



## *EBMS Foundations 3*

Accounts Receivable, Accounts Payable, Payroll

**Engage 2019**

EBMS User Conference

# Reuben Stoltzfus

Solutions Consultant, Architect, Data Specialist  
as well as EBMS Client and Reseller





# Accounts Receivable

Money that a customer owes a company for a product or service purchased on credit.

- Down Payment
- Charge Terms
- Discount
- Due Date
- Grace Period
- Finance Charge
- Statements
- Bad Debt



## Schedule of Accounts Receivable

Friday, April 5, 2019  
19:58:47  
Page: 1

<u>Customer ID</u>	<u>Name</u>	<u>Address</u>	<u>Contact 1</u>	<u>Balance</u>
DOEJAN	Doe, Jane	5678 Pleasant Avenue, Gap, PA 17527		2,467.01
DOETAM	Doe, Tammy	21056 21st Street, Gap, PA 17527		4.82
Grand Total				<u>2,471.83</u>

### Summary of A/R Accounts

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
03000-000	Accounts Receivable	2,471.83
TOTAL:		<u>2,471.83</u>





# Accounts Receivable

Is this how you feel sometimes?



"No, don't put the cheque in the post - I'll send someone round to pick it up."



"I'm having a cash flow problem, Mr. Greene. Not enough of your cash is flowing into my pockets."



# Accounts Receivable

## Down Payments: Company Liability

Sales Invoice Entry - Nancy Doe

File Edit Materials Process View Tasks Documents Customer Documents Action

Customer ID: DDENAN Invoice: 1016 Ship To: DDENAN Date: 04/15/2019 Mon Memo Terms Shipping Serial No. Internal Notes Print Log

Bill To Ship To

Nancy Doe  
24 Down Town Street  
USA  
Gap PA 17527

Payment

Cash **Check** Credit / Debit Card Gift Card Process

No payments recorded.

Sales Person: P.O./Job: Ship Date: Ship Via: Price Level: Warehouse: Job ID:  
Melvin Lambright Pickup Retail MAIN

Description: 2x4-8 SPF

Ordered	Shipped	Warehouse	Product	Measure	On Hand	Description	Price	Amount	Taxed	G/L Account	Purchase Method	Vendor
10.00		MAIN	2408	EA	195.00	2x4-8 SPF	4.16			51000-010	Stocked (standard)	BLUCOR

Check Payment Entry

Payment Information

Check Amount: \$41.60  
Check Number:

Payment Date: 04/15/2019 Mon

S.O. Total: \$41.60  
Previously Paid: \$0.00  
Currently Paying: \$41.60  
Remaining Balance: \$0.00

7 8 9 Back-space  
4 5 6 -  
1 2 3 Tab  
0 .

Pay & Process  
**Down Payment**  
Cancel

Cash Account:  
01000-000 - Undeposited Funds - Ca

Printing:  
☒ No Document  
☐ Invoice (Plain Paper)

Progress:  
Enter Payment Info  
Process Payment(s)

Costs: \$0.00 S.O. Subtotal: \$41.60 Subtotal: \$0.00 Shipped / Invoice Total  
Markup: \$0.00 S.O. Total: \$41.60 Paid: \$0.00  
Markup: 0.0% S.O. Balance: \$0.00  
Products: 0.000000

Entry Date: 04/15/2019 Mon Sales Order



# Accounts Receivable

## Customer Setup: Advanced

Customers\Nancy Doe

Customer: DOENAN Category: Customers

General Terms Advanced Directions Invoices Proposals Serialized Items Rentals Tasks Jobs Special P

Default Invoice General Ledger accounts

Default Department: |

Freight: 59500-000

Finance charges: 80300-000

Customer Discounts: 59200-000

Accounts Receivable: 03000-000 - Accounts Receivable

Customer Down Payment: 23000-000 - Down Payments from Customer

OK Cancel New Delete Print

Accounts Receivable: 03000-000 - Accounts Receivable

Customer Down Payment: 23000-000 - Down Payments from Customer

23000-000 - Down Payments from Customer

General Ledger\Liabilities\Current Liabilities\Down Payments from Customers

Account: 23000-000 Folder: Current Liabilities

General Advanced 2019 2018 2017

Retained Earnings Account:

Classification: Customer Down Payments Change



# Accounts Receivable

## Customer Setup: Terms

Customers\Nancy Doe

Customer:  Category:

General Terms Advanced Directions Invoices Proposals Serialized Items Rentals Tasks Jobs Special Pricing Messages Website Advanced Security Map Auto Send Documents 2019

**Allowed Payment Methods**

☒ Cash  
☒ Check  
☒ Credit Card  
☒ Charge  
☐ Default as Charge

**View Cards**

**Terms**

Discount:  % paid in 10 days  
Due:   
Grace Period:   
Monthly Finance Charge Rate:  % Minimum Finance Charge:   
Delinquency Reason:  Credit Limit:   
Sales Person:

**Shipping Information**

Ship To ID:  Shipping Method:   
Freight Charge:   
This freight charge only applies if the Shipping Method formula is 'Default from Customer' in the Shipping Method properties (Sales > Options > General tab).

**Sales Tax Exemption**

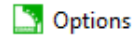
Tax Agency	Exemption ID	Expiration Date	Note
PAREV	1234 5678	06/01/2024 Sat	





# Accounts Receivable

## Customer Payments



General Invoices and S.O.s Payment Point of Sale

Active	Payment Name	
<input checked="" type="checkbox"/>	Cash	011
<input checked="" type="checkbox"/>	Check	011
<input type="checkbox"/>	Gift Card	
<input checked="" type="checkbox"/>	Visa	
<input checked="" type="checkbox"/>	MasterCard	
<input checked="" type="checkbox"/>	Discover	
<input checked="" type="checkbox"/>	American Express	

☒ Use Verifone Point

☐ Use PAYware Connect Database to Store Cust

☐ Customer payments: Automatically distribute

Customer Payments

Customer:

DOEJAN  
Jane Doe  
5678 Pleasant Avenue  
Gap, PA 17527

Payment:

☐ Cash

☒ Check

☐ Credit / Debit Card

☐ Type-In Credit Card

☐ Gift Card

Amount:

Date: 04/05/2019 Fri

Check #:

Cash Account: 01000-000 - Undeposited Funds - C.

☐ Show Sales Orders

P...	Invoice	Status	Description	Due Date	Amount	Discount	Overdue	Paid	Payment	Balance	Date
	1005	Outstanding Invoice	2x4-8 SPF	02/05/2019	4.38					4.38	01/06/201
	1006	Outstanding Invoice	2x4-8 SPF	03/02/2019	1,040.00					1,040.00	01/31/201
	1007	Outstanding Invoice	2x4-8 SPF	03/21/2018	1,422.63					1,422.63	02/19/201

Discount:

Finance Chg:

Payment:

Balance: 2,467.01



# Accounts Receivable

## Returned Payment for Insufficient Funds, Invalid Account, etc.

Deposits - 01000-000 Undeposited Funds - Cash

Showing unselected transactions up to 04/10/2019 Wed and any previously selected ones:

Receipts Paid Out

Status	Type	Referen...	Date	Description	Amount	Vendor/Customer	Source	G/L Code
	CASH		02/23/2018 Fri	Leanna Lambright	47.26	DOEJAN	ARP	01000-000
	CHECK	23542	06/01/2018 Fri	Leanna Lambright	500.00	DOEJAN	ARP	01000-000

Select All Unselect All

Selected Receipts

Cash: Paid Out: Current Balance: \$547.26

Checks: Cash Adjustment: Total Deposit: \$547.26

Other: Ending Balance: \$547.26

Total:

Deposit Transaction

Deposit Date: 04/10/2019 Wed

Description: Deposit

Deposit to: 01100-000 - Checking Account

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

Void Payment...

Process Returned Check...

Return to List...

Query Check

Enter as much information as you can about the returned check.

Customer: [Search]

Check Number: [Text]

Date: [Date] to [Date]

Check List

Select the correct check and click the finish button to finish this process.

Check Number	Date	Description	Amount	Vendor/Cust
CASH	02/23/2018 Fri	Leanna Lambright	47.26	DOEJAN

Enter the date for this process.

Process Date: 02/23/2018 Fri

Eagle Business Management

?

This payment is still applied to the invoice.

Would you like to void the check so that this amount becomes outstanding again?

Yes No



# Accounts Receivable

## Returned Product/Credit Memo

**Sales Invoice Entry - Jane Doe**

File Edit Materials Process View Tasks Documents Customer Documents Action

Customer ID: DOEJAN Invoice: 1013 Ship To: DOEJAN Date: 04/15/2019 Mon

Bill To Ship To

Jane Doe  
5678 Pleasant Avenue  
USA  
Gap PA 17527

Payment

Cash Check Credit / Debit Card Gift Card Charge

No payments recorded.

Memo Terms Shipping Serial No. Internal Notes Print Log

Description: Adjust Invoice 23079

Sorry about sending the wrong product, and thanks for accepting it. Please accept this \$300 credit for the trouble.

Sales Person: P.O./Job: Ship Date: 04/10/2019 Wed Ship Via: Pickup Price Level: Retail Warehouse: Job ID:

	Ordered	Shipped	Warehouse	Product	Measure	On Hand	Description	Price	Amount	Taxed	G/L Account	Purchase Method	Vendor
▶	1.00	1.00					Credit for Item 23412 sent instead of item 24212	-300.00	-300.00	✓		Stocked (standard)	
✱													

Table: PA S.O.: \$-17.64 Invoice: \$-17.64

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

Finance Discount: 2.00 % \$-6.00

☑ Show Cost

Costs:	\$0.00	S.O. Subtotal:	\$-300.00	Subtotal:	\$-300.00	Shipped / Invoice Total
Total Markup:	\$-300.00	S.O. Total:	\$-311.64	Paid:	\$0.00	
Percent Markup:	0.0%	S.O.	\$-311.64	Balance:	\$-311.64	
Shipped Products:	1.000000					

Entry Date: 04/10/2019 Wed Sales Order



# Accounts Receivable

## Customer Credit

**Customer Payments**

Customer:

Jane Doe  
5678 Pleasant Avenue  
Gap, PA 17527

Payment:  
☐ Cash Amount: \$609.01 Date: 04/15/2019 Mo   
☒ Check Check #:   
☐ Credit / Debit Card  
☐ Type-In Credit Card  
☐ Gift Card  
Cash Account: 01000-000 - Undeposited Funds - C. v

☒ Show Sales Orders

P...	Invoice	Status	Description	Due Date	Amount	Discount	Overdue	Paid	Payment	Balance	Date	P.O./Job
✓	1013	Outstanding Invoice	Adjust Invoice 23079	05/15/2019	-318.00				-318.00	-318.00	04/15/201	
✓	1007	Outstanding Invoice	2x4-8 SPF	03/21/2018	1,422.63			500.00	922.63	922.63	02/19/201	
✓	1005	Outstanding Invoice	2x4-8 SPF	02/05/2019	4.38				4.38	4.38	01/06/201	
	1006	Outstanding Invoice	2x4-8 SPF	03/02/2019	1,040.00					1,040.00	01/31/201	

Discount:  Finance Chg:  Payment: 609.01 Balance: 1,649.01

**Customer Payments**

Customer:

Jane Doe  
5678 Pleasant Avenue  
Gap, PA 17527

Payment:  
☐ Cash  
☒ Check  
☐ Credit / Debit Card  
☐ Type-In Credit Card  
☐ Gift Card

☒ Show Sales Orders

P...	Invoice	Status	Description	Due Date	Amount	Discount	Overdue	Paid	Payment	Balance	Date	P.O./Job
✓	1013	Outstanding Invoice	Adjust Invoice 23079	05/15/2019	-318.00				-318.00	-318.00	04/15/201	
✓	1007	Outstanding Invoice	2x4-8 SPF	03/21/2018	1,422.63			500.00	318.00	922.63	02/19/201	
	1005	Outstanding Invoice	2x4-8 SPF	02/05/2019	4.38					4.38	01/06/201	
	1006	Outstanding Invoice	2x4-8 SPF	03/02/2019	1,040.00					1,040.00	01/31/201	

Discount:  Finance Chg:  Payment:  Balance: 1,649.01



# Accounts Receivable

## Customer Credit: Paying the customer

**Customer Payments**

Customer:

Jane Doe  
5678 Pleasant Avenue  
Gap, PA 17527

☒ Show Sales Orders

Payment:

☐ Cash      Amount:       Date:

☒ Check      Check #:       ☒ Print Check

☐ Credit / Debit Card

☐ Type-In Credit Card

☐ Gift Card      Cash Account:

P...	Invoice	Status	Description	Due Date	Amount	Discount	Overdue	Paid	Payment	Balance	Date	P.O./Job
✓	1013	Outstanding Invoice	Adjust Invoice 23079	05/15/2019	-318.00				-318.00	-318.00	04/15/201	
	1007	Outstanding Invoice	2x4-8 SPF	03/21/2018	1,422.63			500.00		922.63	02/	
	1005	Outstanding Invoice	2x4-8 SPF	02/05/2019	4.38					4.38	01/	
	1006	Outstanding Invoice	2x4-8 SPF	03/02/2019	1,040.00					1,040.00	01/	

Discount:       Finance Chg:       Payment:

**Customer Payment**

You are about to make a payment to customer DOEJAN.

Pay To

Jane Doe  
5678 Pleasant Avenue  
Gap, PA 17527

Payment

Amount: \$318.00  
Date: 04/25/2019  
Payment Type: CHECK  
Account: 01100-000



# Accounts Receivable

## Unpaid Receivables



**Stoltzfus Enterprises**  
12456 Anywhere Street  
Gap, PA 17527  
Phone: (123) 123-1234  
Fax: (123) 123-1234  
support@eaglebusinesssoftware.com

### STATEMENT

Account Number	Statement Date	Page
DOEJAN	04/25/2019	1 of 1


#### To:

Jane Doe  
5678 Pleasant Avenue  
Gap, PA 17527

Check Number \_\_\_\_\_  
Amount \_\_\_\_\_  
Date Paid \_\_\_\_\_

Date	Invoice	P.O. Number	Description	Amount	Balance
02/19/2018	1007		OVERDUE: 03/21/2018 Finance Charge: 294.39 (Paid 500.00)	1,422.63	1,217.02
01/06/2019	1005		OVERDUE: 02/05/2019 Finance Charge: 1.00	4.38	5.38
01/31/2019	1006		OVERDUE: 03/02/2019 Finance Charge: 57.44	1,040.00	1,097.44
04/15/2019	1013		Credit Invoice	-318.00	-318.00
Current	Overdue 1 - 30	Overdue 31 - 60	Over 61 Days	Finance Charges	Please Pay This Amount
-318.00	-	1,040.00	927.01	+ 352.83	= TOTAL 2,001.84

EBMS by Eagle Business Software



Accounts Receivable Aging

Stoltzfus Enterprises

All Customers

All Accounts Receivable

Aging as of 04/25/2019

Thursday, April 25, 2019

17:37:50

Page: 1

DOEJAN	Jane Doe	31963 Highway AD, Cole Camp, MO 65325								
Invoice	Date	Due Date	Total	Balance	Discount	Amount	Finance Charge	Overdue	Days	Receivable G/L
1007	02/19/2018	03/21/2018	1,422.63	922.63	03/01/2018	-	294.39	400		03000-000
1005	01/06/2019	02/05/2019	4.38	4.38	01/16/2019	-	1.00	79		03000-000
1006	01/31/2019	03/02/2019	1,040.00	1,040.00	02/10/2019	-	57.44	54		03000-000
1013	04/15/2019	05/15/2019	-318.00	-318.00		-	-	-		03000-000
DOEJAN Totals			2,149.01	1,649.01		0.00	352.83	Net Due:		2,001.84

DOENAN	Nancy Doe	24 Down Town Street, Gap, PA 17527								
Invoice	Date	Due Date	Total	Balance	Discount	Amount	Finance Charge	Overdue	Days	Receivable G/L
1012	04/05/2019	05/05/2019	41.56	41.56	04/15/2019	-	-	-		03000-000
DOENAN Totals			41.56	41.56		0.00	0.00	Net Due:		41.56

DOETAM	Tammy Doe	21056 21st Street, Gap, PA 17527								
Invoice	Date	Due Date	Total	Balance	Discount	Amount	Finance Charge	Overdue	Days	Receivable G/L
1008	02/19/2018	03/21/2018	4.82	4.82		-	1.02	400		03000-000
DOETAM Totals			4.82	4.82		0.00	1.02	Net Due:		5.84

MYBUS	My Business, Inc.	24 Pleasant All Day Street, Gap, PA 17527								
Invoice	Date	Due Date	Total	Balance	Discount	Amount	Finance Charge	Overdue	Days	Receivable G/L
1014	04/10/2019	05/10/2019	100.70	100.70		-	-	-		03000-000
MYBUS Totals			100.70	100.70		0.00	0.00	Net Due:		100.70
Grand Total			2,296.09	1,796.09		0.00	353.85			

Invoice Age Summary:

<u>0-30 days</u>	<u>31-60 days</u>	<u>61-90 days</u>	<u>91-120 days</u>	<u>121 - 365 day</u>	<u>366+ days</u>
-175.74	0.00	1,040.00	4.38	0.00	927.45

Overdue Summary:

<u>Current</u>	<u>1-30 days</u>	<u>31-60 days</u>	<u>61-90 days</u>	<u>91-120 days</u>	<u>121 - 365 day</u>	<u>366+ days</u>
-175.74	0.00	1,040.00	4.38	0.00	0.00	927.45





# Accounts Payable

Money owed for a product or service purchased on credit.

- Down Payment
- Charge Terms
- Discount
- Due Date
- Finance Charge



## Schedule of Accounts Payable

Friday, April 5, 2019  
21:37:04  
Page: 1

Stoltzfus Enterprises  
All Vendors  
Balance as of April 2019 Ending

<u>Vendor ID</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Balance</u>
BLUCOR	Bluelinx Corporation	Atlanta, GA 30301		2,675.00
RHOSUP	Rhodes Supply, Inc.	Mayfield, KY 42066		1,864.88
Grand Total:				<u>4,539.88</u>

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
21000-000	Accounts Payable	4,539.88
TOTAL:		<u>4,539.88</u>



# Accounts Payable

## Vendor Payments

Bank Account: 01100-000 - Checking Account

Date: 04/05/2019 Fri

☐ Only show invoices assigned to this bank account

☒ All

☐ Vendor

RHOSUP

Rhodes Supply, Inc.

Mayfield, KY 42066

☒ View All

☐ Selected

☐ Due within  days 04/05/2019 Fri

☐ Discount within  days 04/05/2019 Fri

☒ Show P.O.s

P...	Invoice	Status	Date	Vendor	Discount Date	Due Date	Amount	Discount	Overdue	Paid	Payment	Balance	Direct Deposit Vendor	Checking Account
	PO#104	Purchase Order	02/20/201	RHOSUP		03/22/2018	23.31					23.31		01100-000
	8782554	Outstanding Invoice	01/21/201	RHOSUP		02/20/2018	1,029.00		12.00			1,041.00		01100-000
	8785120	Outstanding Invoice	02/28/201	RHOSUP		03/30/2018	812.55	2.00				810.55		01100-000
	8785962	Outstanding Invoice	03/01/201	RHOSUP	03/11/2018 Sun	03/31/2018	23.33					23.33		01100-000
	ABCD12345	Outstanding Invoice	02/15/201	BLUCOR		03/17/2018	2,675.00					2,675.00	Eligible	01100-000

Discount: 2.00

Finance Charge: 12.00

Payment:

Balance: 4,573.19

OK

Cancel

Unselect All

Select All

Print ▼

Invoice...

Process... ▼



# Accounts Payable

## Vendor Payments: ACH Direct Payment

Vendors\Lumber\Bluelinx Corporation

Vendor: BLUCOR Category: Lumber

General Terms Advanced Invoices Messages Advanced Security Map Documents 2019 2018

Order Information

Account Number:

Minimum Order: \$0.00

Credit Limit: \$0.00

Tax Information

☐ Vendor receives 1099

Tax ID:

Legal Name (Proprietor):

Lead Time: 7 days

Terms

Discount: (None)

Due: Net 30 days

Payment Vendor:  Pay-From Account:

Direct Payment Information

Account Number: 123456789 Account Type: Checking

Routing: 031301422 Description: Fulton Bank

OK Cancel New Delete Print

8785962	Outstanding Invoice	03/01/201	RHDSUP	03/11/2018 Sun	03/31/2018	3
✓	ABCD12345	Outstanding Invoice	02/15/201	BLUCOR		03/17/2018

Finance Charge: 12.00 Payment: 2,675.00 Balance: 5,373.19

OK Cancel Unselect All Select All Print Invoice...

Process...  
Process Checks...  
Process Direct Payment...  
Manual Payment...

Process Vendor Direct Payment

Please specify a control number for the Direct Payment:

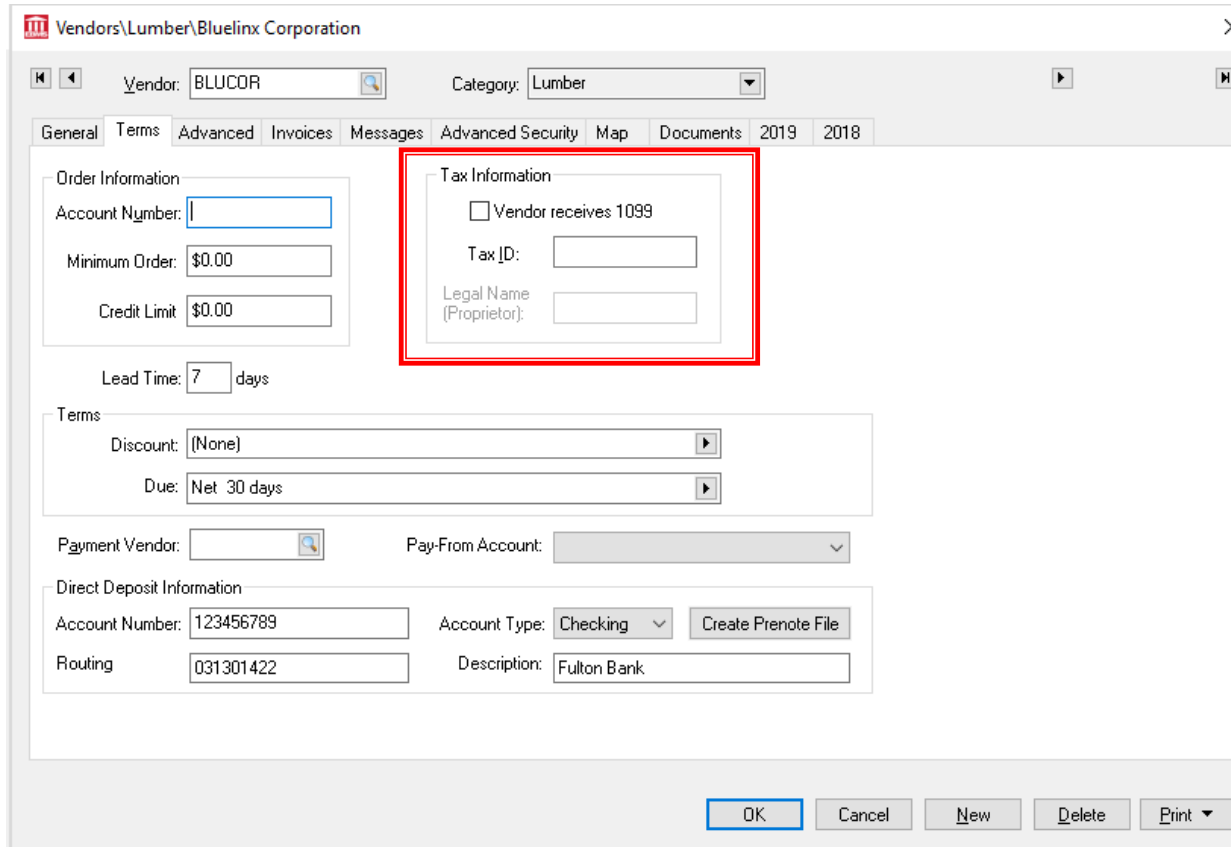
20190417

OK



# Accounts Payable

## Vendor Payments: 1099 Setup



Vendors\Lumber\Blueinx Corporation

Vendor: BLUCOR Category: Lumber

General Terms Advanced Invoices Messages Advanced Security Map Documents 2019 2018

Order Information

Account Number:

Minimum Order: \$0.00

Credit Limit: \$0.00

Lead Time: 7 days

Terms

Discount: (None)

Due: Net 30 days

Payment Vendor:  Pay-From Account:

Direct Deposit Information

Account Number: 123456789 Account Type: Checking

Routing: 031301422 Description: Fulton Bank

Tax Information

☒ Vendor receives 1099

Tax ID:

Legal Name (Proprietor):

OK Cancel New Delete Print

Multi-faceted approach:

1. Vendor is checked to receive 1099



# Accounts Payable

## Vendor Payments: 1099 Setup

Expense Invoice Entry - Escue Wood Preserving

File Process View Documents Vendor Documents Action

Vendor Ship To Pay To

Vendor Id: ESCW00

Escue Wood Preserving

USA

Invoice: PO#106 Date: 04/15/2019 Mon

Payment: ☐ Manual ☒ Charge ☐ Urgent

Bank Account: 01100-000 - Checking Account

Terms: (None)

Net 30 days

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

Ordered	Received	Warehouse	Product	Measure	Vendor Part Number	Description	Unit Weight	Weight	Unit Cost	Amount (Invoice)	G/L Account
1.00	1.00	MAIN				Finishing on truckload of furniture			800.00	800.00	66800-010

Tax: Freight: Discount: Finance Chg: Paid: \$0.00

Subcontract Labor - Lumber Department

General Ledger\Cost of Sales\Labor\Subcontract Labor - Lumber Department

Account: 66800-010 Folder: Labor

General Advanced 2019 2018 2017

Retained Earnings Account: 49000-000 - Retained Earnings

Classification: Subcontract Service Labor

1099 Form: 1099-MISC Box: 7 Nonemployee Compensation

Multi-faceted approach:

1. Vendor is checked to receive 1099
2. Account has 1099 Form specified
3. Goes by payment date of last payment, not invoice date



# Accounts Payable

## Vendor Payments: 1099 Setup

Multi-faceted approach:

1. Vendor is checked to receive 1099
2. Account has 1099 Form specified
3. Goes by payment date of last payment, not invoice date
4. Only paid by Cash or Checking Account; not Credit card, PayPal, etc.

Expense Invoice Entry - Escue Wood Preserving

File Process View Documents Vendor Documents Action

Vendor: Ship To: Pay To: Invoice: PO#106 Date: 04/15/2019 Mon Memo ETA Internal Notes Print Log

Vendor Id: ESCW00

Escue Wood Preserving

USA

P.O. #: 106 Ship via: Description: Net 30 days Total: \$0.00 To Be Sent

Payment: ☐ Manual ☒ Charge ☐ Urgent Ordered Date: Control Number:

Bank Account: 01100-000 - Checking Account

Ordered	Received	Warehouse	Product	Measure	Vendor Part Number	Description	Unit Weight	Weight	Unit Cost	Amount (Invoice)	G/L Account
1.00	1.00	MAIN				Finishing on truckload of furniture			800.00	800.00	66800-010

General Ledger\Assets\Current Assets\Checking Account

Account: 01100-000 Folder: Current Assets

General Advanced 2019 2018 2017

Retained Earnings Account:

Classification: Bank Account Change

Bank Accounts

Bank Account: 01100-000 Checking Account

General Reports

Type: Checking

Account Number: 01100-000


Next Check Number:





# Payroll Labor

The total sum of money to be paid out to employees at a given time.

 Timecard Entry

File

Process

View

Worker: DOEJOH

Pay Period: 02/02/2019 Sat

Name: John Doe

Address: 189 Happy Street

City: Gap

PA

17527

Pay Frequency: Weekly

Date	Daily Hours	Timecard Hours	Difference	Start Time 1	Stop Time 1	Start Time 2	Stop Time 2
01/28/2019 Mon	8.00	8.00		08:00 AM	12:00 PM	12:30 PM	04:30 PM
01/29/2019 Tue	8.50	8.50		08:00 AM	12:00 PM	12:30 PM	05:00 PM
01/30/2019 Wed	7.00	7.00		07:00 AM	12:00 PM	12:30 PM	02:30 PM
01/31/2019 Thu	9.00	9.00		07:00 AM	12:00 PM	12:30 PM	04:30 PM
02/01/2019 Fri	8.50	8.50		08:00 AM	12:00 PM	12:30 PM	05:00 PM
*							

Date	Pay Type	Work Code	Start Time	Stop Time	Hours/Units	Rate	Pay	Ticket	Description	Job	Job Stage	Location	G/L Account
01/28/2019 Mon	Regular	CLE			8.00	17.00	136.00					USA	74100-000
01/29/2019 Tue	Regular	CLE			8.50	17.00	144.50					USA	74100-000
01/30/2019 Wed	Regular	CLE			7.00	17.00	119.00					USA	74100-000
01/31/2019 Thu	Regular	CLE			9.00	17.00	153.00					USA	74100-000
02/01/2019 Fri	Regular	CLE			8.50	17.00	144.50					USA	74100-000
*													

Reimbursements:

Workweeks:

Makeup Pay:

Hours:

Piecework Hours:

Benefit Adjust.:

Gross Pay:

Deductions:

Take Home Tips:

Net Pay:

\$0.00

0.00

\$0.00

41.00

0.00

\$0.00

\$697.00

\$0.00

\$0.00

\$697.00

Ready

Unprocessed



# Labor

## Employee Worker setup: Pay

- Hourly vs. Salary
- Pay Frequency
- Overtime Pay
- Minimum Wage
- Direct Deposit

Workers\Employees\Jonathan Smith

Worker: SMIJON Category: Employees

General Pay Personal Advanced Worker Taxes Company Taxes Timecards Messages Barcode Scanner Documents App Settings

☒ Hourly ☐ Salary Frequency: Weekly ☒ Is subject to minimum wage

Hourly Pay: \$24.00 Method: Check Minimum Wage: \$7.25

Salary Pay:

Previous Pay  
Last Evaluation: Rate: Last Raise:

Pay Rates:

Pay Type	Rate	Active	Default Work Code
Bonus		✓	
Holiday	24.00	✓	
Overtime	36.00	✓	
Regular	24.00	✓	
Vacation	24.00	✓	

New Rate... Properties... Delete View History...

Direct Deposit Information:

	Account Number	Routing Number	Description	Account Type	Calculation
▶	3412491	031301422	Fulton Checking	Checking	Remaining Balance
	1934214	031301422	Fulton Savings	Checking	25 % of net pay
*				Checking	

OK Cancel New Delete Print



# Utilities

## Verify Balances

Financials Horticulture Job Costing Rental Window Help

Chart of Accounts...  
Budget...  
Departments...  
Account Reconciliation...  
Depreciation >  
Journal Entry...  
Display Unposted Transactions >  
Post Transactions  
Post All Transactions  
Fiscal Year Controls...  
Year End Information...  
**Utilities >**  
Options...

First Name Address  
189 Happy Street  
2019 User Blvd

Add G/L Year Pages...  
**Verify Balances...**

**Verify Balances** X

Month: December Fiscal Year: 2019

General Ledger

Accounts Payable:	Vendors:	Difference:
4,539.88	4,539.88	0.00
Accounts Receivable:	Customers:	
2,513.39	2,513.39	0.00
Inventory Asset:	Inventory Items:	
3,273.73	3,273.73	0.00
Payroll Payable:	Employees:	
0.00	0.00	0.00



# Utilities

## Verify Balances: A/P

**Verify Balances**

Month:  Fiscal Year:

General Ledger

Accounts Payable:	Vendors:	Difference:
<input type="text" value="4,539.88"/>	<input type="text" value="4,539.88"/>	<input type="text" value="0.00"/>
Accounts Receivable:	Customers:	
<input type="text" value="2,513.39"/>	<input type="text" value="2,513.39"/>	<input type="text" value="0.00"/>
Inventory Asset:	Inventory Items:	
<input type="text" value="3,273.73"/>	<input type="text" value="3,273.73"/>	<input type="text" value="0.00"/>
Payroll Payable:	Employees:	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>



### Schedule of Accounts Payable

Stoltzfus Enterprises  
All Vendors  
Balance as of April 2019 Ending

Friday, April 5, 2019  
21:37:04  
Page: 1

Vendor ID	Name	Address	Phone	Balance
BLUCOR	Bluelinx Corporation	Atlanta, GA 30301		2,675.00
KHOSCH	Rhodes Supply, Inc.	Mayfield, KY 42066		1,864.88
Grand Total:				4,539.88

Account	Account Description	Balance
21000-000	Accounts Payable	4,539.88
TOTAL:		4,539.88



# Utilities

## Verify Balances: A/R

**Verify Balances**

Month:  Fiscal Year:

General Ledger

Accounts Payable:	Vendors:	Difference:
<input type="text" value="4,539.88"/>	<input type="text" value="4,539.88"/>	<input type="text" value="0.00"/>
Accounts Receivable:	Customers:	
<input type="text" value="2,513.39"/>	<input type="text" value="2,513.39"/>	<input type="text" value="0.00"/>
Inventory Asset:	Inventory Items:	
<input type="text" value="3,273.73"/>	<input type="text" value="3,273.73"/>	<input type="text" value="0.00"/>
Payroll Payable:	Employees:	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>



### Schedule of Accounts Receivable

Stoltzfus Enterprises  
All Customers  
Balance as of April 2019 Ending

Friday, April 5, 2019  
22:39:23  
Page: 1

Customer ID	Name	Address	Contact 1	Balance
DOEJAN	Doe, Jane	5678 Pleasant Avenue, Gap, PA 17527		2,467.01
DOENAN	Doe, Nancy	24 Down Town Street, Gap, PA 17527		41.56
DOETAM	Doe, Tammy	21056 21st Street, Gap, PA 17527		4.82
Grand Total				2,513.39

### Summary of A/R Accounts

Account	Account Description
03000-000	Accounts Receivable

	Balance
	2,513.39
TOTAL:	2,513.39



# Utilities

## Verify Balances: Inventory

**Verify Balances**

Month: December Fiscal Year: 2019

General Ledger

Accounts Payable: 4,539.88 Vendors: 4,539.88 Difference: 0.00

Accounts Receivable: 1,796.09 Customers: 1,796.09 0.00

Inventory Asset: 3,213.73 Inventory Items: 3,213.73 0.00

Payroll Payable: 0.00 Employees: 0.00 0.00



### Inventory Value

Stoltzfus Enterprises  
All Inventory Items  
Balance as of April 2019 Ending

Wednesday, April 24, 2019  
17:14:08  
Page: 1

Product ID	Description	UOM	Count	Perpetual Value	Avg Cost	Last Cost
G/L Asset Code: 05000-010						
2408	2X4-8 SPF	EA	188.00	633.73	3.37	3.33
2410	2X4-10 SPF	EA	294.00	1,176.00	4.00	4.00
2412	2X4-12 SPF	EA	294.00	1,499.00	5.10	5.10
2618	2X6-18 SPF	EA	-5.00	-35.00	7.00	7.00
662860	6X6-28 CCA	EA	-2.00	-60.00	30.00	30.00
Subtotal for Inventory Asset Account 05000-010:			769.00	3,213.73	4.18	
TOTAL:			769.00	3,213.73	4.18	

Account	Account Description	Balance
05000-000	Inventory	0.00
05000-010	Inventory - Lumber Department	3,213.73
05000-020	Inventory - Hardware Department	0.00
05000-030	Inventory - Power Tools Dept	0.00
05000-040	Inventory - Paint Dept	0.00
05000-050	Inventory - Rental Dept	0.00
05000-060	Inventory - Automotive Department	0.00
TOTAL:		3,213.73





# Utilities

## Verify Balances: Maintenance Utilities

### Utilities

Please select the utilities you wish to run.

You can configure an individual utility by selecting it and clicking the Settings button, or you can configure all utilities by clicking the Global Settings button.

NOTE: Individual settings will override global settings. [Global Settings](#)

	Run Utility?	Utility
<input checked="" type="checkbox"/>	✓	File Maintenance
<input checked="" type="checkbox"/>	✓	Sales
<input checked="" type="checkbox"/>	✓	Check A/R Invoice Detail
<input checked="" type="checkbox"/>	✓	Customer Months
<input checked="" type="checkbox"/>	✓	Check Customer Yearly History Totals
<input checked="" type="checkbox"/>	✓	Check A/R Invoice Close Dates
<input checked="" type="checkbox"/>	✓	Expenses
<input checked="" type="checkbox"/>	✓	Check A/P Invoice Detail
<input checked="" type="checkbox"/>	✓	Vendor Months
<input checked="" type="checkbox"/>	✓	Check Vendor Yearly History Totals
<input checked="" type="checkbox"/>	✓	Check A/P Invoice Close Dates

<input checked="" type="checkbox"/>	Product Monthly History Totals
<input checked="" type="checkbox"/>	Product Yearly History Totals
<input checked="" type="checkbox"/>	Verify Product Prices
<input checked="" type="checkbox"/>	Remove Extraneous Pricing Lines
<input checked="" type="checkbox"/>	Verify Product Locations
<input checked="" type="checkbox"/>	Verify Product Warehouse Locations
<input checked="" type="checkbox"/>	Financials
<input checked="" type="checkbox"/>	General Ledger Account Months
<input checked="" type="checkbox"/>	General Ledger Department Months
<input checked="" type="checkbox"/>	Sales Tax Months
<input checked="" type="checkbox"/>	Recalculate Year Data
<input checked="" type="checkbox"/>	Check Ledger Balance



# It's all about cash flow!

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Managing cash flow is an important aspect of growing and maintaining a business. Understanding and maximizing the available tools will go a long way in simplifying this aspect of good management!



# Thank you!

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If I had to run a company on three measures,  
those measures would be customer satisfaction,  
employee satisfaction, and cash flow.

Jack Welch

