

ACCT 551

Case Study Using Microsoft Dynamics GP

Brenda's Bagels



Lab 4: Transaction Processing

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LAB 4: Transaction Processing

Background

Congratulations! You are ready to book some transactions! We are going to have to book all the activity for July as well as enter vendor invoices and bill customers. Then it's going to be time to enter payroll into the GL. This is the real fun!

Assignment

This lab contains four parts to be completed as follows:

- | | |
|---------|-------------------|
| Lab 4.1 | Transactions |
| Lab 4.2 | Vendor Invoices |
| Lab 4.3 | Customer Invoices |
| Lab 4.4 | Payroll |

Deliverables

As you complete each part of the assignment in Microsoft Dynamics, you will be required to take a screenshot and paste it into one Microsoft Word document. For this assignment, there are three screenshots:

1. Transactions (Lab 4.1)
2. Vendor Invoices (Lab 4.2)
3. Customer Invoices (Lab 4.3)
4. Payroll (Lab 4.4)

Reference Documents:

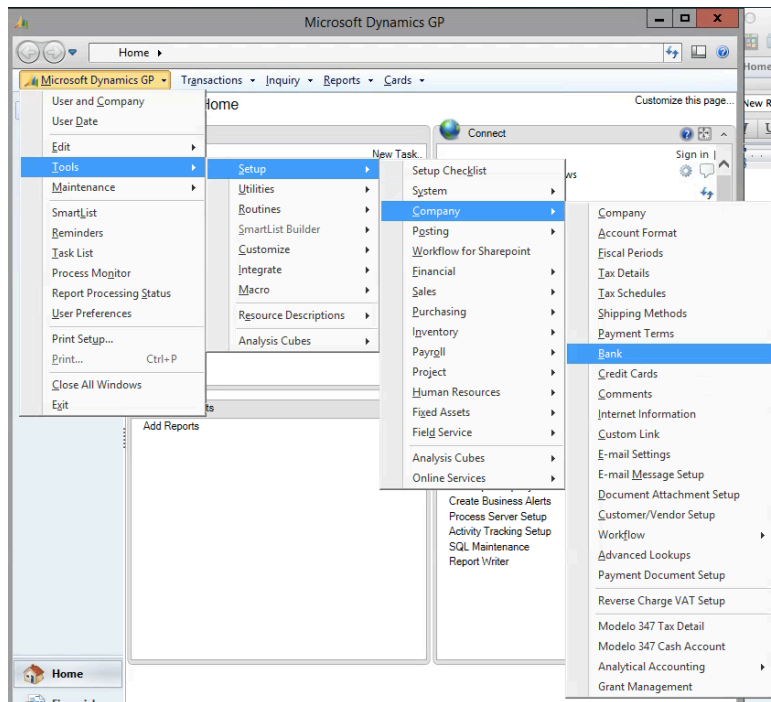
1. Microsoft Dynamics Payables Management
2. Microsoft Dynamics Receivables Management
3. Microsoft Dynamics General Ledger
4. Microsoft Dynamics Fixed Assets

Please proceed to Lab #4 below!

Lab 4.1 Transactions

Lab 4.1.1 Set up the business bank account

Click on Microsoft Dynamics GP>Tools>Setup>Company>Bank

A screenshot of the 'Bank Setup' form in Microsoft Dynamics GP. The form contains the following fields:

- Bank ID: BBT
- Name: Boulder Bank and Trust
- Address: 498 Main Street
- City: Boulder
- State: CO
- ZIP Code: 80301
- Country: USA
- Phone 1: (303) 555-6768 Ext. 1000
- Phone 2:
- Phone 3:
- Fax:
- Transit Number:
- DD Transit Number:
- Bank Branch:

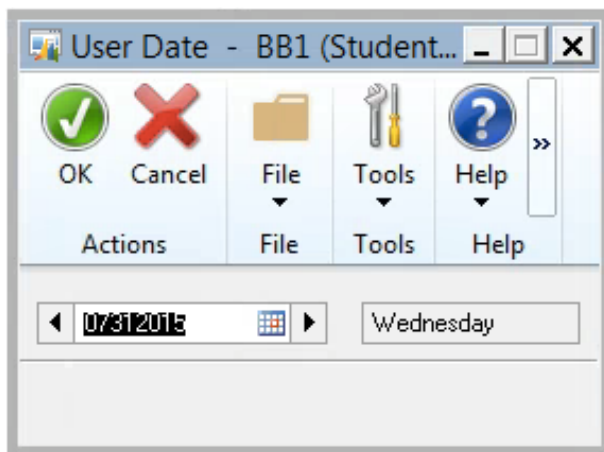
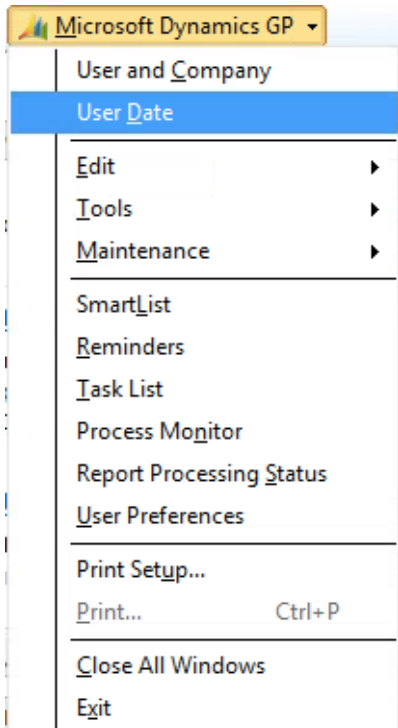
At the bottom, there is a navigation bar with buttons for back, forward, and search, and a dropdown menu set to 'by Bank ID'.

Enter the information as above and click Save. Close the window.

Lab 4.1.2 Book July Transactions

First, let's change the date in our system. DON'T SKIP THIS STEP!

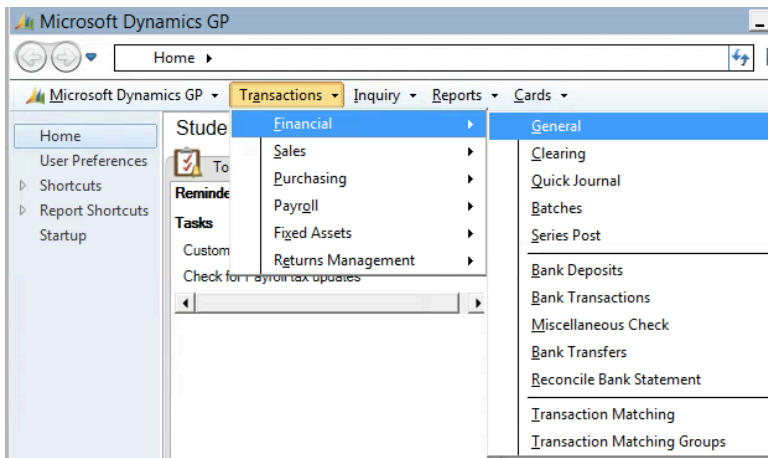
Click Microsoft Dynamics GP>User Date



Change the date to July 31, 2015 and click OK

Now, let's book some transactions!

Click Transactions>Financial>General



Enter the transaction as it is below (notice there's no Batch ID) and then click Post. Notice that the Transaction Date is the date that we set the system to.

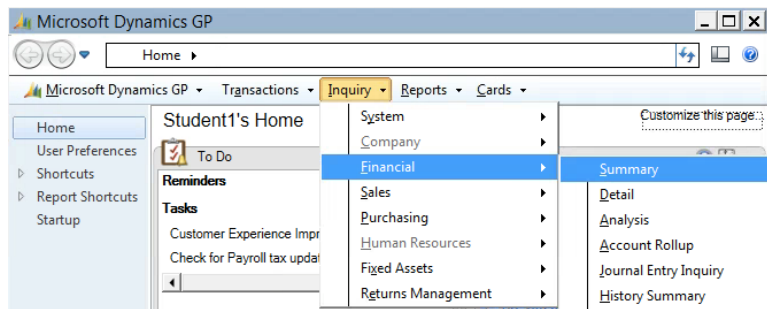
The screenshot shows the 'Journal Entry' form in Microsoft Dynamics GP. The 'Post' button in the 'Actions' group is highlighted with a blue arrow. The 'Transaction Date' is set to 7/31/2015. The 'Source Document' is 'GJ' and the 'Reference' is 'Capital Contribution'. The 'Batch ID' field is empty. The 'Distribution Reference' table is shown below.

Co. ID	Account	Debit	Credit
BB1	000 -1100 -00	\$25,000.00	\$0.00
BB1	000 -3100 -00	\$0.00	\$25,000.00
Total		\$25,000.00	\$25,000.00
Difference			\$0.00

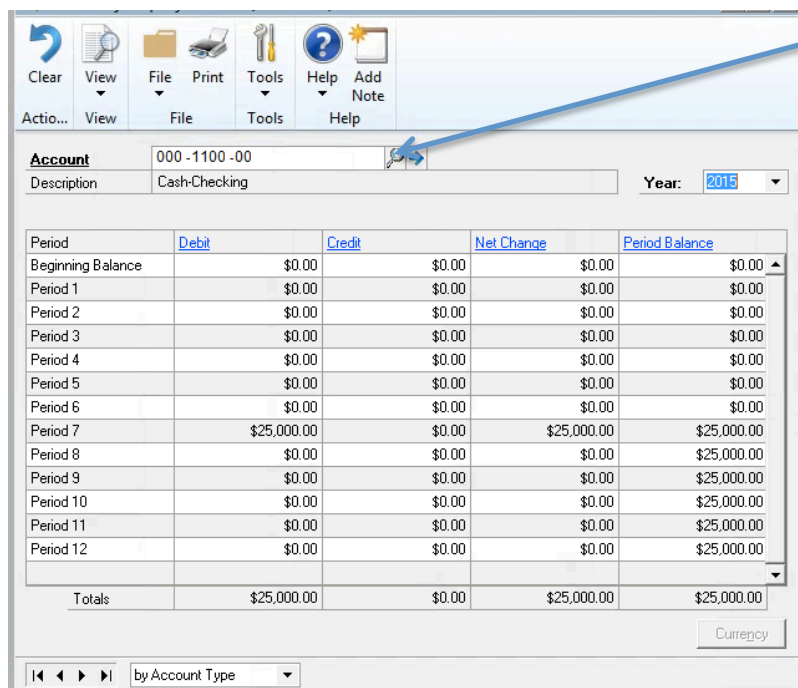
The 'Status' is 'Unposted'.

Close the window.

Close the window. Print it if you wish or hit Cancel. Let's see if our entry is there!
Click Inquiry>Financial>Summary



Enter in the cash account by entering it in if you remember it or clicking the lookup:



It's there!

Lab 4.1 Assignment Deliverable

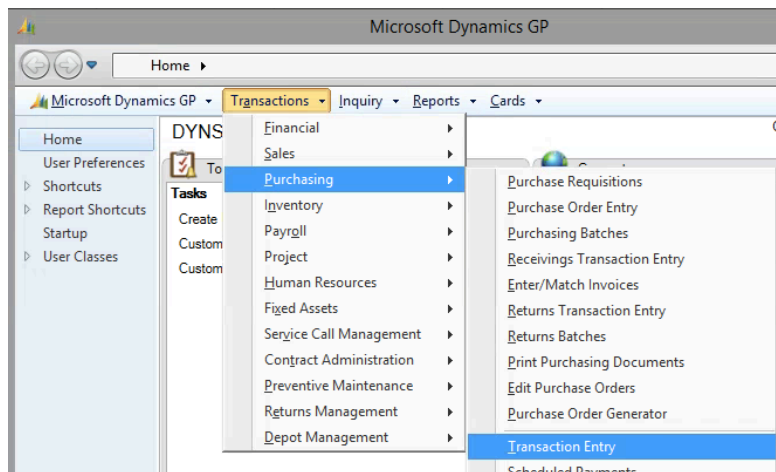
In the Word document that you created, take a screen shot of your screen output and paste it into the document. Label it Lab 4.1. **Make sure your User ID is on the screen shot!**

Lab 4.2 Vendor Invoices

Brenda hands you the mail, which has several invoices in it. Let's enter them into Accounts Payable!

Lab 4.2.1 Vendor Invoices

Click Transactions>Purchasing>Transaction Entry:



Click to lookup the Vendor. Don't forget the Document Number and Amount!

The screenshot shows the 'Vendor Invoice' entry form. The 'Vendor ID' field is set to 'BEST BUY'. The 'Document Number' is 147983. The 'Total' amount is \$3,150.00. The 'Distributions' button is highlighted with a blue arrow.

Purchases		1099 Amount	
Purchases	\$3,150.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$3,150.00	On Account	\$3,150.00













Click Distributions






Actions		View		Additional		File		Tools		Help																																														
OK	Delete	Default	View	Additional	File	Tools	Help	Add Note																																																
Vendor ID: BEST BUY						Voucher Number: 0000000000000001																																																		
Vendor Name: Best Buy						Document Type: Invoice																																																		
Currency ID:						Functional Amount: \$3,150.00																																																		
						Originating Amount: \$0.00																																																		
<table border="1"> <thead> <tr> <th>Co. ID</th> <th>Account</th> <th>Type</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>Description</td> <td></td> <td></td> <td>Originating Debit</td> <td>Originating Credit</td> </tr> <tr> <td colspan="5">Distribution Reference</td> </tr> <tr> <td>BB1</td> <td>000 -1510 -00</td> <td>PURCH</td> <td>\$3,150.00</td> <td>\$0.00</td> </tr> <tr> <td>BB1</td> <td>000 -2110 -00</td> <td>AVAIL</td> <td>\$0.00</td> <td>\$63.00</td> </tr> <tr> <td>BB1</td> <td>000 -2100 -00</td> <td>PAY</td> <td>\$0.00</td> <td>\$3,087.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="3">Functional Totals</td> <td>\$3,150.00</td> <td>\$3,150.00</td> </tr> <tr> <td colspan="3">Originating Totals</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>												Co. ID	Account	Type	Debit	Credit	Description			Originating Debit	Originating Credit	Distribution Reference					BB1	000 -1510 -00	PURCH	\$3,150.00	\$0.00	BB1	000 -2110 -00	AVAIL	\$0.00	\$63.00	BB1	000 -2100 -00	PAY	\$0.00	\$3,087.00				\$0.00	\$0.00	Functional Totals			\$3,150.00	\$3,150.00	Originating Totals			\$0.00	\$0.00
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Functional Totals			\$3,150.00	\$3,150.00																																																				
Originating Totals			\$0.00	\$0.00																																																				
Rates						Redisplay																																																		











Enter in the Account number 000-1510-00 which is Office Equipment. Notice how is booking the 2%/10 terms even though you may not take them. Click OK. This will take you back to the Payables Transaction Entry. Click Post.






















Actions		Options		Additional		File		Tools		Help	
Save	Delete	Post	AA	Options	Additional	File	Print	Print	Tools	Help	Add Note
Voucher No. 0000000000000001 Document Type: Invoice Description: Computer Purchase						Batch ID Doc. Date 7/31/2015					
Vendor ID BEST BUY Name Best Buy Address ID BEST BUY Remit-To ID BEST BUY Payment Terms 2% 10/Net 30						Currency ID Document Number 147983 P.O. Number Shipping Method Tax Schedule ID					
Purchases \$3,150.00 Trade Discount \$0.00 Freight \$0.00 Miscellaneous \$0.00 Tax \$0.00 Total \$3,150.00						1099 Amount \$0.00 Cash \$0.00 Check \$0.00 Credit Card \$0.00 Terms Disc Taken \$0.00 On Account \$3,150.00					
Apply						Distributions					
Print Check											
by Batch ID						Status: Unsaved					

Next, let's enter in the invoice from George Night, CPA as below:

 Save	 Delete	 Post	 AA	 Options	 Additional	 File	 Print	 Print	 Tools	 Help	 Add Note
Actions				Options		Additional		File		Tools	

Voucher No.	000000000000000002			<input type="checkbox"/>	Intercompany	Batch ID		
Document Type:	Invoice					Doc. Date	7/1/2015	
Description	CPA Services							


<u>Vendor ID</u>	GEORGE NIGHT				Currency ID			
Name	George Night, CPA							
<u>Address ID</u>	GEORGE NIGHT				<u>Document Number</u>	BB01		
<u>Remit-To ID</u>	GEORGE NIGHT				P.O. Number	I		
<u>Payment Terms</u>	2% 10/Net 30				<u>Shipping Method</u>			
					<u>Tax Schedule ID</u>			

<table style="width: 100%;"> <tr> <td style="width: 15%;">Purchases</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: right;">\$3,000.00</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Trade Discount</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Freight</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tax</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">\$3,000.00</td> <td></td> <td></td> <td></td> </tr> </table>	Purchases		\$3,000.00				Trade Discount		\$0.00				Freight		\$0.00				Miscellaneous		\$0.00				Tax		\$0.00				Total		\$3,000.00				<table style="width: 100%;"> <tr> <td style="width: 15%;">1099 Amount</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: right;">\$0.00</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Cash</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Check</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Credit Card</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Terms Disc Taken</td> <td></td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>On Account</td> <td></td> <td style="text-align: right;">\$3,000.00</td> <td></td> <td></td> <td></td> </tr> </table>	1099 Amount		\$0.00				Cash		\$0.00				Check		\$0.00				Credit Card		\$0.00				Terms Disc Taken		\$0.00				On Account		\$3,000.00			
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Terms Disc Taken		\$0.00																																																																							
On Account		\$3,000.00																																																																							

Apply

Distributions

Print Check












by Batch ID

Status

Unsaved

Click Distributions

 OK	 Delete	 Default	 View ▼	 Additional ▼	 File	 Tools	 Help ▼	 Add Note
Actions			View	Additional	File	Tools	Help	

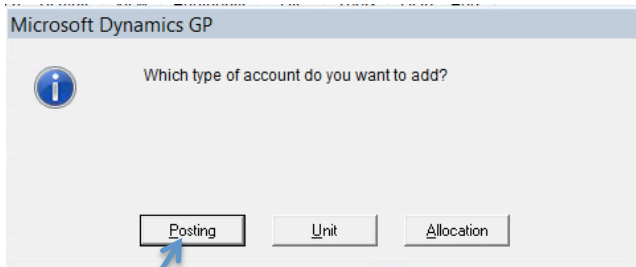
Vendor ID	GEORGE NIGHT	Voucher Number	000000000000000002
Vendor Name	George Night, CPA	Document Type	Invoice
Currency ID		Functional Amount	\$3,000.00
		Originating Amount	\$0.00

Co. ID	Account	Type	Debit	Credit	
Description			Originating Debit	Originating Credit	
Distribution Reference			Corresp. Co. ID		
BB1	000 -5030 -00	PURCH ▼	\$3,000.00		\$0.00
BB1	000 -2110 -00	AVAIL ▼	\$0.00		\$60.00
BB1	000 -2100 -00	PAY ▼	\$0.00		\$2,940.00
		▼	\$0.00		\$0.00
Functional Totals			\$3,000.00		\$3,000.00
Originating Totals			\$0.00		\$0.00

Rates

Redisplay

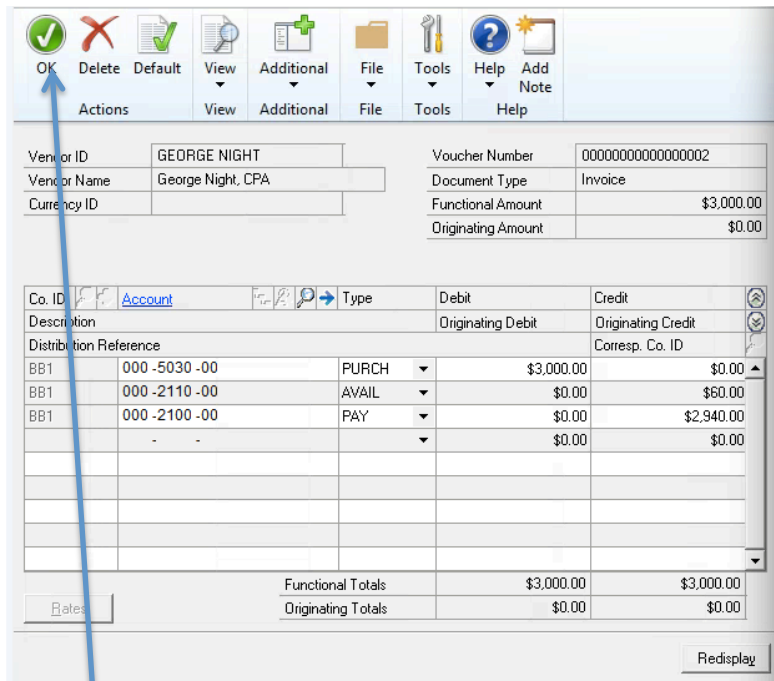
Enter in account number 000-5030-00 and the below will pop up:



Click Posting

A screenshot of the Microsoft Dynamics GP 'Add New Account' window. The window has a menu bar with 'Save', 'Clear', 'Delete', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are fields for 'Account' (000-5030-00), 'Description' (Professional Services), 'Alias', and 'Category' (Administrative Expense). There are also checkboxes for 'Inactive' and 'Allow Account Entry'. Below these fields, there are sections for 'Posting Type' (Balance Sheet, Profit and Loss), 'Typical Balance' (Debit, Credit), 'Level of Posting from Series' (Sales, Inventory Control, Purchasing, Payroll), and 'Include in Lookup' (Sales, Inventory Control, Purchasing, Payroll). At the bottom, there are tabs for 'Summary', 'History', 'Budget', 'Analysis', and 'Currency'. A blue arrow points to the 'Profit and Loss' radio button, and another blue arrow points to the 'Debit' radio button.

Enter the Description. Use the Lookup to enter the Category and make sure that you change the Posting Type to Profit and Loss and the Typical Balance to Debit. Save this screen and close the window.



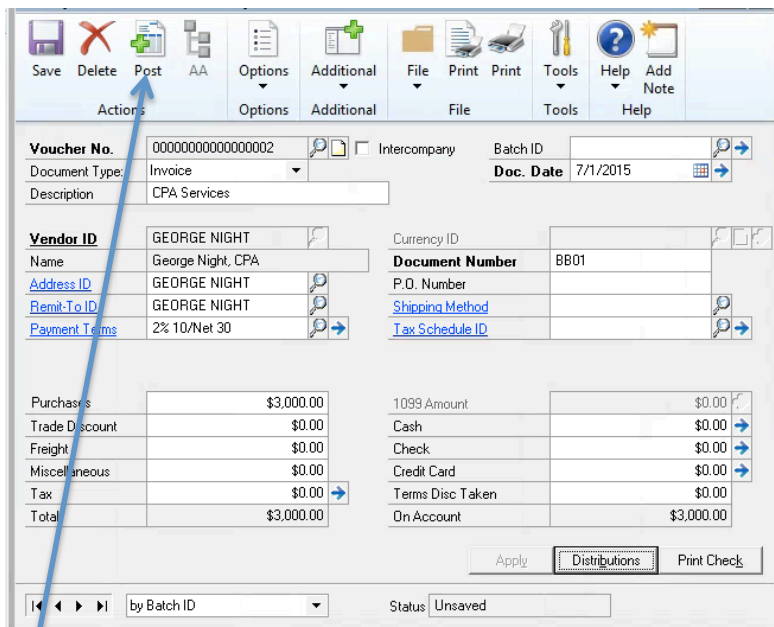
OK Delete Default View Additional File Tools Help Add Note

Vendor ID: GEORGE NIGHT Voucher Number: 0000000000000002
Vendor Name: George Night, CPA Document Type: Invoice
Currency ID: Functional Amount: \$3,000.00
Originating Amount: \$0.00

Co. ID	Account	Type	Debit	Credit
Description			Originating Debit	Originating Credit
Distribution Reference				
BB1	000 -5030 -00	PURCH	\$3,000.00	\$0.00
BB1	000 -2110 -00	AVAIL	\$0.00	\$60.00
BB1	000 -2100 -00	PAY	\$0.00	\$2,940.00
			\$0.00	\$0.00
Functional Totals			\$3,000.00	\$3,000.00
Originating Totals			\$0.00	\$0.00

Redisplay

Click OK.



Save Delete Post AA Options Additional File Print Print Tools Help Add Note

Voucher No.: 0000000000000002 Document Type: Invoice Description: CPA Services
Batch ID: Doc. Date: 7/1/2015













Vendor ID: GEORGE NIGHT Name: George Night, CPA
Address ID: GEORGE NIGHT Remit-To ID: GEORGE NIGHT
Payment Terms: 2% 10/Net 30 Currency ID: Document Number: BB01
Shipping Method: Tax Schedule ID:





Purchases	1099 Amount
\$3,000.00	\$0.00
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Total	\$3,000.00
Cash	\$0.00
Check	\$0.00
Credit Card	\$0.00
Terms Disc Taken	\$0.00
On Account	\$3,000.00

Apply Distributions Print Check

by Batch ID Status: Unsaved

Post this invoice.










 Save	 Delete	 Post	 AA	 Options	 Additional	 File	 Print	 Print	 Tools	 Help	 Add Note		
Actions				Options		Additional		File		Tools		Help	

Voucher No.	000000000000000003			<input type="checkbox"/>	Intercompany	Batch ID													
Document Type:	Invoice																		
Description	Delivery Vehicle																		
<table style="width: 100%;"> <tr> <td style="width: 50%;"><u>Vendor ID</u></td> <td style="width: 50%;">HENRY'S</td> </tr> <tr> <td>Name</td> <td>Henry's Used Cars</td> </tr> <tr> <td><u>Address ID</u></td> <td>HENRY'S</td> </tr> <tr> <td><u>Remit-To ID</u></td> <td>HENRY'S</td> </tr> <tr> <td><u>Payment Terms</u></td> <td>2% 10/Net 30</td> </tr> </table>										<u>Vendor ID</u>	HENRY'S	Name	Henry's Used Cars	<u>Address ID</u>	HENRY'S	<u>Remit-To ID</u>	HENRY'S	<u>Payment Terms</u>	2% 10/Net 30
<u>Vendor ID</u>	HENRY'S																		
Name	Henry's Used Cars																		
<u>Address ID</u>	HENRY'S																		
<u>Remit-To ID</u>	HENRY'S																		
<u>Payment Terms</u>	2% 10/Net 30																		
					Currency ID														
					<u>Document Number</u>	BBCAR													
					<u>P.O. Number</u>														
					<u>Shipping Method</u>														
					<u>Tax Schedule ID</u>														

<table style="width: 100%;"> <tr> <td style="width: 60%;">Purchases</td> <td style="width: 40%; text-align: right;">\$2,400.00</td> </tr> <tr> <td>Trade Discount</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Freight</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Tax</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$2,400.00</td> </tr> </table>	Purchases	\$2,400.00	Trade Discount	\$0.00	Freight	\$0.00	Miscellaneous	\$0.00	Tax	\$0.00	Total	\$2,400.00	<table style="width: 100%;"> <tr> <td style="width: 60%;">1099 Amount</td> <td style="width: 40%; text-align: right;">\$0.00</td> </tr> <tr> <td>Cash</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Check</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Credit Card</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Terms Disc Taken</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>On Account</td> <td style="text-align: right;">\$2,400.00</td> </tr> </table>	1099 Amount	\$0.00	Cash	\$0.00	Check	\$0.00	Credit Card	\$0.00	Terms Disc Taken	\$0.00	On Account	\$2,400.00
Purchases	\$2,400.00																								
Trade Discount	\$0.00																								
Freight	\$0.00																								
Miscellaneous	\$0.00																								
Tax	\$0.00																								
Total	\$2,400.00																								
1099 Amount	\$0.00																								
Cash	\$0.00																								
Check	\$0.00																								
Credit Card	\$0.00																								
Terms Disc Taken	\$0.00																								
On Account	\$2,400.00																								

by Batch ID	Status Unsaved
-------------	-----------------------------

Next, let's enter in the car that Brenda purchased for the business. Enter in the information as above and click Distributions.

 OK	 Delete	 Default	 View	 Additional	 File	 Tools	 Help	 Add Note
Actions			View	Additional	File	Tools	Help	

Vendor ID	HENRY'S	Voucher Number	000000000000000003
Vendor Name	Henry's Used Cars	Document Type	Invoice
Currency ID		Functional Amount	\$2,400.00
		Originating Amount	\$0.00

Co. ID	Account	Type	Debit	Credit	
Distribution			Originating Debit	Originating Credit	
Distribution Reference			Corresp. Co. ID		
BB1	000 -1530 -00	PURCH	\$2,400.00		\$0.00
BB1	000 -2110 -00	AVAIL	\$0.00		\$48.00
BB1	000 -2100 -00	PAY	\$0.00		\$2,352.00
	- -		\$0.00		\$0.00
Functional Totals			\$2,400.00		\$2,400.00
Originating Totals			\$0.00		\$0.00

Rates

Redisplay

Enter in the account number and click OK. This brings you back to the main menu. You notice the terms do not match the invoice.

Actions: Save, Delete, Post, AA, Options, Additional, File, Print, Print, Tools, Help, Add Note

Voucher No. 0000000000000003 **Intercompany** ☐ **Batch ID** **Doc. Date** 7/31/2015

Document Type: Invoice **Description:** Delivery Vehicle

Vendor ID: HENRY'S **Name:** Henry's Used Cars **Currency ID:** **Document Number:** BBCAR

Address ID: HENRY'S **P.O. Number:** **Shipping Method:** **Tax Schedule ID:**

Remit-To ID: HENRY'S **Payment Terms:** Net 30

Purchases	\$2,400.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$2,400.00	On Account	\$2,400.00

Buttons: Apply, Distributions, Print Check

Navigation: by Batch ID, Status: Unsaved

Click the lookup and change the terms to Net 30. Click Distributions again.

Actions: OK, Delete, Default, View, Additional, File, Tools, Help, Add Note

Vendor ID: HENRY'S **Vendor Name:** Henry's Used Cars **Currency ID:** **Voucher Number:** 0000000000000003 **Document Type:** Invoice

Functional Amount: \$2,400.00 **Originating Amount:** \$0.00

Co. ID	Account	Type	Debit	Credit
Description			Originating Debit	Originating Credit
Distribution Reference			Corresp. Co. ID	
BB1	000 -1530 -00	PURCH	\$2,400.00	\$0.00
BB1	000 -2100 -00	PAY	\$0.00	\$2,400.00
BB1	000 -2110 -00	AVAIL	\$0.00	\$0.00
			\$0.00	\$0.00
Functional Totals			\$2,400.00	\$2,400.00
Originating Totals			\$0.00	\$0.00

Buttons: Redisplay

Change the accounts and click Redisplay. Click OK.

Actions: Save, Delete, **Post**, AA, Options, Additional, File, Print, Print, Tools, Help, Add Note

Voucher No. 0000000000000003 **Intercompany** **Batch ID** **Doc. Date** 7/31/2015

Document Type: Invoice **Description:** Delivery Vehicle

Vendor ID: HENRY'S **Currency ID:** **Document Number:** BBCAR

Name: Henry's Used Cars **P.O. Number:**

Address ID: HENRY'S **Shipping Method:**

Remit-To ID: HENRY'S **Tax Schedule ID:**

Payment Terms: Net 30

Purchases	\$2,400.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$2,400.00	On Account	\$2,400.00

Buttons: Apply, Distributions, Print Check

Navigation: by Batch ID, Status: Unsaved

Post this invoice.

Actions: Save, Delete, **Post**, AA, Options, Additional, File, Print, Print, Tools, Help, Add Note

Voucher No. 0000000000000004 **Intercompany** **Batch ID** **Doc. Date** 7/31/2015

Document Type: Invoice **Description:** Office Supplies

Vendor ID: OFFICE DEPOT **Currency ID:** **Document Number:** 16940372

Name: Office Depot **P.O. Number:**

Address ID: OFFICE DEPOT **Shipping Method:**

Remit-To ID: OFFICE DEPOT **Tax Schedule ID:**

Payment Terms: Net 30

Purchases	\$547.52	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$547.52	On Account	\$547.52

Buttons: Apply, Distributions, Print Check

Navigation: by Batch ID, Status: Unsaved

Enter in the invoice for Office Depot. Remember to change the Payment Terms. Click Distributions.

Actions		View		Additional		File		Tools		Help	
Vendor ID		OFFICE DEPOT		Voucher Number		000000000000000004					
Vendor Name		Office Depot		Document Type		Invoice					
Currency ID				Functional Amount		\$547.52					
				Originating Amount		\$0.00					
Co. ID					Type	Debit	Credit				
Description					Originating Debit	Originating Credit					
Distribution Reference								Corresp. Co. ID			
BB1	000 -5270 -00				PURCH	\$547.52	\$0.00				
BB1	000 -2100 -00				PAY	\$0.00	\$547.52				
	- -					\$0.00	\$0.00				
Functional Totals						\$547.52	\$547.52				
Originating Totals						\$0.00	\$0.00				
<div> <input type="button" value="Rates"/> <input type="button" value="Redisplay"/> </div>											

Let's book this to Supplies Expense. Click OK on the Distribution window and then Post the invoice.

Let's enter in some invoices for Bagel purchases. We bought the following from The Bagel Bakery:

Sale Date: 7/5/15

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Cost</u>
Blueberry Bagel	\$0.35	15	\$5.25
Chocolate Chip Bagel	\$0.50	20	\$10.00
Cinnamon Bagel	\$0.35	18	\$6.30
Plain Bagels	\$0.25	36	\$9.00
Whole Wheat Bagel	\$0.30	24	\$7.20
			<u>\$37.75</u>

Don't forget to put in the right invoice date and the Document Number.

The screenshot shows a software window with a menu bar (Save, Delete, Post, AA, Options, Additional, File, Print, Print, Tools, Help, Add Note) and a toolbar. The main area contains fields for Voucher No., Document Type, Description, Vendor ID, Name, Address ID, Remit-To ID, Payment Terms, Currency ID, Document Number, P.O. Number, Shipping Method, and Tax Schedule ID. The 'Doc. Date' field is set to 7/5/2015 and the 'Document Number' field is set to 7.5.15. Below these fields are two tables: one for Purchases and one for 1099 Amount. The Purchases table shows a total of \$37.75. The 1099 Amount table shows a total of \$37.75. At the bottom, there are buttons for Apply, Distributions, and Print Check, and a status bar indicating 'Status: Unsaved'.

Click Distributions

[illegible]

If you want to see what account this is, click the Lookup. Click OK and Post on the Payables Transaction Entry window. Don't worry. We will bill the customer later!

Let's enter the invoice for the purchase of goods for the next sale in July:

Sale Date: 7/11/15

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Cost</u>
Blueberry Bagel	\$0.35	24	\$8.40
Chocolate Chip Bagel	\$0.50	36	\$18.00
Cinnamon Bagel	\$0.35	30	\$10.50
Plain Bagels	\$0.25	50	\$12.50
Whole Wheat Bagel	\$0.30	40	\$12.00
			<u>\$61.40</u>

Don't forget to put the invoice date in and the Document Number.

The screenshot shows a software interface for entering an invoice. The interface includes a menu bar with options like Save, Delete, Post, AA, Options, Additional, File, Print, Tools, Help, and Add Note. Below the menu bar, there are fields for Voucher No., Document Type (Invoice), Description (7/11/15), Vendor ID (BAGEL BAKERY), Name (The Bagel Bakery), Address ID, Remit-To ID, Payment Terms (2% 10/Net 30), Currency ID, Batch ID, Doc. Date (7/11/2015), Document Number (7.11.15), P.O. Number, Shipping Method, and Tax Schedule ID. At the bottom, there are buttons for Apply, Distributions, and Print Check. A status bar at the very bottom shows 'by Batch ID' and 'Status: Unsaved'.

Click Distributions.

OK	Delete	Default	View	Additional	File	Tools	Help	Add Note
Actions		View		Additional	File	Tools	Help	

Vendor ID	BAGEL BAKERY	Voucher Number	000000000000000006
Vendor Name	The Bagel Bakery	Document Type	Invoice
Currency ID		Functional Amount	\$61.40
		Originating Amount	\$0.00

Co. ID	Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit	
Distribution Reference			Corresp. Co. ID	
BB1	000 -4500 -00	PURCH	\$61.40	\$0.00
BB1	000 -2110 -00	AVAIL	\$0.00	\$1.23
BB1	000 -2100 -00	PAY	\$0.00	\$60.17
	- -		\$0.00	\$0.00
Functional Totals			\$61.40	\$61.40
Originating Totals			\$0.00	\$0.00

Rates

Redisplay

Click OK and then post the invoice.

Enter the next one!

Sale Date: 7/22/15

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended</u> <u>Cost</u>
Blueberry Bagel	\$0.35	35	\$12.25
Chocolate Chip Bagel	\$0.50	50	\$25.00
Cinnamon Bagel	\$0.35	40	\$14.00
Plain Bagels	\$0.25	80	\$20.00
Whole Wheat Bagel	\$0.30	60	\$18.00
			<u>\$89.25</u>

Actions		Options		Additional		File		Tools		Help	
Save	Delete	Post	AA	Options	Additional	File	Print	Print	Tools	Help	Add Note
Voucher No. 000000000000000007 <input type="checkbox"/> Intercompany Batch ID <input type="text"/>											
Document Type: Invoice						Doc. Date 7/22/2015					
Description 7.22.15											
Vendor ID BAGEL BAKERY Name The Bagel Bakery Address ID BAGEL BAKERY Remit-To ID BAGEL BAKERY Payment Terms 2% 10/Net 30						Currency ID <input type="text"/> Document Number 7.22.15 P.O. Number <input type="text"/> Shipping Method <input type="text"/> Tax Schedule ID <input type="text"/>					
Purchases \$89.25 Trade Discount \$0.00 Freight \$0.00 Miscellaneous \$0.00 Tax \$0.00 Total \$89.25						1099 Amount \$0.00 Cash \$0.00 Check \$0.00 Credit Card \$0.00 Terms Disc Taken \$0.00 On Account \$89.25					
<input type="button" value="Apply"/> <input type="button" value="Distributions"/> <input type="button" value="Print Check"/>											
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="by Batch ID"/> <input type="text"/> Status Unsaved											

Actions		View		Additional		File		Tools		Help	
OK	Delete	Default	View	Additional	File	Tools	Help	Add Note			
Vendor ID BAGEL BAKERY Vendor Name The Bagel Bakery Currency ID <input type="text"/>						Voucher Number 000000000000000007 Document Type Invoice Functional Amount \$89.25 Originating Amount \$0.00					
Co. ID <input type="text"/> Account <input type="text"/> Type <input type="text"/>						Debit <input type="text"/> Credit <input type="text"/>					
Description						Originating Debit					
Distribution Reference						Corresp. Co. ID					
BB1	000 -4500 -00]	PURCH		\$89.25		\$0.00					
BB1	000 -2110 -00	AVAIL		\$0.00		\$1.79					
BB1	000 -2100 -00	PAY		\$0.00		\$87.46					
	- -			\$0.00		\$0.00					
Functional Totals						\$89.25					
Originating Totals						\$0.00					
<input type="button" value="Rates"/> <input type="button" value="Redisplay"/>											

Last one!

Sale Date: 7/30/15

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended</u> <u>Cost</u>
Blueberry Bagel	\$0.35	10	\$3.50
Chocolate Chip Bagel	\$0.50	50	\$25.00
Cinnamon Bagel	\$0.35	75	\$26.25
Plain Bagels	\$0.25	60	\$15.00
Whole Wheat Bagel	\$0.30	60	\$18.00
			<u>\$87.75</u>

Voucher No. 000000000000000008 ☐ Intercompany **Batch ID**
Document Type: Invoice **Doc. Date** 7/30/2015
Description 7.30.15

Vendor ID BAGEL BAKERY **Currency ID**
Name The Bagel Bakery **Document Number** 7.30.15
Address ID BAGEL BAKERY **P.O. Number**
Remit-To ID BAGEL BAKERY **Shipping Method**
Payment Terms 2% 10/Net 30 **Tax Schedule ID**

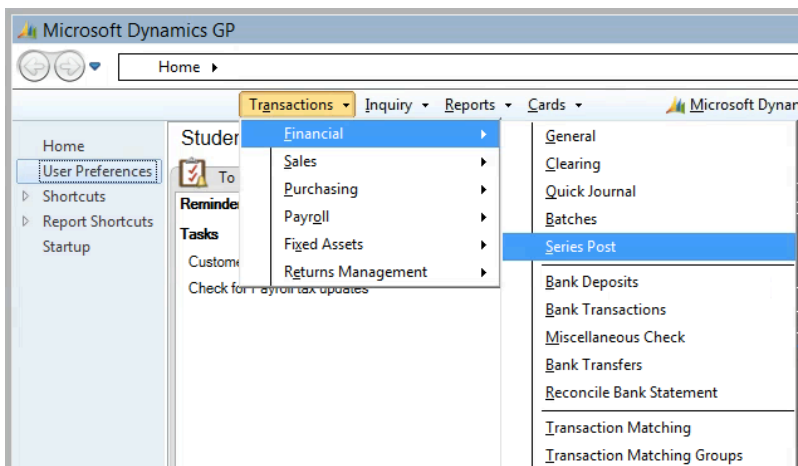
Purchases	\$87.75	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$87.75	On Account	\$87.75

by Batch ID Status: Unsaved

Actions		View		Additional		File		Tools		Help	
OK	Delete	Default	View	Additional	File	Tools	Help	Add Note			
Vendor ID	BAGEL BAKERY					Voucher Number	000000000000000008				
Vendor Name	The Bagel Bakery					Document Type	Invoice				
Currency ID						Functional Amount	\$87.75				
						Originating Amount	\$0.00				
Co. ID	Account	Type	Debit	Credit							
Description			Originating Debit	Originating Credit							
Distribution Reference											
BB1	000 -4500 -00	PURCH	\$87.75	\$0.00							
BB1	000 -2110 -00	AVAIL	\$0.00	\$1.76							
BB1	000 -2100 -00	PAY	\$0.00	\$85.99							
			\$0.00	\$0.00							
Functional Totals			\$87.75	\$87.75							
Originating Totals			\$0.00	\$0.00							
Redisplay											

We're done! Close the Payables Transaction Entry window! Print the invoices if you want or hit Cancel.

The last step is to post to the General Ledger! Click Transactions>Financial>Series Post



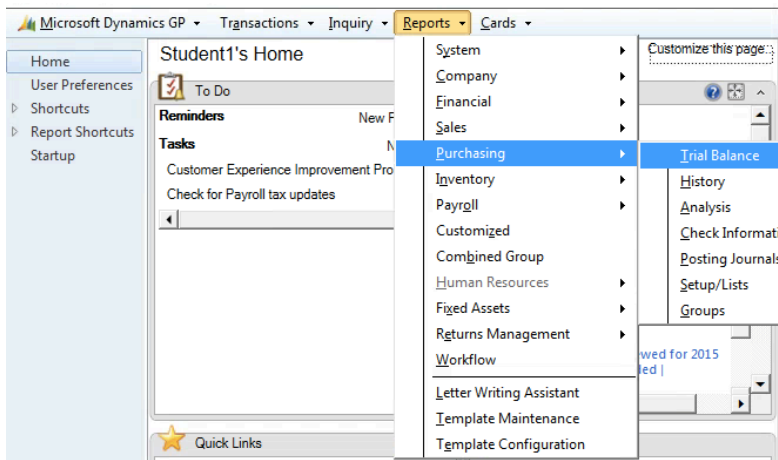
[illegible]

Click to check the box of what you want to post and click Post. Print or Cancel.

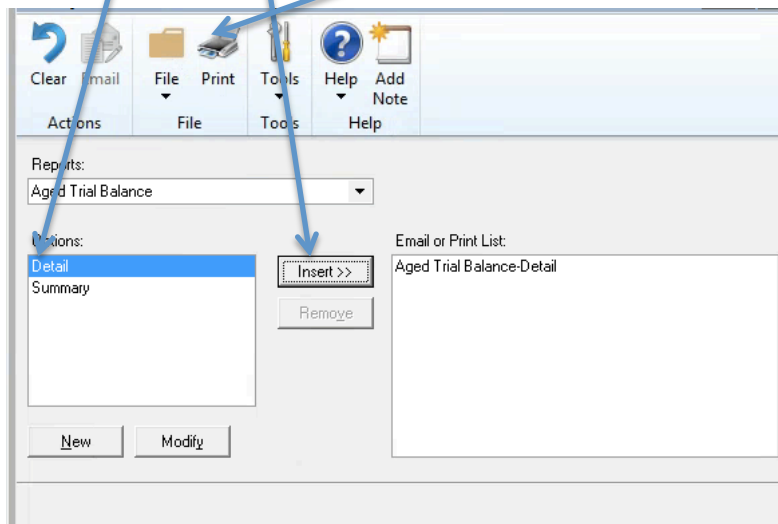
[illegible]

They are gone! Close this window.

Let's see if our invoices are there! Click Reports>Purchasing>Trial Balance



Click Detail and Insert, then Print



Report Destination

Report Information
 Name: Aged Trial Balance
 Option: Detail
☒ Ask Each Time

Destination
 Report Type: Standard
☒ Screen
☐ Printer
☐ File
 File Name:
 File Format: Text file
☒ Append ☐ Replace

OK Cancel

Make sure Screen is checked and Printer is not. Click OK.

Print Send To Modify 100% Completed 2 Pages Page 1

System: 10/6/2015 2:37:31 PM
 User Date: 10/6/2015

AGED TRIAL BALANCE
 Brenda's Bagels Inc. 1
 Payables Management

Ranges:
 Vendor ID: First - Last
 Vendor Class: First - Last
 Payment Priority: First - Last
 Vendor Name: First - Last
 User-Defined 1: First - Last
 Posting Date: First - Last
 Document Number: First - Last

* - Indicates an unposted credit document that has been applied.

Vendor ID: BAGEL BAKERY Name: The Bagel Bakery Class ID: STANDARD									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff Amount	Current Period
00000000000000000005	7.5.15	INV	7/5/2015	8/4/2015	\$37.75	7/15/2015			
00000000000000000008	7.11.15	INV	7/11/2015	8/10/2015	\$61.40	7/21/2015			
00000000000000000007	7.22.15	INV	7/22/2015	8/21/2015	\$89.25	8/1/2015			
00000000000000000008	7.30.15	INV	7/30/2015	8/29/2015	\$87.75	8/9/2015			
Voucher(s): 4								Due	\$276.15
Aged Totals:									\$0.00
Vendor ID: BEST BUY Name: Best Buy Class ID: STANDARD									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff Amount	Current Period
00000000000000000001	147963	INV	7/1/2015	7/31/2015	\$2,137.98	7/11/2015			
Voucher(s): 1								Due	\$2,137.98
Aged Totals:									\$0.00
Vendor ID: GEORGE NIGHT Name: George Night, CPA Class ID: STANDARD									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff Amount	Current Period
00000000000000000002	8801	INV	7/1/2015	7/31/2015	\$3,000.00	7/11/2015			
Voucher(s): 1								Due	\$3,000.00
Aged Totals:									\$0.00
Vendor ID: HENRY'S Name: Henry's Used Cars Class ID: STANDARD									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff Amount	Current Period
00000000000000000003	887.1.15	INV	7/1/2015	7/31/2015	\$2,400.00				
Voucher(s): 1								Due	\$2,400.00
Aged Totals:									\$0.00
Vendor ID: OFFICE DEPOT Name: Office Depot Class ID: STANDARD									

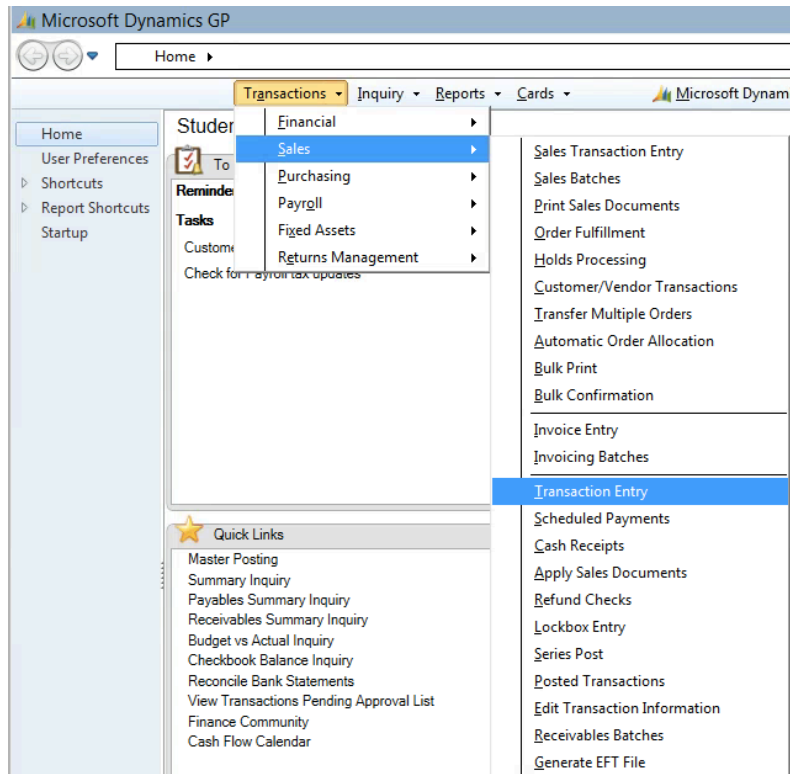
Lab 4.2 Assignment Deliverable

In the Word document that you created, take a screen shot of your screen output and paste it into the document. Label it Lab 4.2. **Make sure your user ID is in the screen shot!** Close the window and move on to Lab 4.3!

Lab 4.3 Customer Invoices

Lab 4.3.1 Invoice Customers

Let's invoice our customers for the sales in July. Click Transactions>Sales>Transaction Entry



Remember our first Bagel Bakery invoice? Here's what we sold the bagels we purchased for:

Sale Date: 7/5/15 **Customer:** Joe's Catering

		<u>Selling</u>	<u>Extended Selling</u>
	<u>Quantity</u>	<u>Price</u>	<u>Price</u>
Blueberry Bagel	15	\$1.50	\$22.50
Chocolate Chip Bagel	20	\$1.75	\$35.00
Cinnamon Bagel	18	\$1.50	\$27.00
Plain Bagels	36	\$1.25	\$45.00
Whole Wheat Bagel	24	\$1.35	\$32.40
			<u>\$161.90</u>

We need to bill Joe's Catering for \$161.90

The screenshot shows a software window for creating a sales invoice. The menu bar includes: Save, Delete, Post, AA, Options, View, File, Print, E-mail, Tools, Help, Add Note. The main form area contains the following fields and sections:

- Document Type:** Sales / Invoices
- Number:** SALES000000000001
- Customer ID:** JOES CATERING
- Name:** Joe's Catering
- Address ID:** JOE COOK
- Salesperson ID:**
- Territory ID:**
- Currency ID:**
- Payment Terms:** 2% 10/Net 30
- Shipping Method:**
- Tax Schedule ID:**
- P.O. Number:**
- Cash:** \$0.00
- Check:** \$0.00
- Credit Card:** \$0.00
- Terms Disc Taken:** \$0.00
- On Account:** \$0.00
- Summary Section:**
 - Cost:** \$0.00
 - Sales:** \$161.90
 - Trade Discount:** \$0.00
 - Freight:** \$0.00
 - Miscellaneous:** \$0.00
 - Tax:** \$0.00
 - Total:** \$0.00

Blue arrows point from the text instructions to the following fields and buttons: Number, Customer ID, Payment Terms, Sales Amount, and the Distribution button.

Hit the Tab key and a Number will be automatically assigned. Enter the Customer ID, Payment Terms and Sales Amount. Don't forget the Document Date. Click Distribution.

Account	Type	Debit	Credit
Description	Originating Debit	Originating Credit	
Distribution Reference			
000 -4100 -00	SALES	\$0.00	\$161.90
000 -2110 -00	AVAIL	\$3.24	\$0.00
000 -1200 -00	RECV	\$158.66	\$0.00
		\$0.00	\$0.00
Functional Totals			
		\$161.90	\$161.90
Originating Totals			
		\$0.00	\$0.00

Click OK. Click Post in the Receivables Transaction window and the below will pop up. Click Yes.

Microsoft Dynamics GP

This transaction exceeds the customer's credit limit. Do you want to continue?

Let's do another one! Enter it in the exact same way! Don't forget to Post it!

Sale Date: 7/11/15 **Customer:** Beth's Bath World

		<u>Selling</u>	<u>Extended Selling</u>
	<u>Quantity</u>	<u>Price</u>	<u>Price</u>
Blueberry Bagel	24	\$1.50	\$36.00
Chocolate Chip Bagel	36	\$1.75	\$63.00
Cinnamon Bagel	30	\$1.50	\$45.00
Plain Bagels	50	\$1.25	\$62.50
Whole Wheat Bagel	40	\$1.35	\$54.00
			<hr/>
			\$260.50
			<hr/>

Save Delete Post AA Options View File Print Print E-mail Tools Help Add Note

Document Type: Sales / Invoices Batch ID: Number: SALES00000000000002 Document Date: 7/11/2015

Customer ID: BETH'S Name: Beth's Bath World Currency ID: Payment Terms: 2% 10/Net 30 Address ID: BETH'S Shipping Method: Tax Schedule ID: Territory ID: P.O. Number:

Cost: \$0.00 Sales: \$260.50 Trade Discount: \$0.00 Freight: \$0.00 Miscellaneous: \$0.00 Tax: \$0.00 Total: \$260.50

Cash: \$0.00 Check: \$0.00 Credit Card: \$0.00 Terms Disc Taken: \$0.00 On Account: \$260.50

Apply Distribution Commissions

by Document Status: Unsaved

OK Delete Default View Additional File Tools Help Add Note

Customer ID: BETH'S Document No.: SALES00000000000002 Name: Beth's Bath World Document Type: Sales / Invoices Currency ID: Functional Amount: \$260.50 Originating Amount: \$0.00

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
Distribution Reference			
000 -4100 -00	SALES	\$0.00	\$260.50
000 -2110 -00	AVAIL	\$5.21	\$0.00
000 -1200 -00	RECV	\$255.29	\$0.00
- -		\$0.00	\$0.00
Functional Totals		\$260.50	\$260.50
Originating Totals		\$0.00	\$0.00

And another one!

Sale Date: 7/22/15 **Customer:** Pet Planet Grooming

		<u>Selling</u>	<u>Extended Selling</u>
	<u>Quantity</u>	<u>Price</u>	<u>Price</u>
Blueberry Bagel	35	\$1.50	\$52.50
Chocolate Chip Bagel	50	\$1.75	\$87.50
Cinnamon Bagel	40	\$1.50	\$60.00
Plain Bagels	80	\$1.25	\$100.00
Whole Wheat Bagel	60	\$1.35	\$81.00
			<hr/>
			\$381.00
			<hr/>

Save Delete Post AA Options View File Print Print E-mail Tools Help Add Note

Document Type: Sales / Invoices Batch ID
 Number SALES0000000000003 Document Date 7/22/2015
 Description

Customer ID PET PLANET Currency ID
 Name Pet Planet Grooming Payment Terms 2% 10/Net 30
 Address ID PETS Shipping Method
 Salesperson ID Tax Schedule ID
 Territory ID P.O. Number

Cost \$0.00 Cash \$0.00
 Sales \$381.00 Check \$0.00
 Trade Discount \$0.00 Credit Card \$0.00
 Freight \$0.00 Terms Disc Taken \$0.00
 Miscellaneous \$0.00 On Account \$381.00
 Tax \$0.00
 Total \$381.00

Apply Distribution Commissions

by Document Status Unsaved

OK Delete Default View Additional File Tools Help Add Note

Customer ID PET PLANET Document No. SALES0000000000003
 Name Pet Planet Grooming Document Type Sales / Invoices
 Currency ID Functional Amount \$381.00
 Originating Amount \$0.00

Account Description Debit Credit
 Originating Debit Originating Credit

Distribution Reference

000 -4100 -00	SALES	\$0.00	\$381.00
000 -2100 -00	AVAIL	\$7.62	\$0.00
000 -1200 -00	RECV	\$373.38	\$0.00
		\$0.00	\$0.00

Functional Totals \$381.00 \$381.00
 Originating Totals \$0.00 \$0.00

And one more!

Sale Date: 7/30/15 **Customer:** Beth's Bath World

		<u>Selling</u>	<u>Extended Selling</u>
	<u>Quantity</u>	<u>Price</u>	<u>Price</u>
Blueberry Bagel	10	\$1.50	\$15.00
Chocolate Chip Bagel	50	\$1.75	\$87.50
Cinnamon Bagel	75	\$1.50	\$112.50
Plain Bagels	60	\$1.25	\$75.00
Whole Wheat Bagel	60	\$1.35	\$81.00
			<u>\$371.00</u>

Save Delete Post AA Options View File Print Print E-mail Tools Help Add Note

Document Type: Sales / Invoices Batch ID: Document Date: 7/30/2015

Number: SALES0000000000004 Description:

Customer ID: BETH'S Name: Beth's Bath World Currency ID: Payment Terms: 2% 10/Net 30

Address ID: BETH'S Shipping Method: Tax Schedule ID: P.O. Number:

Salesperson ID: Territory ID:

Cost: \$0.00 Cash: \$0.00

Sales: \$371.00 Check: \$0.00

Trade Discount: \$0.00 Credit Card: \$0.00

Freight: \$0.00 Terms Disc Taken: \$0.00

Miscellaneous: \$0.00 On Account: \$371.00

Tax: \$0.00 Total: \$371.00

Apply Distribution Commissions

by Document Status: Unsaved

OK Delete Default View Additional File Tools Help Add Note

Customer ID: BETH'S Document No.: SALES0000000000004

Name: Beth's Bath World Document Type: Sales / Invoices

Currency ID: Functional Amount: \$371.00

Originating Amount: \$0.00

Account: Type: Debit: Credit:

Description: Originating Debit: Originating Credit:

Distribution Reference

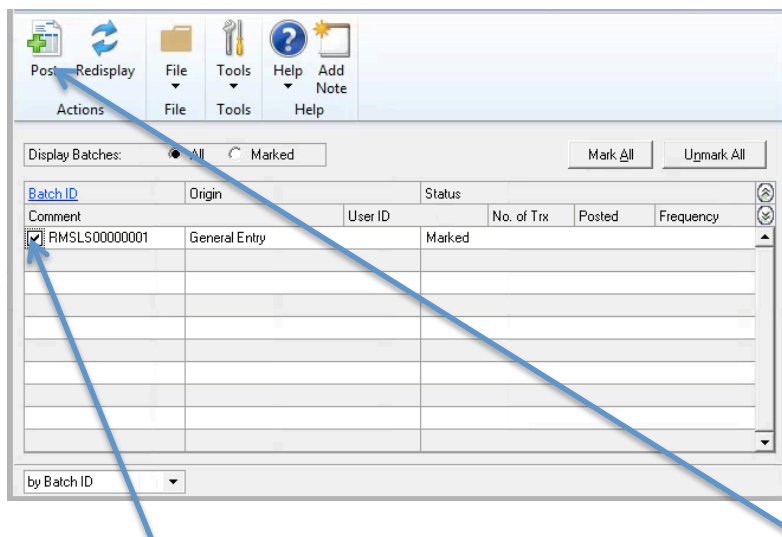
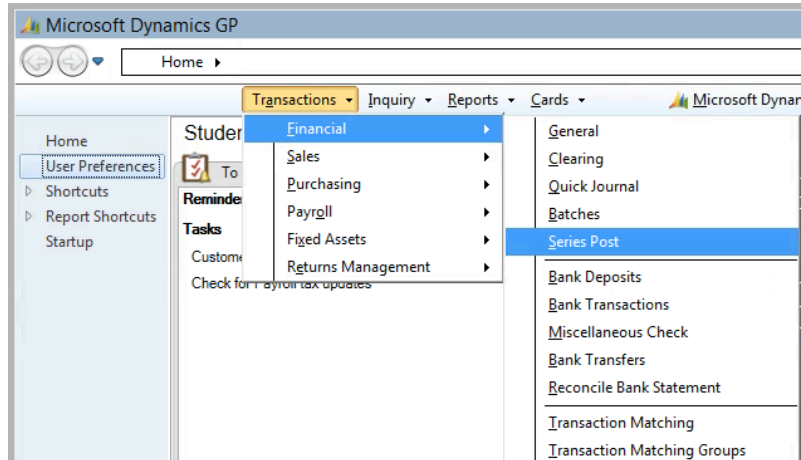
000 -4100 -00	SALES	\$0.00	\$371.00
000 -2100 -00	AVAIL	\$7.42	\$0.00
000 -1200 -00	RECV	\$363.58	\$0.00
- -		\$0.00	\$0.00

Functional Totals: \$371.00 \$371.00

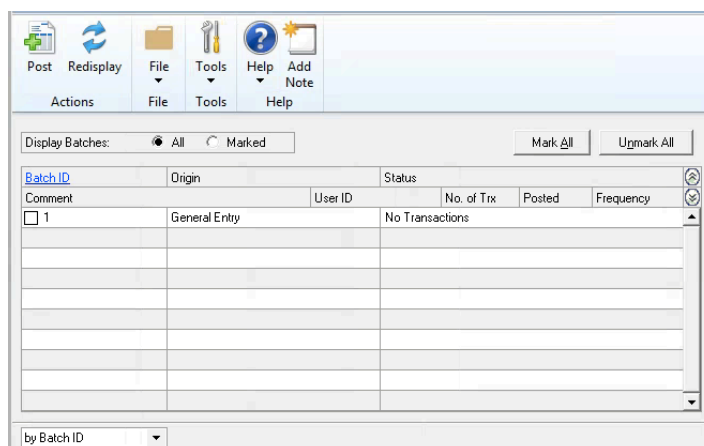
Originating Totals: \$0.00 \$0.00

Don't forget to Post! Close the window. You can hit Cancel when it asks you to print or print them.

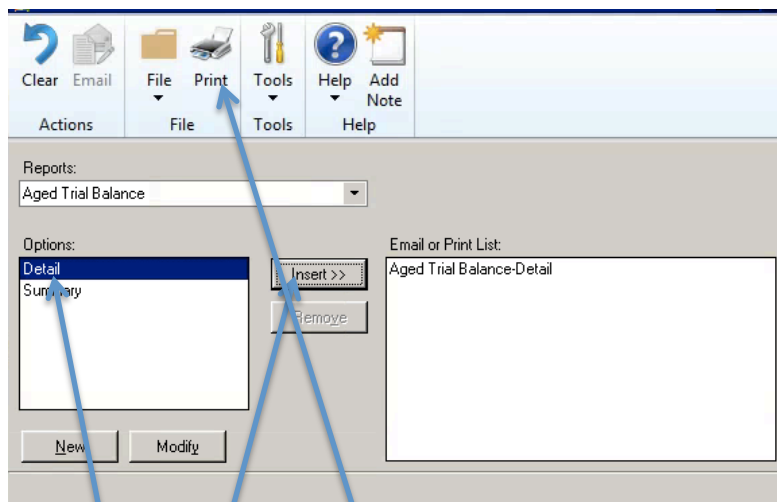
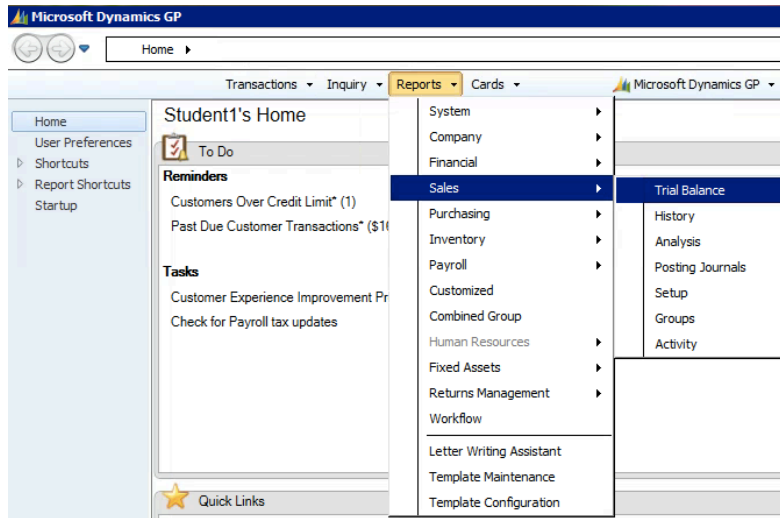
Let's post to the General Ledger! Click Transactions>Financial>Series Post



Click to check the box of what you want to post and click Post. Print or Cancel. Their gone! Close this window.



Let's see if there are there! Click Reports>Sales>Trial Balance.



Click Detail, Insert, and Print.

Report Destination

Report Information

Name: Aged Trial Balance

Option: Detail

☒ Ask Each Time

Destination

Report Type: Standard

☒ Screen

☐ Printer

☐ File

File Name:

File Format: Text file

☐ Append ☐ Replace

OK Cancel

Print Send To Modify 100% Completed 1 Page Page 1

System: 10/14/2015 1:51:48 PM
User Date: 10/14/2015

AGED TRIAL BALANCE - DETAIL
Brenda's Bagels Inc. 1
Receivables Management

Sorted

Customer: BETH'S Name: Beth's Bath World Account Type: Open Item Ag

User-Defined 1: Salesperson: Credit: None
Contact: Phone: (000) 000-0000 Ext. 0000 Territory: Terms: 2% 10/Net 30

Document Number	Type	Date	Amount	Discount	Writeoff	Current	0-30 Days	31 - 60 Days
SALES00000000000002	SLS	10/14/2015	\$290.50			\$290.50		
SALES00000000000004	SLS	10/14/2015	\$371.00			\$371.00		
Totals:						Current	0-30 Days	31 - 60 Days
						\$661.50	\$0.00	\$0.00

Customer: JOES CATERING Name: Joe's Catering Account Type: Open Item Ag

User-Defined 1: Salesperson: Credit: None
Contact: Phone: (000) 000-0000 Ext. 0000 Territory: Terms: 2% 10/Net 30

Document Number	Type	Date	Amount	Discount	Writeoff	Current	0-30 Days	31 - 60 Days
SALES00000000000001	SLS	7/5/2016	\$161.90			\$161.90		
Totals:						Current	0-30 Days	31 - 60 Days
						\$161.90	\$0.00	\$0.00

Customer: PET PLANET Name: Pet Planet Grooming Account Type: Open Item Ag

User-Defined 1: Salesperson: Credit: None
Contact: Phone: (000) 000-0000 Ext. 0000 Territory: Terms: 2% 10/Net 30

Document Number	Type	Date	Amount	Discount	Writeoff	Current	0-30 Days	31 - 60 Days
SALES00000000000003	SLS	10/14/2015	\$381.00			\$381.00		
Totals:						Current	0-30 Days	31 - 60 Days
						\$381.00	\$0.00	\$0.00

Customer(s)	Current	0-30 Days	31 - 60 Days
Grand Totals: 3	\$1,174.40	\$0.00	\$0.00

Lab 4.3 Assignment Deliverable

In the Word document that you created, take a screen shot of your screen output and paste it into the document. Label it Lab 4.3. **Make sure your user ID is in the screen shot!**

Lab 4.4 Payroll

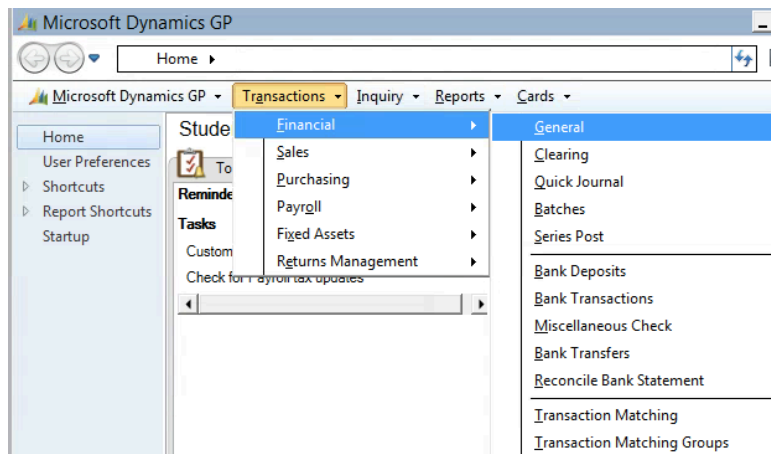
Lab 4.4.1 Enter Payroll

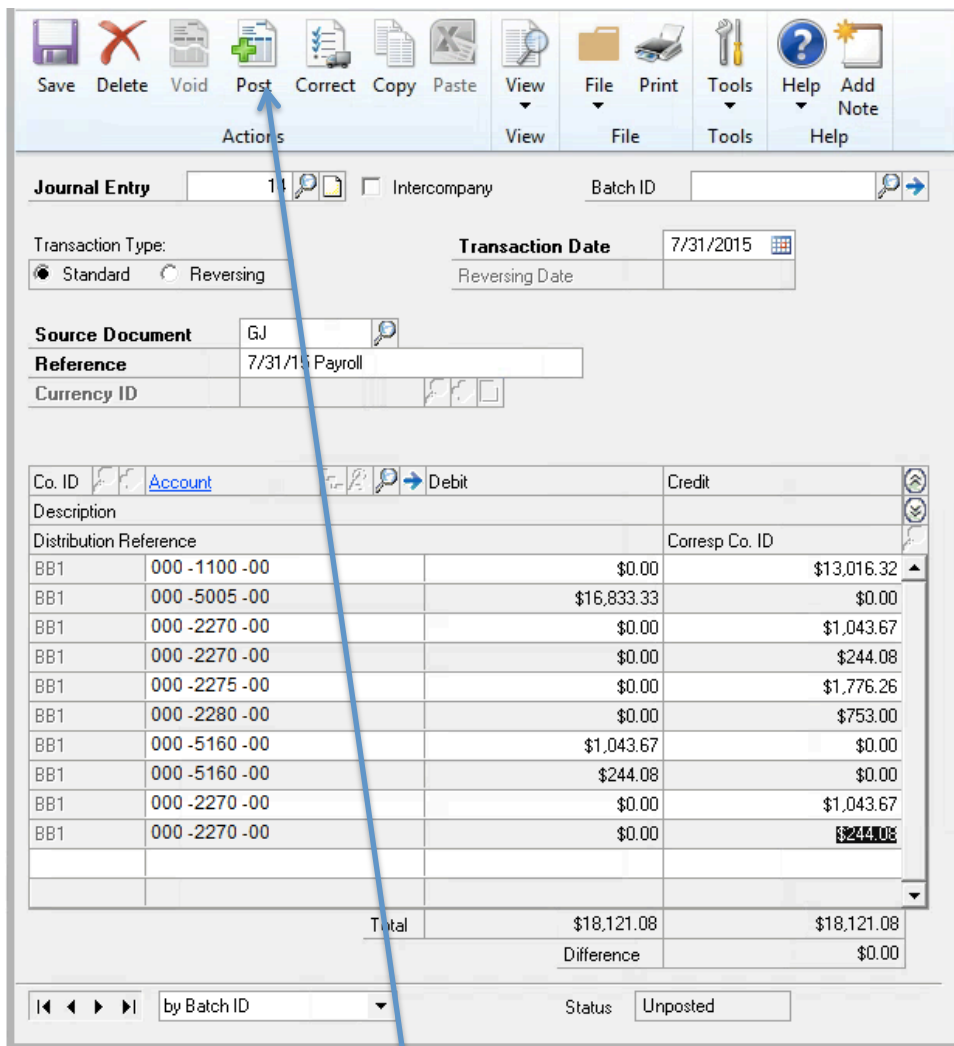
Brenda's uses a payroll service, and this is the report that we will use to pay the employees:

7/31/15 Payroll

Employee Name	Gross Pay	Federal Taxes Withheld	Social Security Tax	Medicare Tax	State Taxes Withheld	Net Pay
Brenda Phillips	\$8,333.33	\$(1,036.46)	\$(516.67)	\$(120.83)	\$(377.00)	\$6,282.37
Lydia Knolls	\$6,250.00	\$(653.13)	\$(387.50)	\$(90.63)	\$(281.00)	\$4,837.75
Your Name	\$2,250.00	\$(86.67)	\$(139.50)	\$(32.63)	\$(95.00)	\$1,896.21
Total	\$16,833.33	\$(1,776.26)	\$(1,043.67)	\$(244.08)	\$(753.00)	\$13,016.32

Let's enter the payroll journal entry. Click Transactions>Financial>General





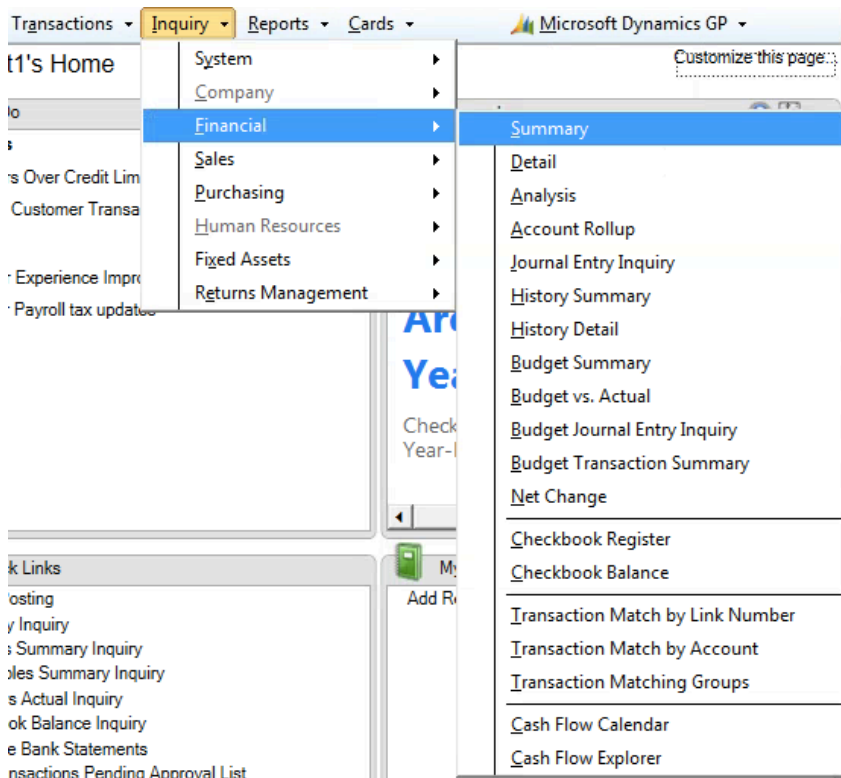
The screenshot shows a 'Journal Entry' form. At the top is a menu bar with icons for Save, Delete, Void, Post, Correct, Copy, Paste, View, File, Print, Tools, Help, and Add Note. Below this is a section for 'Journal Entry' with fields for 'Batch ID' and 'Transaction Date' (7/31/2015). The 'Transaction Type' is set to 'Standard'. The 'Source Document' is 'GJ' and the 'Reference' is '7/31/15 Payroll'. The 'Currency ID' is empty. Below this is a table with columns for 'Co. ID', 'Account', 'Debit', and 'Credit'. The table contains several rows of data, including a total row and a difference row. A blue arrow points from the 'Post' button in the menu bar to the 'Post' button in the 'Actions' menu at the bottom of the form.

Co. ID	Account	Debit	Credit
BB1	000 -1100 -00	\$0.00	\$13,016.32
BB1	000 -5005 -00	\$16,833.33	\$0.00
BB1	000 -2270 -00	\$0.00	\$1,043.67
BB1	000 -2270 -00	\$0.00	\$244.08
BB1	000 -2275 -00	\$0.00	\$1,776.26
BB1	000 -2280 -00	\$0.00	\$753.00
BB1	000 -5160 -00	\$1,043.67	\$0.00
BB1	000 -5160 -00	\$244.08	\$0.00
BB1	000 -2270 -00	\$0.00	\$1,043.67
BB1	000 -2270 -00	\$0.00	\$244.08
Total		\$18,121.08	\$18,121.08
Difference			\$0.00

by Batch ID Status Unposted

Enter in as above and click Post. Close the window and print or cancel.

Let's run a report on our cash account. Click Inquiry>Financial>Summary



Let's look' at our cash account.

The screenshot shows the 'Cash-Checking' account report for the year 2015. The report displays a table with columns for Period, Debit, Credit, Net Change, and Period Balance. The data shows a beginning balance of \$0.00, followed by 12 periods of \$0.00. In Period 7, there is a debit of \$25,000.00 and a credit of \$13,016.32, resulting in a net change of \$11,983.68. The ending balance for Period 12 is \$11,983.68.

Period	Debit	Credit	Net Change	Period Balance
Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00
Period 1	\$0.00	\$0.00	\$0.00	\$0.00
Period 2	\$0.00	\$0.00	\$0.00	\$0.00
Period 3	\$0.00	\$0.00	\$0.00	\$0.00
Period 4	\$0.00	\$0.00	\$0.00	\$0.00
Period 5	\$0.00	\$0.00	\$0.00	\$0.00
Period 6	\$0.00	\$0.00	\$0.00	\$0.00
Period 7	\$25,000.00	\$13,016.32	\$11,983.68	\$11,983.68
Period 8	\$0.00	\$0.00	\$0.00	\$11,983.68
Period 9	\$0.00	\$0.00	\$0.00	\$11,983.68
Period 10	\$0.00	\$0.00	\$0.00	\$11,983.68
Period 11	\$0.00	\$0.00	\$0.00	\$11,983.68
Period 12	\$0.00	\$0.00	\$0.00	\$11,983.68
Totals	\$25,000.00	\$13,016.32	\$11,983.68	\$11,983.68

Lab 4.4 Assignment Deliverable

In the Word document that you created, take a screen shot of your screen output and paste it into the document. Label it Lab 4.4. **Make sure your user ID is in the screen shot!**

Congratulations! This is the end of Lab 4!