00
					Difference:	-150.00	
51000-010	Retail Sales - Lumber Department (Revenue)						
4/3/2019	ARI	DOEJAN	1012	2410458	2X4-104-5/8 SPF	-	187.50
					Subtotal:	-	187.50
					Difference:	187.50	
65000-010	Inventory Variance - Lumber Department (Expense)						
4/3/2019	ARI	DOEJAN	1012	2410458	2X4-104-5/8 SPF	150.00	-
					Subtotal:	150.00	-
					Difference:	150.00	
					Set Total:	337.50	337.50
					Difference:	0.00	
					Grand Total:	337.50	337.50



Audit Trails



Audit Trails

- Year tabs
- Drill down
- Timestamps
- User
- Source

The screenshot displays a software interface for managing customer data. The main window is titled 'Customers\Jane Doe' and shows a list of months for 'Invoices' and 'Payments'. The '2019' year tab is highlighted. Below this, a 'Details' window shows a table of transactions with the following data:

Customer	Date	Invoice	Control Number	Amount	Debit/Credit	Description	G/L Account	Timestamp	Source
DOEJAN	04/03/2019	1012		187.50	Debit	Jane Doe	03000-000	04/03/2019 02:07:51	ARI

The 'Sales Invoice Entry - Jane Doe' window shows the following details:

- Customer ID: DOEJAN
- Invoice: 1012
- Ship To: DOEJAN
- Date: 04/03/2019 Wed
- Payment: Cash, Check, Credit / Debit Card, Gift Card, Charge
- Description: ZX4-104-5/8 SPF
- Discount: 2 % paid in 10 days
- Due: Net 30 days
- Ship Date: 04/03/2019 Wed
- Ship Via: Pickup
- Price Level: Retail

The bottom table in the 'Sales Invoice Entry' window shows the following data:

Ordered	Shipped	Warehouse	Product	Description	List Price	Regular Price	Price	Amount	Taxed	G/L Account	St
50.00	50.00	MAIN	2410458	ZX4-104-5/8 SPF	7.50	3.75	3.75	187.50		51000-010	St



Finance and Accounting in EBMS

The integrated accounting and financial system are the core of EBMS.



Thank you

