

Accounting Functions

- Accounts Payable Transfers
 Account Reconciliation
 Bank Reconciliation Upload
- ✓ Financials
- Inventory Accrual

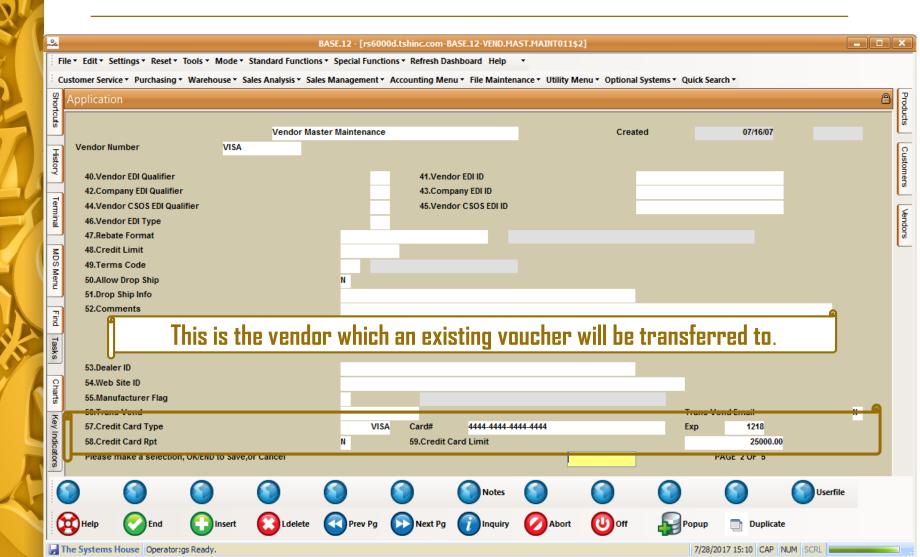
MDS User Meeting 2017



Accounts Payable Transfers

A simple method to use your credit card to pay vendors for goods and services but sill record the payables against the original vendor.

Vendor Maintenance



Vendor Maintenance

BASE.12 - [rs6000d.tshinc.com-BASE.12-VEND.MAST.MAINT011\$2]

File - Edit - Settings - Reset - Tools - Mode - Standard Functions - Special Functions - Refresh Dashboard Help -

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Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search *

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Bank Maintenance

BASE.12 - [rs6000d.tshinc.com-BASE.12-BANK-MAINT008\$1]

File • Edit • Settings • Reset • Tools • Mode • Standard Functions • Special Functions • Refresh Dashboard Help •

Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search *

Short	Application		
touts	BANK MAINTE	ICE	
ē	Company No	01 Base Medical S	cal Supply
Terminal	Bank #	333	
≝	1.Bank Name	son City Savings	
Ī	2.G/L Code/Number 0	225-00	
History	3.Account Number 1		
<u> </u>	4.Next Check#	001234	
s	5.Next Washout Check#	000158	
MDS Menu	6.Bank Expense G/L Code 0	330-00	
lenu	7.Credit Line	75000.00	

The check number used when a voucher is transferred from one vendor to another and marked as paid.

Shortcuts reminial ristory woo wen

Voucher to Transfer

BASE.12 - [rs6000d.tshinc.com-BASE.12-SSS.VEND.INQ011\$1]

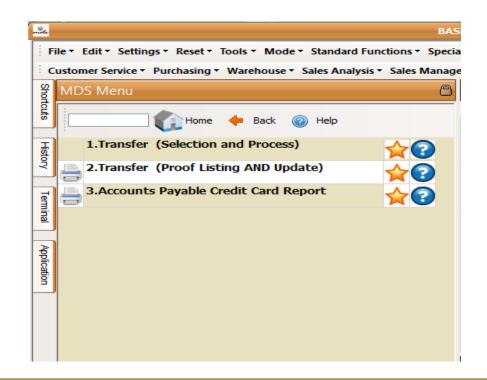
File * Edit * Settings * Reset * Tools * Mode * Standard Functions * Special Functions * Refresh Dashboard Help *

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Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search *

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Accounts Payable Transfer Selector



Transfer (Selection and Process)

Used to transfer exiting vouchers from one vendor to another vendor. Primarily used for vendors who are typically paid through another vendor, like a credit card vendor.

Transfer (Selection and Process)

nide BASE.12 - [rs6000d.tshinc.com-BASE.12-SSS.AP.TRANSFER.SEL012\$1] File - Edit - Settings - Reset - Tools - Mode - Standard Functions - Special Functions - Refresh Dashboard Help -Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search * 8 Product Lookup : 4:10:19 PM Customer. Application Accounts Payable Transfer (Selection Screen) ē New Select or Continue with current file? (N/C) Ν 2 History 1.Company# 01 Base Medical Supply 2.Select All, Range or Selected Vendors S MDS Menu Customers 3.Beg Vendor# End Vendor# Find Vendors 4.Selected Vendors D1000 DURG SUPPLY, INC. Tasks Charts Key 5.Bank# Indicators 08/04/17 6.Due Date 7.Include Vouchers on Hold? (Y/N) Ν 8.Discounted Vouchers ONLY? (Y/N) N 9.Bank# for Selection 333 Hudson City Savings ENTER LINE# TO CHANGE , "0" TO ACCEPT OR "C" TO CANCEL THIS SESSION

Inquiry

Next

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Cancel

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Ok/End

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Transfer (Selection and Process)

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Transfer (Proof Listing and Update)

ACCOUNTS PAYABLE TRANSFER CHECK REGISTER 08/04/17 FISCAL PERIOD: 1707

1

CO: 01 Base Medical Supply		11:27:18	08/04/17 PAGE:
TRANSFER (TO) VENDOR: VISA CHASE VISA			
CHECK# VEND NUM VENDOR NAME I	INVOICE NO INV DATE VOUCH#	GROSS AMNT DISC	OUNT NET AMOUNT
	227747422 08/03/17 01002218 227747422 08/03/17 01002219 CHECK# 000157 TOTAL:	-125.00	0.00 125.00 0.00 -125.00 0.00 0.00
TRANSFER (TO) VEND: VISA C	CHASE VISA TOTAL:	0.00	0.00 0.00
BANK#: 333 Hudson City Savings	s 01-1225-00 TOTAL:	0.00	0.00 0.00
MONTH#: 1707	TOTAL:	0.00	0.00 0.00
COMPANY#: 01 Base Medical Sup	pply TOTAL:	0.00	0.00 0.00
TOTAL DEBIT T	TO A/P ACCT 01-2100	:	0.00
CREDIT 1	TO DISC ACCT 01-5100	:	0.00
1 CHECKS PRINTED	TOTALS:	0.00	0.00 0.00
GRAND TOTAL DE	EBIT TO A/P ACCT		0.00
C F	REDIT TO DISC ACCT		0.00

Voucher Transferred (Paid)

BASE.12 - [rs6000d.tshinc.com-BASE.12-SSS.VEND.INQ011\$1]

File • Edit • Settings • Reset • Tools • Mode • Standard Functions • Special Functions • Refresh Dashboard Help

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Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search *

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Voucher Transfer (Open)

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File • Edit • Settings • Reset • Tools • Mode • Standard Functions • Special Functions • Refresh Dashboard Help

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Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search *

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Account Reconciliation

Also known as Bank Reconciliation.

Analysis and adjustment of differences between the cash balance shown on the bank statement, and the amount shown in MDS. This matching process involves making allowances for checks issued but not yet presented, and for checks deposited but not yet cleared or credited. If discrepancies exist, finding the cause and bringing the records into agreement.

Bank Statement

CrawfordTech Bank Statement Sample

Mary Jane Smith 100 Pine Street Metro, AA 09371

Account Summary

Opening Balance	\$5,234.09
Withdrawals	\$2,395.67
Deposits	\$2,872.45

Closing Balance on Apr 18, 2010

You are eligible for a \$100 bonus

Scan this QR code with your Smartphone To find out more about a High Interest Savings Account – with the first \$100 Deposit on us!



\$5,710.87

You may need to get a QR Code® reader from your SmartPhone App Store

Your Transaction Details

Date	Details	Withdrawals	Deposits	Balance
Apr 8	Opening Balance			5,234.09
Apr 8	Insurance		272.45	5,506.54
Apr 10	ATM	200.00		5,306.54
Apr 12	Internet Transfer		250.00	5,556.54
Apr 12	Payroll		2100.00	7,656.54
Apr 13	Bill payment	135.07		7,521.47
Apr 14	Direct debit	200.00		7,321.47
Apr 14	Deposit		250.00	7.567.87
Apr 15	Bill payment	525.72		7,042.15
Apr 17	Bill payment	327.63		6,714.52
Apr 17	Bill payment	729.96		5,984.56
Apr 18	Bill payment	223.69		5,710.87
	Closing Balance			\$5,710.87

BASE.12 - [rs6000d.tshinc.com-BASE.12-ACCT.RECON012\$1]

File * Edit * Settings * Reset * Tools * Mode * Standard Functions * Special Functions * Refresh Dashboard Help *

Customer Service 🔻 Purchasing 👻 Warehouse 👻 Sales Analysis 🕆 Sales Management 👻 Accounting Menu 👻 File Maintenance 👻 Utility Menu 👻 Optional Systems 👻 Quick Search 👻

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Shortcuts

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MDS Menu

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BASE.12 - [rs6000d.tshinc.com-BASE.12-ACCT.RECON012\$3] _ D X File * Edit * Settings * Reset * Tools * Mode * Standard Functions * Special Functions * Refresh Dashboard Help * Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search * 8 Product Lookup : 2:25:50 PM Customer: Bank Statement Account Reconciliation Base Medical Supply 1707 G/L Close Bal 250,000.00 01 Period 07/31/17 Bank Close Bal 252.825.00 222 Wells Fargo Date

Customers Vendors

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Cleared and Outstanding Items Report

03:21:	09pm 25 AUG	2017	Bank	Stat	emen	t	(C)	LEAP	RED)			Page:	1	
Bank#:	01 Base M 222 Wells /L#: 01-222	Fargo	-		t Date:	07/31/	17 Bank			252,925.00 252,825.00				
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1	101903	750.00	07/07/17	DEPOSIT	BATCH		07	/31/17						
2	101902	1,200.00	07/10/17	DEPOSIT	BATCH		07	/31/17						
3	101902 101900	300.00	07/14/17	DEPOSIT	BATCH		07	/31/17						
4	-18093 101901	25.00	07/14/17	DEPOSIT	BATCH		07	/31/17						
5	101901	500.00	07/15/17	DEPOSIT	BATCH		07	/31/17						
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7	101905	450.00	07/25/17	DEPOSIT	BATCH		07	/31/17						
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Cleared and Outstanding Items Report

03:21:09pm 25 AUG 2017 Bar	k Statemen	t	(O U T S T	ANDIN	G)	Page:
Co#: 01 Base Medical Supply	Fiscal Period:	1707 (JL Closing	Bal:	252,925.00	
Bank#: 222 Wells Fargo	Statement Date:	07/31/17 B	unk Closing	Bal:	252,825.00	
Bank G/L#: 01-2222	Bank Acct#:	22751478				
Closing Balance per G/L:	252,925.00	Differe	ice			Cleared
Plus Outstanding Checks:	0.00	Bank Balar	ice -		Checks :	2,400.00
Less Outstanding Deposits:	100.00	Calc Bala	ice		Deposits:	5,225.00
Plus/Less Outstanding J/Es:	0.00				J/Es:	250,000.00
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1 101906 100.00 07/31/17 DEPOSIT BATCH

Total: 100.00

Outstanding Items Over 90 days Report

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Bank#:	888	USB CC BANK		Report Date:	07/31/17						
Bank G	/1#:	01-1101-00		Bank Acct#:	111						
		Outstanding C	hecks:	1,125.00							
		Outstanding D	eposits:	350.00							
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First: Upload

Second: Match

Last: Update

Upload a spreadsheet/text file of your bank statement and match the data to your existing MDS check and cash batches. While all transactions in the statement may not match you can use this process to match the checks and cash deposits that are exact matches and or manually update which check they (your bank) are referencing.

Key pieces of information per line DATE, DESC, AMOUNT AND CHECNO. These fields must be in row one to identify the column to upload.

For your convenience you can click on the Template function key once in the program to download a sample spreadsheet with headings.

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5 CHECK		-50 CHECK_PAID	363285.31			
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Examples above show deposits, checks and ACH debits and credits.

If you are using the MDS ACH transfer subsystem all transactions will appear on your bank reconciliation, if not you can enter those as journal entries manually during the reconciliation process.

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Accounting Definitions

A GENERAL LEDGER contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses. In modern ERP or accounting software, the general ledger works as a central repository for accounting data transferred from all modules like accounts payable, accounts receivable, purchasing, etc.

The listing of the account names is called the CHART OF ACCOUNTS.

The extraction of account balances is called a TRIAL BALANCE. The purpose of the trial balance is, at a preliminary stage of the financial statement preparation process, to ensure the equality of the total debits and credits.

Accounting Definitions

FINANCIAL STATEMENTS is a formal record of the financial activities and position of a business. Relevant financial information is presented in a structured manner and in a layout easy to understand.

The objective of financial statements is to provide information about the financial position, performance and changes in financial position of an enterprise that is useful to a wide range of users in making economic decisions. Financial statements should be understandable, relevant, reliable and comparable. Reported assets, liabilities, equity, income and expenses are directly related to an organization's financial position.

Default Options



Please do not run without checking with your analyst or support. If you are utilizing the defaults these are usually run at start up.

Streamline Your Financials

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12.Financial Report Data Update	
13.Financial Statements in Crystal	

Financial Statements

- Balance Sheet or
 Statement of Financial
 Position
- Profit & Loss, P&L or Income Statement
- Supporting Schedules
- Cash Flow Statement

Balance Sheet

Reports on a company's assets, liabilities and owners equity at a given point in time.

Profit & Loss

✓ Reports on the company's income, expenses and profits over a period of time.

Supporting Schedules

 Can provide additional detail on the assets and liabilities of a company.

Cash Flow Statement

 Reports on a company's cash flow activities, particularly its operating, investing and financing activities.

Financial Desc. Rpt. File Maint.

- ✓ Schedule 1
- ✓ Schedule 2
- ✓ Schedule 9
- Supporting Schedules A Z



Financials Statements in Crystal – P&L Sales

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- 1	Sales Returns		\$(38,242.41) \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0.00	\$(30,285.25) \$0.00 \$0.00	-7,957.18 26.27% 0.00 0.00	\$0.00 \$0.00 \$0.00
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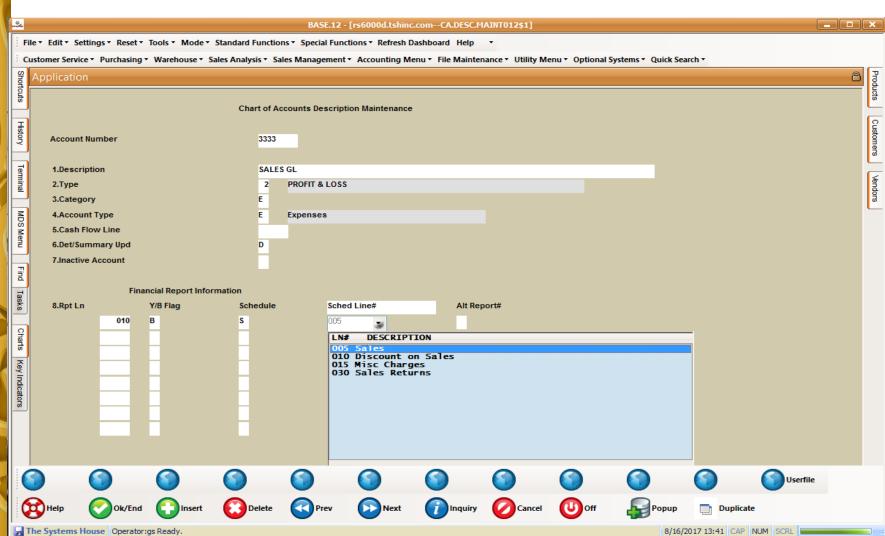
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C/A Account Description

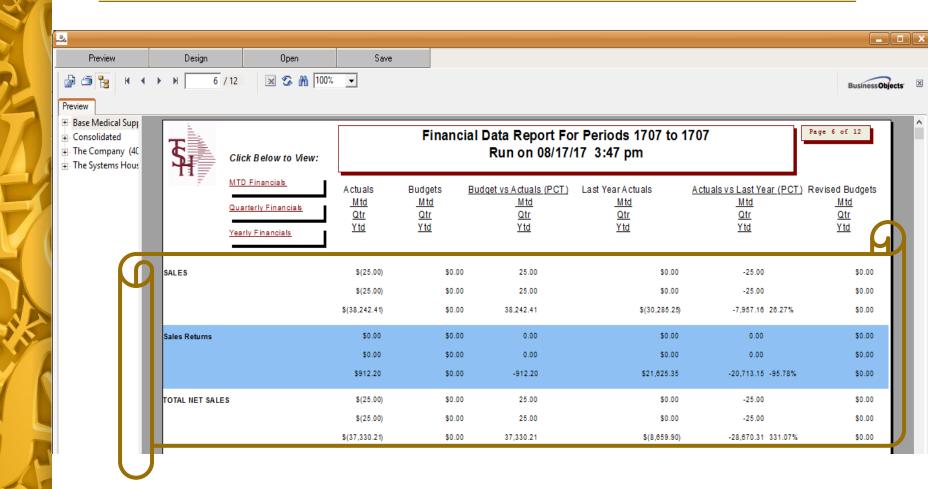
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Financials – Supporting Schedule S – Net Sales

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		I		<u>MTD Financias</u> Quarterly Financias Yearly Financials	Actuals <u>Mtd</u> Qtr <u>Ytd</u>	Budgets <u>Mtd</u> Qtr Ytd	Budget vs Actuals (PCT) Mtd Qtr Ytd	Last Year Actuals <u>Mtd</u> Qtr Ytd	Actuals vs Last Year (PCT) <u>Mtd</u> Qtr Ytd	Revised Budgets <u>Mtd</u> Qtr Ytd	
			Total Capital		\$(183,703.67)	\$0.00		\$58.85	-183,762.52 -312,255.7	\$0.00	
					\$(183,703.67) \$1,831,113.85	\$0.00 \$0.00		\$58.85 \$2,044,021.11	-183,762.52 -312,255.7 -212,907.26 -10.42%	\$0.00 \$0.00	
			Report/Schedu	ile Cash Flow	Statement						
			Operating Activitie	25	\$(5,300.00)	\$0.00	5,300.00	\$1,434.00	-8,734.00 -489.60%	\$0.00	
1					\$(5,300.00) \$31,218.80	\$0.00 \$0.00		\$1,434.00 \$(1,984,250.85)	-8,734.00 -489.80% 1,995,467.45 -101.59%	\$0.00 \$0.00	
						\$0.00		\$(1,904,200.80)	-55,817.59	\$0.00	
			Depreciation and a	imortization	\$(55,817.59) \$(55,817.59)	\$0.00		\$0.00	-55,817.59	\$0.00	
					\$(18,252.28)	\$0.00	18,252.28	\$25,094,908.15	-25,113,160.43 -100.07%	\$0.00	
			Adjustments to net	tincome	\$2,150.00	\$0.00	-2,150.00	\$(179.53)	2,329.53 -1,297.57%	\$0.00	
					\$2,150.00 \$2,519.15	\$0.00 \$0.00		\$(179.53) \$1,215,122.04	2,329.53 -1,297.57% -1,212.602.89 -99.79%	\$0.00 \$0.00	
1	G, I	6	Report/Schedu	ile Net Sales	\$2,013.10	\$0.00	-2,010.10	\$1,213,122.04	-1,212,002.00 -33.13%	30.00	"
		Ч	Sales	Net Sales	\$(25.00)	\$0.00	25.00	\$0.00	-25.00	\$0.00	
					\$(25.00)	\$0.00	25.00	\$0.00	-25.00	\$0.00	
					\$(38,971.80)	\$0.00	38,971.80	\$(29,939.50)	-9,032.30 30.17%	\$0.00	
			Discount on Sales		\$0.00	\$0.00		\$0.00	0.00	\$0.00	
١					\$0.00 \$738.11	\$0.00		\$0.00 \$(26.67)	0.00 764.78 -2,867.57%	\$0.00 \$0.00	
			Misc Charges		\$0.00	\$0.00		\$0.00	0.00	\$0.00	
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Financials – Supporting Schedule S – Net Sales



Financial Statement J/E Maintenance

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	In ventory Accrual		\$(2,600.00)	\$0.00	2,800.00	\$0.00	-2,600.00	\$0.00	
			\$(2,800.00)	\$0.00	2,600.00	\$0.00	-2,600.00	\$0.00	
			\$(2,129.64)	\$0.00	2,129.64	\$327.50	-2,457.14 -750.27%	\$0.00	
	Prepaid Insurance		\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
			\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
			\$113.75	\$0.00	-113.75	\$113.75	0.00 0.00%	\$0.00	
	Equipment And Furnishi	ings	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
			\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
_			\$34,476.29	\$0.00	-34,476.29	\$34,476.29	0.00 0.00%	\$0.00	
e e e e e e e e e e e e e e e e e e e	Vehicles		\$(15,000.00)	\$0.00	15,000.00	\$0.00	-15,000.00	\$0.00	1
			\$(15,000.00)	\$0.00	15,000.00	\$0.00	-15,000.00	\$0.00	
			\$113,606.42	\$0.00	-113,606.42	\$128,606.42	-15,000.00 -11.66%	\$0.00	
U	Accumulated Depreciation	on	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	Ĩ
			\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
			\$(95,230.00)	\$0.00	95,230.00	\$(95,230.00)	0.00 0.00%	\$0.00	

Financials with Financial Journal Entries

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	Yearly	Financials	Ytd	<u>Y td</u>	Ytd	Ytd	<u>Ytd</u>	<u>Ytd</u>		
	Notes Payable		\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		
			\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		
		\$1	177,833.56	\$0.00	-177,833.56	\$177,833.56	0.00 0.00%	\$0.00		
	Line Of Credit		\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		
			\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		
		\$1	115,000.00	\$0.00	-115,000.00	\$115,000.00	0.00 0.00%	\$0.00		
11	Note Payable - Vehicle	\$	(15,000.00)	\$0.00	15,000.00	\$0.00	-15,000.00	\$0.00		
		\$	(15,000.00)	\$0.00	15,000.00	\$0.00	-15,000.00	\$0.00		
		s	\$25,249.81	\$0.00	-25,249.81	\$40,249.81	-15,000.00 -37.27%	\$0.00		
U	Total Liabilities	\$	(17,150.00)	\$0.00	17,150.00	\$623.53	-17,773.53 -2,850.47	% \$0.00		
		\$	(17,150.00)	\$0.00	17,150.00	\$623.53	-17,773.53 -2,850.47	% \$0.00		
		\$(16,3	303,904.56)	\$0.00	16,303,904.56	\$(718,209.57)	-15,585,894.99 2,170.08%	\$0.00		
	Common Stock		\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		
			\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		
		s	\$18,416.00	\$0.00	-16,416.00	\$16,416.00	0.00 0.00%	\$0.00		
	Retained Earnings	\$(1	183,703.67)	\$0.00	183,703.67	\$58.85	-183,762.52 -312,255.	7 \$0.00		
		\$(1	183,703.67)	\$0.00	183,703.67	\$58.85	-183,762.52 -312,255.	7 \$0.00		
		\$1,8	359,978.91	\$0.00	-1,859,978.91	\$2,072,886.17	-212,907.28 -10.27%	\$0.00		

Inventory Accrual

What is an accrual?

When you voucher an invoice or bill, the liability is recorded in the general ledger; when you receive a product or inventory, it is recorded in the general ledger. At the end of each period we need to make sure that expenses are recorded for all goods and services you have received during the period.

In order to be compliant with GAAP (Generally Accepted Accounting principles), a company must include in its financial statements all expenses that are incurred during the year, as well as all income earned during the year. This requires that we process 'accruals' for payables and receivables that are outstanding at the end of a period or at minimum end of year.

Parameter and General Ledger Control

- ✓ If PARAMETER UPDATE.RCPTS.GLA is set to Y then the 'Simple Accrual Method' is in place. And all transactions for receipts and receipts adjustments (POR & PRA) will update to the GL.
- Accrual general ledger number should have description setup as 'Inventory Received but not Vouchered'. (Example 01-1410)
- Default general ledger code for inventory vendors would be the accrual general ledger (1410) – And when you voucher the inventory to pay a vendor it will come out of the 'Inventory Received but not Vouchered' account.
- At the end of the accounting period the amount open in the 1410 account is the 'Accrual' for the goods you have not paid for.

General Ledger Control

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Customer Service * Purchasing * Warehouse * Sales Analysis * Sales Management * Accounting Menu * File Maintenance * Utility Menu * Optional Systems * Quick Search *

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ĮĮŽ	3.RTNS G/L NO	01-8888	21.INV PUR PRC VAR G/L	01-7190								
	4.COST GOODS SOLD G/L	01-5000	22.INVENT SUSP G/L NO	01-7190								
MDS	5.FRT G/L NO	01-5220	23.FREIGHT IN G/L NO	01-5210								
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-	8.VEND RET G/L NO	01-1290	26.SERV LAB G/L NO	01-6140								
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Tasks	10.SERVICE CHG G/L NO	01-9010										
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Products

Customers

Vendors

Automated vs Manual

- Automated (Standard Option for MDS) Updates the accrual account based upon the purchase orders at the end of the period and creates an auto reversing journal entry each period. No manual entries needed.
- Manual (Simple Option) The amount in the inventory received but not vouchered (1410) account is your accrual amount. At the end of the period if a vendor invoices you at a higher or lower cost then what you had received it at, you would need to manually record a journal entry to bring the inventory received but not vouchered back to zero. The offset account in the journal entry is up to you.
- Both are simple and easy to use for those who want more control the simple entry allows you to have full visibility and make your own decisions on accruals.

Accrual Journal Entry

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Recap

- Ability to pay and track vouchers/bills by credit card.
- Analysis and adjustments of the cash balance shown on a bank statement, and the amount shown in MDS.
- Option to upload a spreadsheet/text file of your bank statement and match the data to your existing MDS check and cash batches.
- Streamline your financials to your needs.
- Keeping track of inventory received and not vouchered at the end of a specific period.

Thank you!

