

ACCT 551

Case Study Using Microsoft Dynamics GP

Brenda's Bagels



Lab 4: Transaction Processing

TABLE OF CONTENTS

LAB 4: Transaction Processing	3
Lab 4.1 Transactions.....	4
Lab 4.1.1 Set up the business bank account	4
Lab 4.1.2 Book July Transactions	5
Lab 4.1 Assignment Deliverable	7
Lab 4.2 Vendor Invoices.....	8
Lab 4.2.1 Vendor Invoices	8
Lab 4.2 Assignment Deliverable	26
Lab 4.3 Customer Invoices	27
Lab 4.3.1 Invoice Customers	27
Lab 4.3 Assignment Deliverable	35
Lab 4.4 Payroll.....	36
Lab 4.4.1 Enter Payroll.....	36
Lab 4.4 Assignment Deliverable	39

Case Study Using Microsoft Dynamics GP

Brenda's Bagels



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:

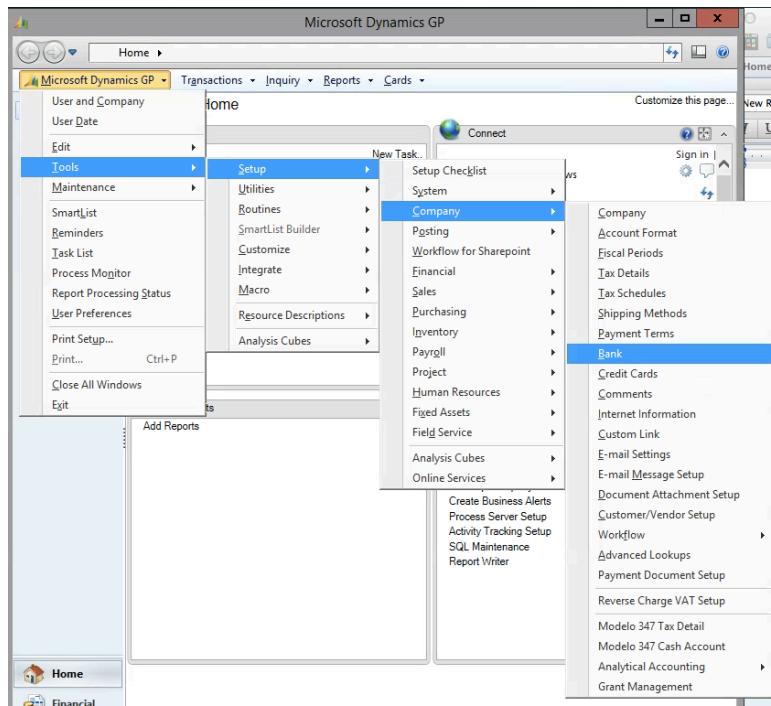
1. Microsoft Dynamics Payables Management
2. Microsoft Dynamics Receivables Management
3. Microsoft Dynamics General Ledger
4. Microsoft Dynamics Fixed Assets

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

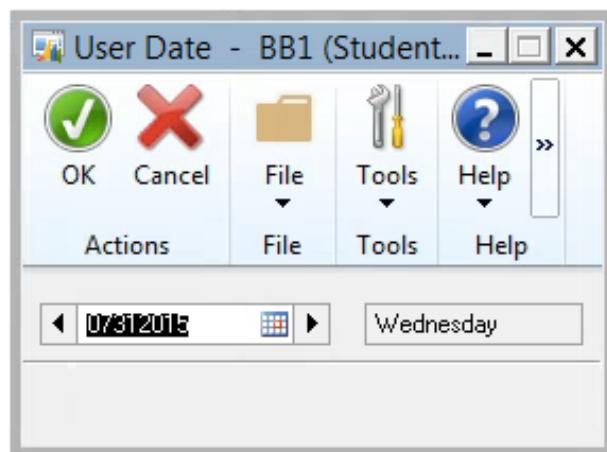
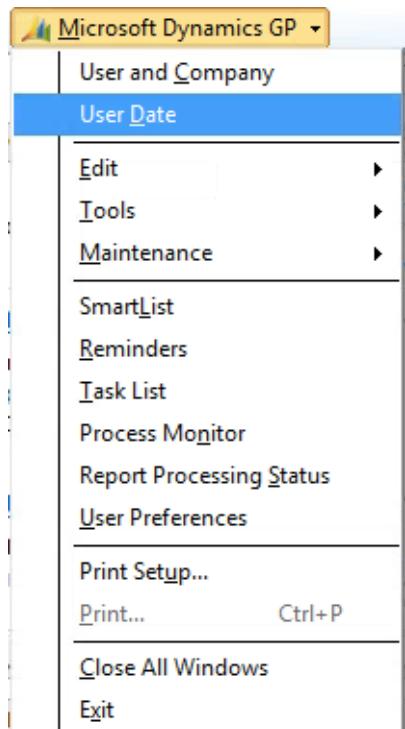


Enter the information as above and click Save. Close the window.

Lab 4.1.2 Book July Transactions

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

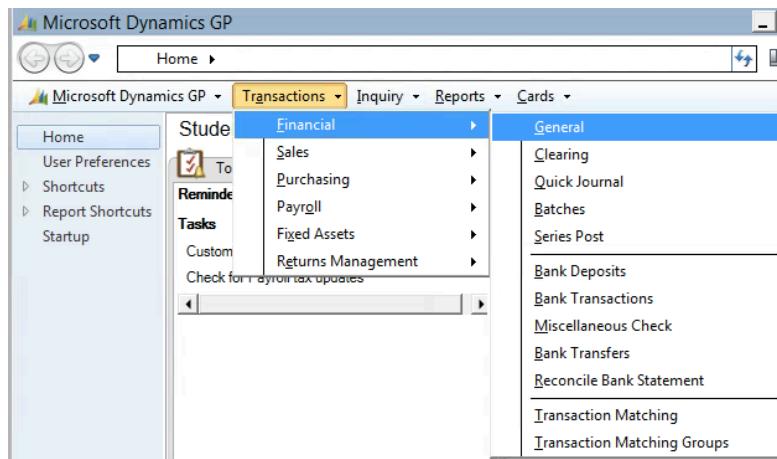
Click Microsoft Dynamics GP>User Date



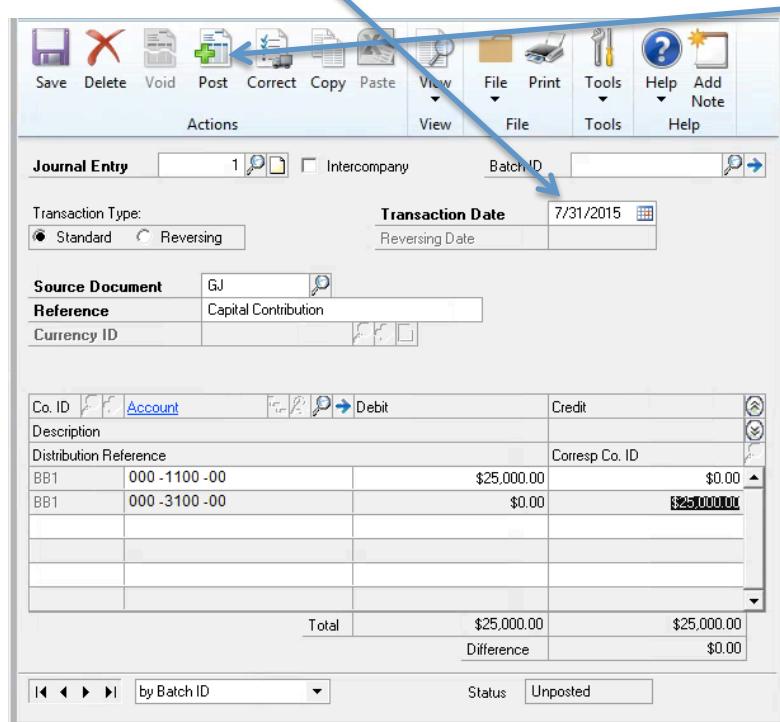
Change the date to July 31, 2015 and click OK

Now, let's book some transactions!

Click Transactions>Financial>General

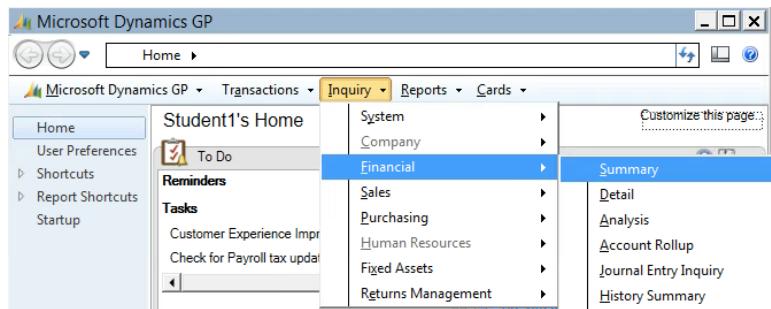


Enter the transaction as it is below (notice there's no Batch ID) and then click Post. Notice that the Transaction Date is the date that we set the system to.



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:

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	\$0.00	\$25,000.00	\$25,000.00
Period 8	\$0.00	\$0.00	\$0.00	\$25,000.00
Period 9	\$0.00	\$0.00	\$0.00	\$25,000.00
Period 10	\$0.00	\$0.00	\$0.00	\$25,000.00
Period 11	\$0.00	\$0.00	\$0.00	\$25,000.00
Period 12	\$0.00	\$0.00	\$0.00	\$25,000.00
Totals	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00

It's there!

Lab 4.1 Assignment Deliverable

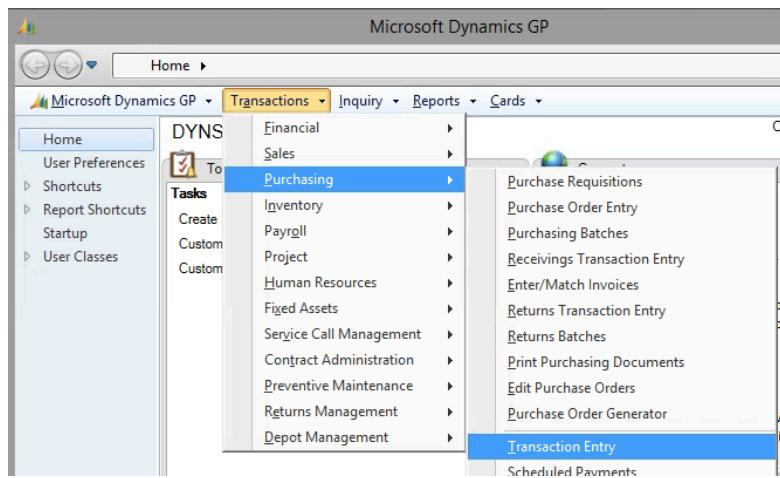
In the Word document that you created, take a screen shot of your screen output and paste it into the document. Label it Lab 4.1. **Make sure your User ID is on the screen shot!**

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!

Voucher No.	0000000000000001	Intercompany	Batch ID		
Document Type:	Invoice		Doc. Date	7/31/2015	
Description: Computer Purchase					
Vendor ID	BEST BUY	Currency ID			
Name	Best Buy	Document Number			147983
Address ID	BEST BUY	P.O. Number			
Remit-To ID	BEST BUY	Shipping Method			
Payment Terms	2% 10/Net 30	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					
by Batch ID Status: Unsaved					

Click Distributions

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.

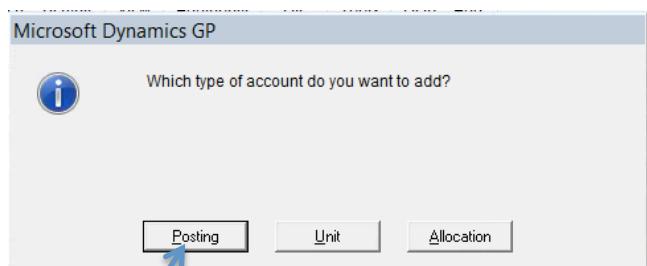
Next, let's enter in the invoice from George Night, CPA as below:

Purchases	\$3,000.00	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	\$3,000.00	On Account	\$3,000.00

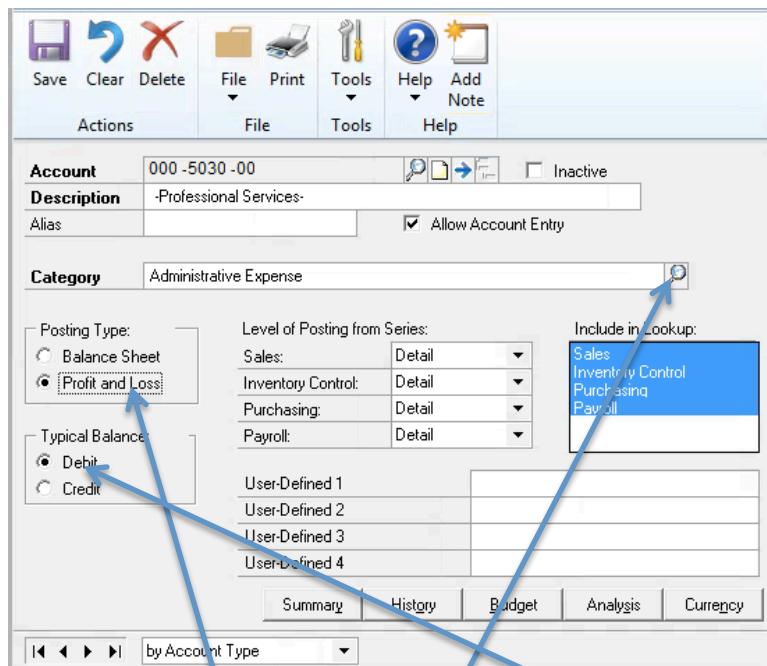
Click Distributions

Co. ID	Account	Type	Debit	Credit
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

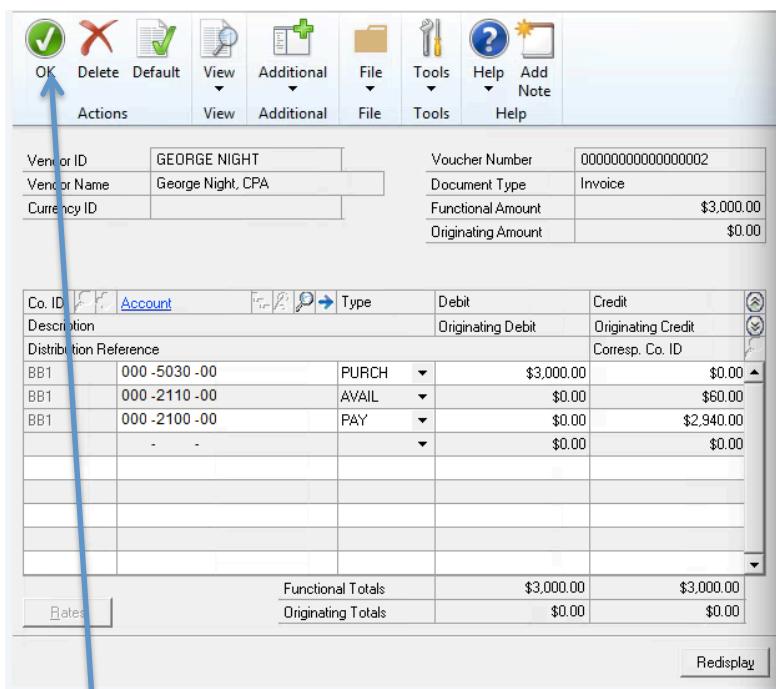
Enter in account number 000-5030-00 and the below will pop up:



Click Posting



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.

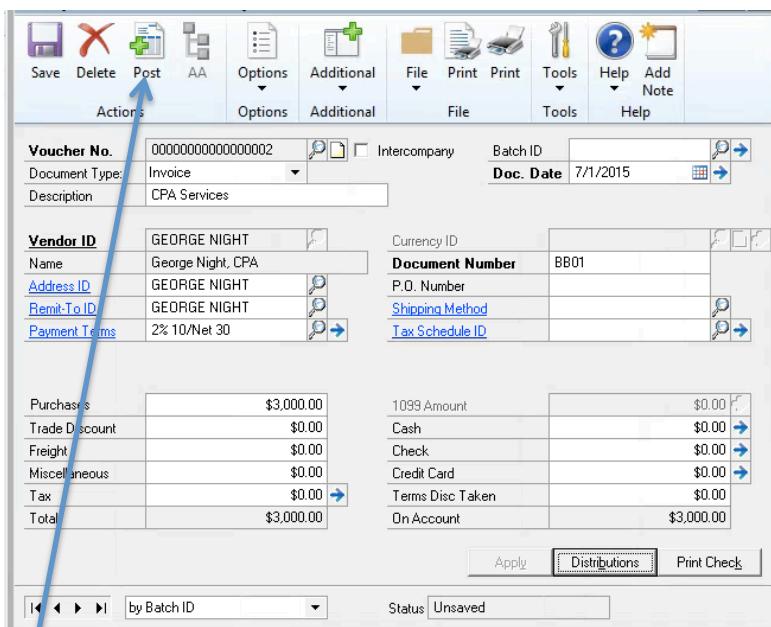


This screenshot shows a software interface for managing vendor invoices. At the top, there is a toolbar with various icons and buttons. Below the toolbar, there is a section for vendor information: Vendor ID (GEORGE NIGHT), Vendor Name (George Night, CPA), Currency ID, Voucher Number (00000000000000000002), Document Type (Invoice), Functional Amount (\$3,000.00), and Originating Amount (\$0.00). Below this information is a distribution grid table:

Co. ID	Account	Type	Debit	Credit
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
			Originating Totals	\$0.00

At the bottom right of the grid is a 'Redisplay' button.

Click OK.



This screenshot shows a software interface for posting invoices. At the top, there is a toolbar with various icons and buttons. Below the toolbar, there is a section for invoice details: Voucher No. (00000000000000000002), Document Type (Invoice), Description (CPA Services), and a date field (Doc. Date 7/1/2015). Below this information is a section for vendor and payment terms:

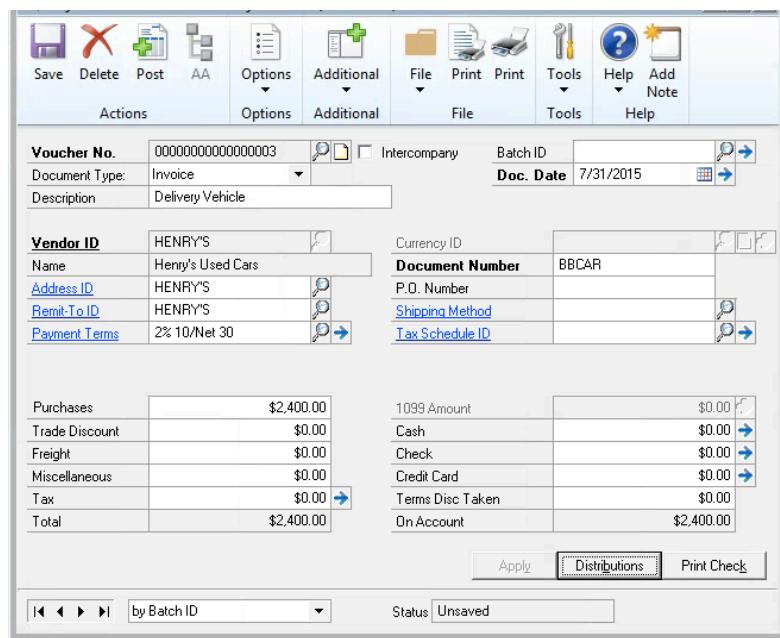
Vendor ID	GEORGE NIGHT	Currency ID	BB01
Name	George Night, CPA	P.O. Number	
Address ID	GEORGE NIGHT	Shipping Method	
Remit-To ID	GEORGE NIGHT	Tax Schedule ID	
Payment Terms	2% 10/Net 30		

Below the vendor information is a table for payment terms:

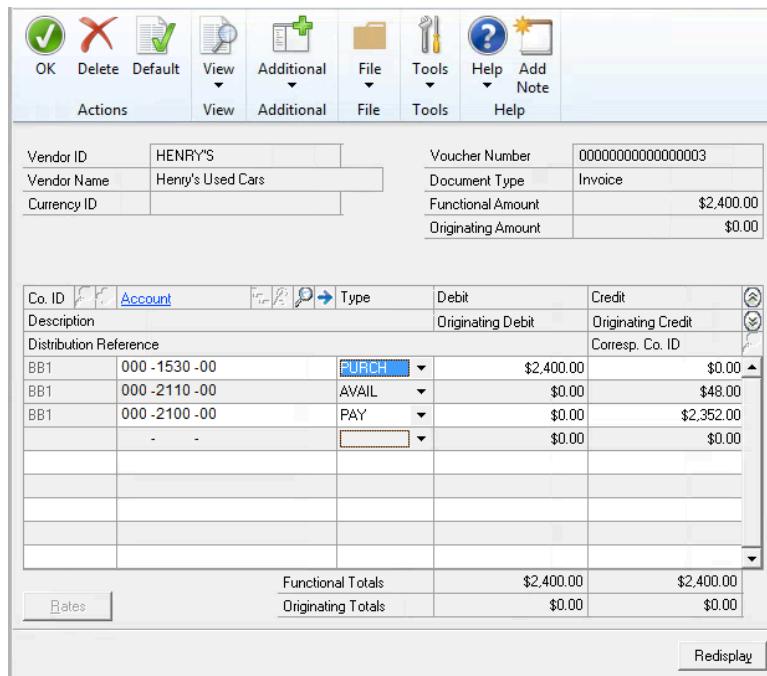
Purchases	\$3,000.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$3,000.00	On Account	\$3,000.00

At the bottom of the interface are buttons for 'Apply', 'Distributions', and 'Print Check'. There are also navigation buttons (back, forward, search) and a status bar indicating 'by Batch ID' and 'Status: Unsaved'.

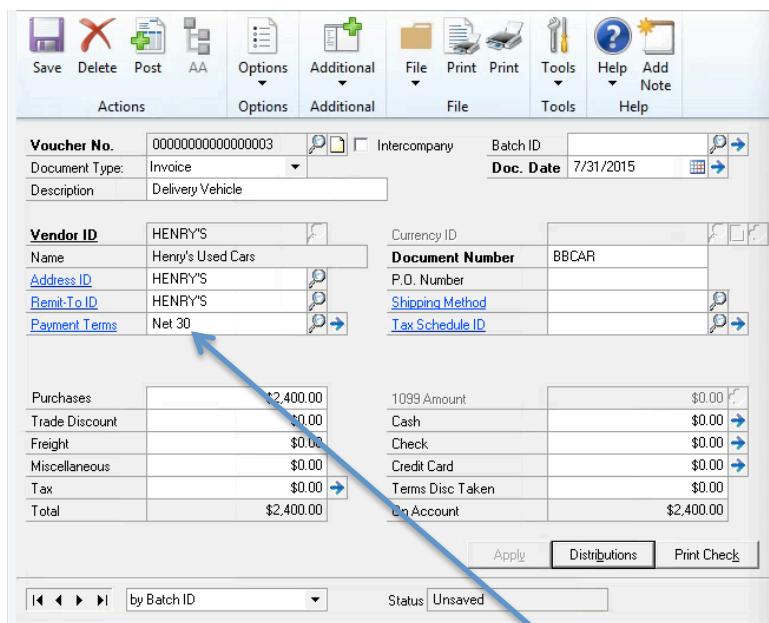
Post this invoice.



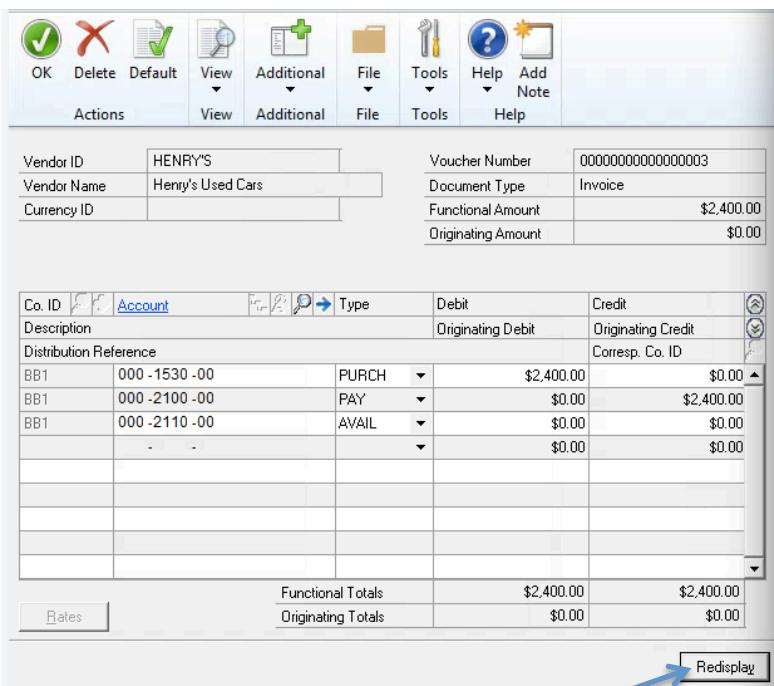
Next, let's enter the car that Brenda purchased for the business. Enter in the information as above and click Distributions.



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.



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



Change the accounts and click Redisplay. Click OK.

Voucher No. 0000000000000003 Document Type: Invoice Description: Delivery Vehicle

Vendor ID HENRY'S Name: Henry's Used Cars Address ID HENRY'S Remit-To ID HENRY'S Payment Terms Net 30

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

Apply Distributions Print Check

← → by Batch ID Status: Unsaved

Post this invoice.

Voucher No. 0000000000000004 Document Type: Invoice Description: Office Supplies

Vendor ID OFFICE DEPOT Name: Office Depot Address ID OFFICE DEPOT Remit-To ID OFFICE DEPOT Payment Terms Net 30

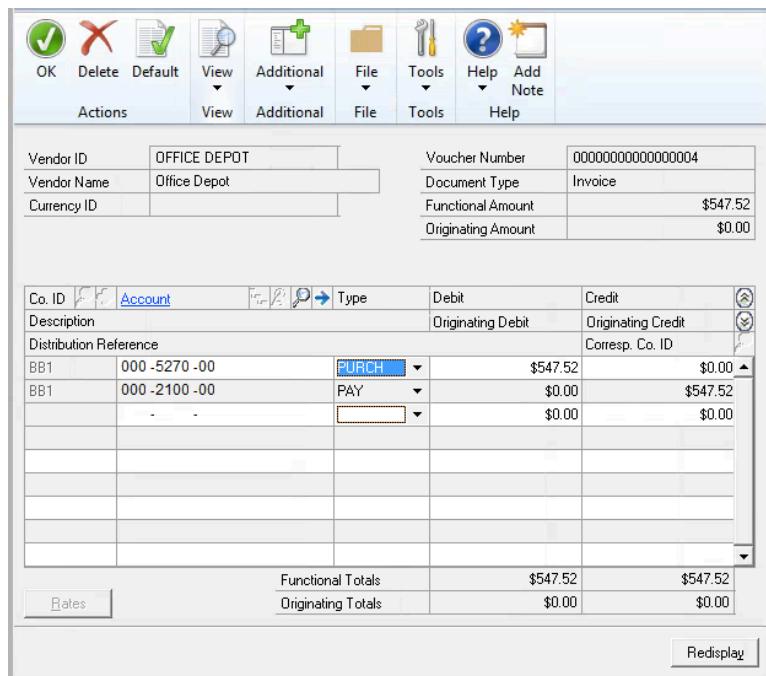
Purchases	\$547.52
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00 →
Total	\$547.52

1099 Amount	\$0.00
Cash	\$0.00 →
Check	\$0.00 →
Credit Card	\$0.00 →
Terms Disc Taken	\$0.00
On Account	\$547.52

Apply Distributions Print Check

← → by Batch ID Status: Unsaved

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



The screenshot shows a software application window with a toolbar at the top containing icons for OK, Delete, Default, View, Additional, File, Tools, Help, and Add Note. The main area displays vendor information and a distribution list.

Vendor Information:

Vendor ID	OFFICE DEPOT	Voucher Number	000000000000000004
Vendor Name	Office Depot	Document Type	Invoice
Currency ID		Functional Amount	\$547.52
		Originating Amount	\$0.00

Distribution List:

Co. ID	Account	Type	Debit	Credit
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
			Originating Totals	\$0.00

Buttons:

- OK
- Delete
- Default
- View
- Additional
- File
- Tools
- Help
- Add Note
- Redisplay

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:

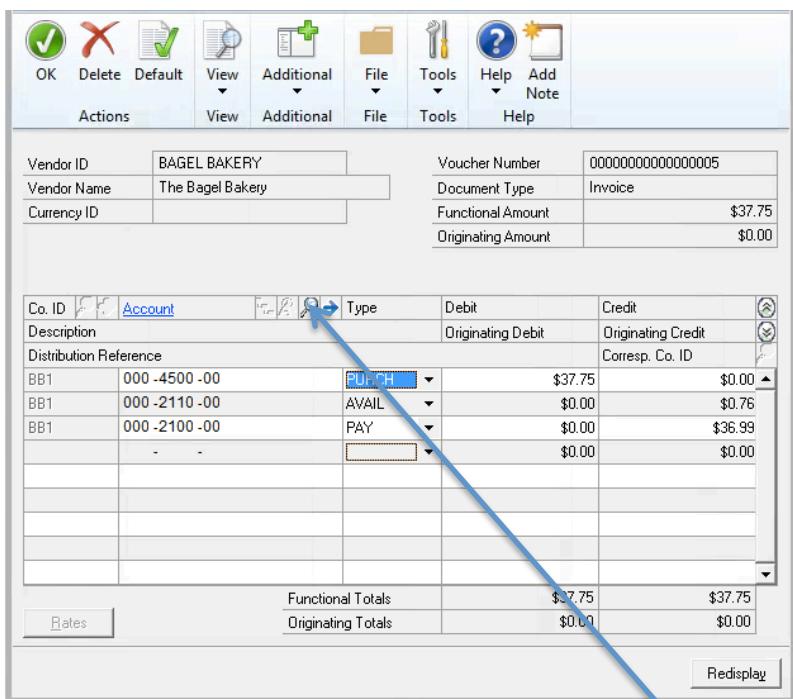
Sale Date: 7/5/15

			<u>Extended</u>
	<u>Unit Price</u>	<u>Quantity</u>	<u>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><u>\$37.75</u></u>

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

The screenshot shows the Microsoft Dynamics GP Voucher Entry window. The 'Doc. Date' field is highlighted with a blue arrow, containing the value '7/5/15'. The 'Document Number' field is also highlighted with a blue arrow, containing the value '7.5.15'. Other fields visible include 'Voucher No.', 'Document Type' (Invoice), 'Description' (7/5/15), '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', 'P.O. Number', 'Shipping Method', 'Tax Schedule ID', and a table for 'Purchases' with rows for Trade Discount, Freight, Miscellaneous, Tax, and Total. At the bottom, there are buttons for 'Apply', 'Distributions', and 'Print Check', and a status bar showing 'Status: Unsaved'.

Click Distributions



The screenshot shows a software interface for a Payables Transaction Entry. The top menu bar includes 'OK', 'Delete', 'Default', 'View', 'Additional', 'File', 'Tools', 'Help', and 'Add Note' buttons. Below the menu, there are sections for 'Vendor ID' (BAGEL BAKERY), 'Vendor Name' (The Bagel Bakery), 'Voucher Number' (00000000000000000005), 'Document Type' (Invoice), 'Currency ID' (not specified), 'Functional Amount' (\$37.75), and 'Originating Amount' (\$0.00). The main table lists accounts with their types and amounts. A blue arrow points to the 'Account' field in the first row. The table data is as follows:

Co. ID	Account	Type	Debit	Credit
BB1	000-4500-00	PURCH	\$37.75	\$0.00
BB1	000-2110-00	AVAIL	\$0.00	\$0.76
BB1	000-2100-00	PAY	\$0.00	\$36.99
	- -		\$0.00	\$0.00
Functional Totals			\$37.75	\$37.75
Originating Totals			\$0.00	\$0.00

At the bottom right is a 'Redisplay' button.

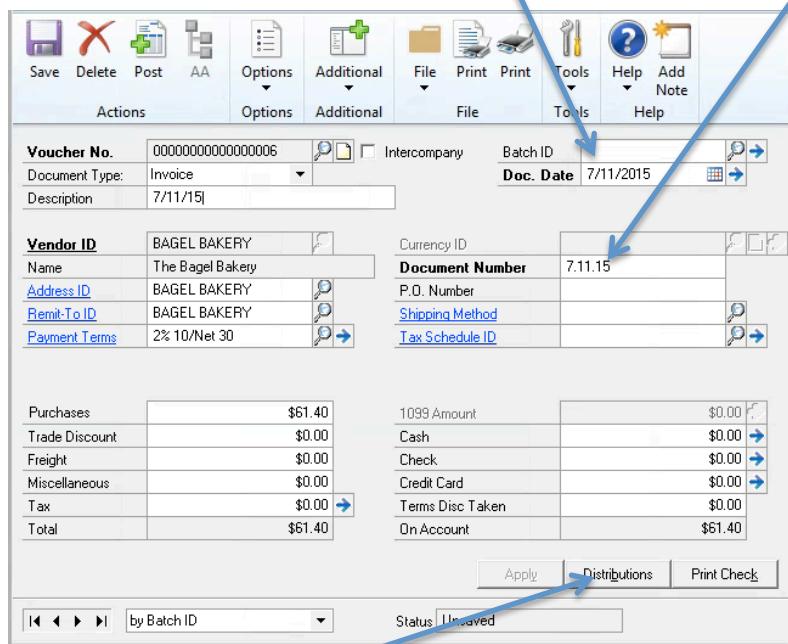
If you want to see what account this is, click the Lookup. Click OK and Post on the Payables Transaction Entry window. Don't worry. We will bill the customer later!

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><u>\$61.40</u></u>

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



The screenshot shows the Microsoft Dynamics GP Voucher Entry window. The 'Doc. Date' field is highlighted with a blue arrow, containing the value '7/11/2015'. The 'Document Number' field is also highlighted with a blue arrow, containing the value '7.11.15'. The window includes sections for Vendor information, Purchase details, and Payment terms, along with buttons for Apply, Distributions, and Print Check.

Click Distributions.

Click OK and then post the invoice.

Enter the next one!

Sale Date: 7/22/15

			<u>Extended</u>
	<u>Unit Price</u>	<u>Quantity</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><u>\$89.25</u></u>

Actions		Options		Additional		File		Tools		Help																																																																																																																																					
Save	Delete	Post	AA	Options	Additional	File	Print	Print	Tools	Help	Add Note																																																																																																																																				
<table border="1"> <tr> <td>Voucher No.</td> <td>000000000000000007</td> <td><input type="button" value=""/></td> <td><input type="button" value=""/></td> <td><input type="checkbox"/></td> <td>Intercompany</td> <td colspan="2">Batch ID</td> <td colspan="2"><input type="text" value=""/></td> <td><input type="button" value=""/></td> <td><input type="button" value=""/></td> </tr> <tr> <td>Document Type:</td> <td>Invoice</td> <td colspan="2"><input type="button" value=""/></td> <td colspan="2"></td> <td colspan="2">Doc. Date</td> <td colspan="2">7/22/2015</td> <td><input type="button" value=""/></td> <td><input type="button" value=""/></td> </tr> <tr> <td colspan="12">Description 7.22.15</td> </tr> <tr> <td colspan="2"> Vendor ID <input type="text" value="BAGEL BAKERY"/> </td> <td colspan="2"> <input type="button" value=""/> </td> <td colspan="2"> Currency ID <input type="text" value="7.22.15"/> </td> <td colspan="2"> <input type="button" value=""/> </td> <td colspan="2"> Document Number <input type="text" value="7.22.15"/> </td> <td colspan="2"> <input type="button" value=""/> </td> </tr> <tr> <td colspan="2"> Name <input type="text" value="The Bagel Bakery"/> </td> <td colspan="2"> <input type="button" value=""/> </td> <td colspan="2"> P.O. Number <input type="text" value=""/> </td> <td colspan="2"> <input type="button" value=""/> </td> <td colspan="2"> Shipping Method <input type="text" value=""/> </td> <td colspan="2"> <input type="button" value=""/> </td> </tr> <tr> <td colspan="2"> Address ID <input type="text" value="BAGEL BAKERY"/> </td> <td colspan="2"> <input type="button" value=""/> </td> <td colspan="2"> Tax Schedule ID <input type="text" value=""/> </td> <td colspan="2"> <input type="button" value=""/> </td> <td colspan="2"> Payment Terms <input type="text" value="2% 10/Net 30"/> </td> <td colspan="2"> <input type="button" value=""/> </td> </tr> <tr> <td colspan="6"> <table border="1"> <tr> <td>Purchases</td> <td>\$89.25</td> </tr> <tr> <td>Trade Discount</td> <td>\$0.00</td> </tr> <tr> <td>Freight</td> <td>\$0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>\$0.00</td> </tr> <tr> <td>Tax</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Total</td> <td>\$89.25</td> </tr> </table> </td> <td colspan="6"> <table border="1"> <tr> <td>1090 Amount</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Cash</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Check</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Credit Card</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Terms Disc Taken</td> <td>\$0.00</td> </tr> <tr> <td>On Account</td> <td>\$89.25</td> </tr> </table> </td> </tr> <tr> <td colspan="12" style="text-align: right;"> <input type="button" value="Apply"/> <input type="button" value="Distributions"/> <input type="button" value="Print Check"/> </td> </tr> <tr> <td colspan="6"> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> by Batch ID <input type="button" value=""/> </td> <td colspan="6"> Status Unsaved </td> </tr> </table>												Voucher No.	000000000000000007	<input type="button" value=""/>	<input type="button" value=""/>	<input type="checkbox"/>	Intercompany	Batch ID		<input type="text" value=""/>		<input type="button" value=""/>	<input type="button" value=""/>	Document Type:	Invoice	<input type="button" value=""/>				Doc. Date		7/22/2015		<input type="button" value=""/>	<input type="button" value=""/>	Description 7.22.15												Vendor ID <input type="text" value="BAGEL BAKERY"/>		<input type="button" value=""/>		Currency ID <input type="text" value="7.22.15"/>		<input type="button" value=""/>		Document Number <input type="text" value="7.22.15"/>		<input type="button" value=""/>		Name <input type="text" value="The Bagel Bakery"/>		<input type="button" value=""/>		P.O. Number <input type="text" value=""/>		<input type="button" value=""/>		Shipping Method <input type="text" value=""/>		<input type="button" value=""/>		Address ID <input type="text" value="BAGEL BAKERY"/>		<input type="button" value=""/>		Tax Schedule ID <input type="text" value=""/>		<input type="button" value=""/>		Payment Terms <input type="text" value="2% 10/Net 30"/>		<input type="button" value=""/>		<table border="1"> <tr> <td>Purchases</td> <td>\$89.25</td> </tr> <tr> <td>Trade Discount</td> <td>\$0.00</td> </tr> <tr> <td>Freight</td> <td>\$0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>\$0.00</td> </tr> <tr> <td>Tax</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Total</td> <td>\$89.25</td> </tr> </table>						Purchases	\$89.25	Trade Discount	\$0.00	Freight	\$0.00	Miscellaneous	\$0.00	Tax	\$0.00 <input type="button" value=""/>	Total	\$89.25	<table border="1"> <tr> <td>1090 Amount</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Cash</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Check</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Credit Card</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Terms Disc Taken</td> <td>\$0.00</td> </tr> <tr> <td>On Account</td> <td>\$89.25</td> </tr> </table>						1090 Amount	\$0.00 <input type="button" value=""/>	Cash	\$0.00 <input type="button" value=""/>	Check	\$0.00 <input type="button" value=""/>	Credit Card	\$0.00 <input type="button" value=""/>	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=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> by Batch ID <input type="button" value=""/>						Status Unsaved					
Voucher No.	000000000000000007	<input type="button" value=""/>	<input type="button" value=""/>	<input type="checkbox"/>	Intercompany	Batch ID		<input type="text" value=""/>		<input type="button" value=""/>	<input type="button" value=""/>																																																																																																																																				
Document Type:	Invoice	<input type="button" value=""/>				Doc. Date		7/22/2015		<input type="button" value=""/>	<input type="button" value=""/>																																																																																																																																				
Description 7.22.15																																																																																																																																															
Vendor ID <input type="text" value="BAGEL BAKERY"/>		<input type="button" value=""/>		Currency ID <input type="text" value="7.22.15"/>		<input type="button" value=""/>		Document Number <input type="text" value="7.22.15"/>		<input type="button" value=""/>																																																																																																																																					
Name <input type="text" value="The Bagel Bakery"/>		<input type="button" value=""/>		P.O. Number <input type="text" value=""/>		<input type="button" value=""/>		Shipping Method <input type="text" value=""/>		<input type="button" value=""/>																																																																																																																																					
Address ID <input type="text" value="BAGEL BAKERY"/>		<input type="button" value=""/>		Tax Schedule ID <input type="text" value=""/>		<input type="button" value=""/>		Payment Terms <input type="text" value="2% 10/Net 30"/>		<input type="button" value=""/>																																																																																																																																					
<table border="1"> <tr> <td>Purchases</td> <td>\$89.25</td> </tr> <tr> <td>Trade Discount</td> <td>\$0.00</td> </tr> <tr> <td>Freight</td> <td>\$0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>\$0.00</td> </tr> <tr> <td>Tax</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Total</td> <td>\$89.25</td> </tr> </table>						Purchases	\$89.25	Trade Discount	\$0.00	Freight	\$0.00	Miscellaneous	\$0.00	Tax	\$0.00 <input type="button" value=""/>	Total	\$89.25	<table border="1"> <tr> <td>1090 Amount</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Cash</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Check</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Credit Card</td> <td>\$0.00 <input type="button" value=""/></td> </tr> <tr> <td>Terms Disc Taken</td> <td>\$0.00</td> </tr> <tr> <td>On Account</td> <td>\$89.25</td> </tr> </table>						1090 Amount	\$0.00 <input type="button" value=""/>	Cash	\$0.00 <input type="button" value=""/>	Check	\$0.00 <input type="button" value=""/>	Credit Card	\$0.00 <input type="button" value=""/>	Terms Disc Taken	\$0.00	On Account	\$89.25																																																																																																												
Purchases	\$89.25																																																																																																																																														
Trade Discount	\$0.00																																																																																																																																														
Freight	\$0.00																																																																																																																																														
Miscellaneous	\$0.00																																																																																																																																														
Tax	\$0.00 <input type="button" value=""/>																																																																																																																																														
Total	\$89.25																																																																																																																																														
1090 Amount	\$0.00 <input type="button" value=""/>																																																																																																																																														
Cash	\$0.00 <input type="button" value=""/>																																																																																																																																														
Check	\$0.00 <input type="button" value=""/>																																																																																																																																														
Credit Card	\$0.00 <input type="button" value=""/>																																																																																																																																														
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=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> by Batch ID <input type="button" value=""/>						Status Unsaved																																																																																																																																									

Actions		View		Additional		File		Tools		Help																																																																																																																																																																																				
	OK		Delete		Default		View		Additional		File		Tools		Help																																																																																																																																																																															
Vendor ID		BAGEL BAKERY				Voucher Number		00000000000000000007																																																																																																																																																																																						
Vendor Name		The Bagel Bakery				Document Type		Invoice																																																																																																																																																																																						
Currency ID						Functional Amount		\$89.25																																																																																																																																																																																						
						Originating Amount		\$0.00																																																																																																																																																																																						
<table border="1"> <tr> <td>Co. ID</td> <td></td> <td>Account</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Type</td> <td>Debit</td> <td>Credit</td> <td></td> </tr> <tr> <td colspan="8">Description</td> <td>Originating Debit</td> <td>Originating Credit</td> <td></td> </tr> <tr> <td colspan="8">Distribution Reference</td> <td colspan="3">Corresp. Co. ID</td> <td></td> </tr> <tr> <td>BB1</td> <td>000-4500-00</td> <td></td> <td>PURCH</td> <td></td> <td></td> <td>\$89.25</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BB1</td> <td>000-2110-00</td> <td></td> <td>AVAIL</td> <td></td> <td></td> <td>\$0.00</td> <td></td> <td>\$1.79</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BB1</td> <td>000-2100-00</td> <td></td> <td>PAY</td> <td></td> <td></td> <td>\$0.00</td> <td></td> <td>\$87.46</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>-</td> <td>-</td> <td></td> <td></td> <td></td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td colspan="8">Functional Totals</td> <td>\$89.25</td> <td>\$89.25</td> <td></td> <td></td> </tr> <tr> <td colspan="8">Originating Totals</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Rates</td> <td colspan="10"></td> <td></td> </tr> <tr> <td colspan="12"></td> <td>Redisplay</td> </tr> </table>										Co. ID		Account						Type	Debit	Credit		Description								Originating Debit	Originating Credit		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	\$89.25			Originating Totals								\$0.00	\$0.00			Rates																									Redisplay
Co. ID		Account						Type	Debit	Credit																																																																																																																																																																																				
Description								Originating Debit	Originating Credit																																																																																																																																																																																					
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	\$89.25																																																																																																																																																																																					
Originating Totals								\$0.00	\$0.00																																																																																																																																																																																					
Rates																																																																																																																																																																																														
												Redisplay																																																																																																																																																																																		

Last one!

Sale Date: 7/30/15

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended</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><u>\$87.75</u></u>

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

Voucher No. 0000000000000008 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

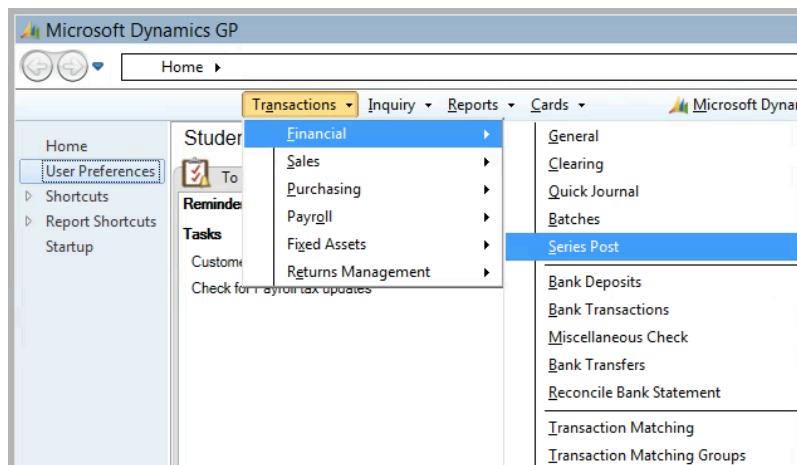
Tax \$0.00 **Terms Disc Taken** \$0.00

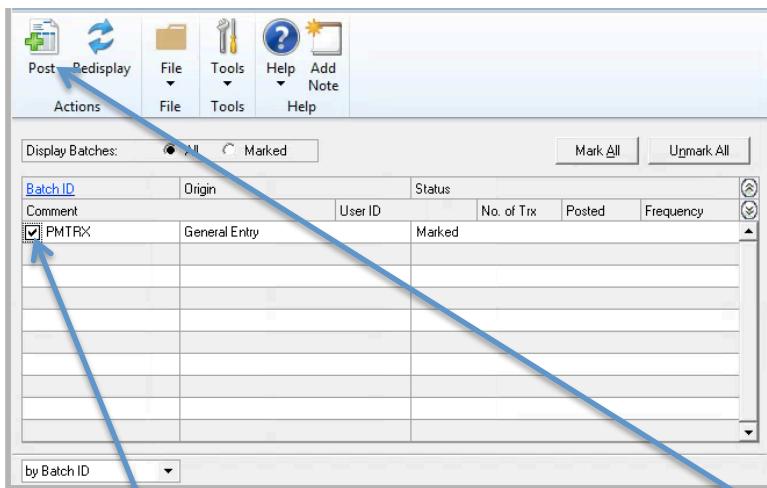
Total \$87.75 **On Account** \$87.75

by Batch ID Status: Unsaved

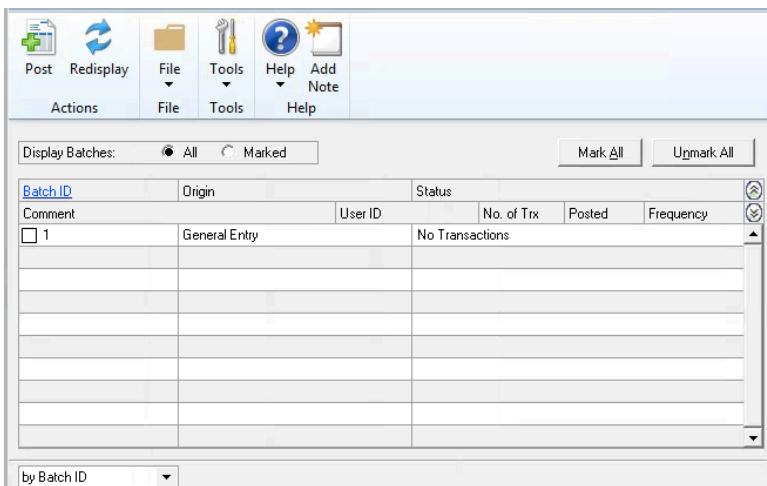
We're done! Close the Payables Transaction Entry window! Print the invoices if you want or hit Cancel.

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



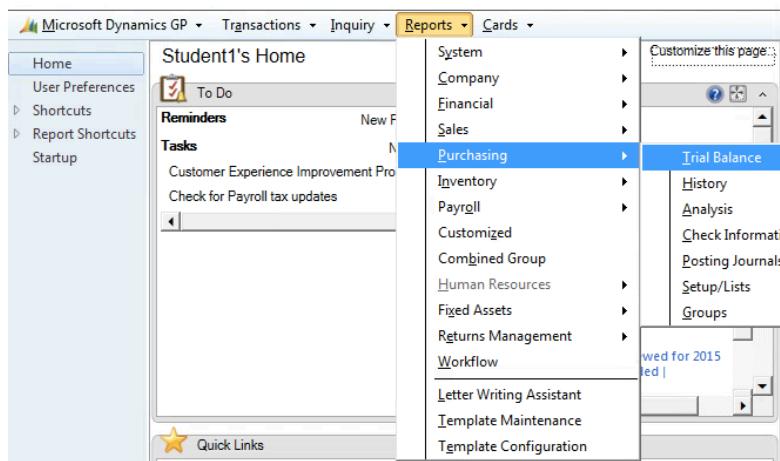


Click to check the box of what you want to post and click Post. Print or Cancel.

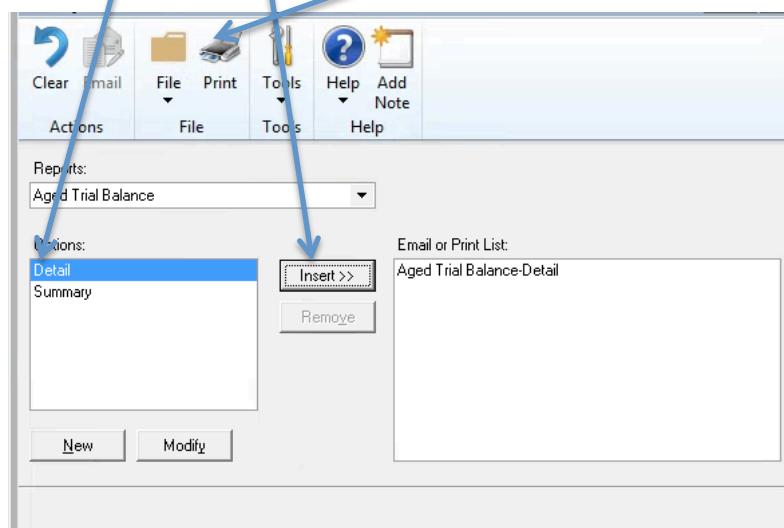


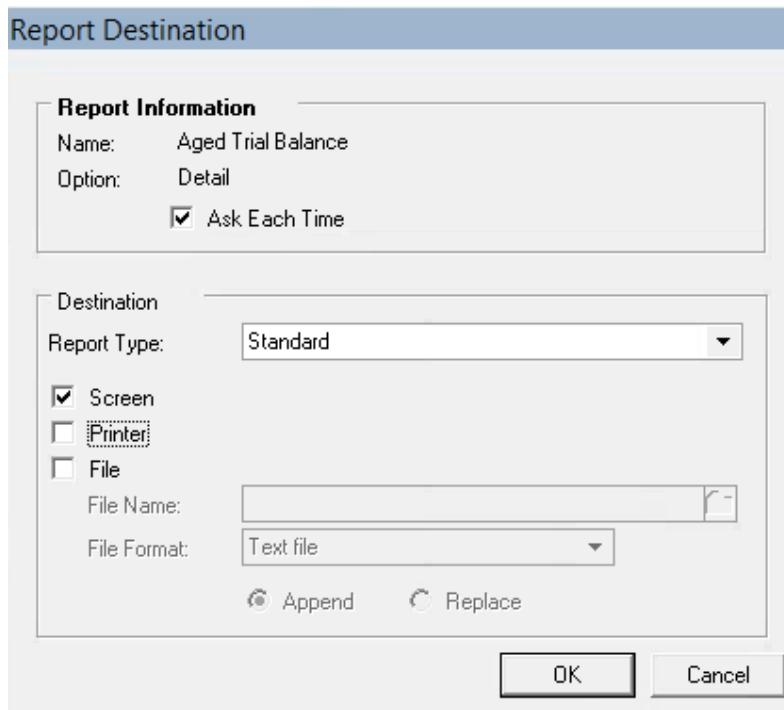
They are gone! Close this window.

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



Click Detail and Insert, then Print





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

AGED TRIAL BALANCE									
Brenda's Bagels Inc. 1									
Payables Management									
Ranges:									
Vendor ID:	First - Last	User-Defined 1:	First - Last						
Vendor Class:	First - Last	Posting Date:	First - Last						
Payment Priority:	First - Last	Document Number:	First - Last						
Vendor Name:	First - Last								
* - Indicates an unposted credit document that has been applied.									
Vendor ID: BAGEL BAKERY	Name: The Bagel Bakery	Class ID: STANDARD							
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff	Current Period
Payment No.									
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			
Due									
Voucher(s):	4	Aged Totals:	\$276.15		\$0.00				
Vendor ID: BEST BUY	Name: Best Buy	Class ID: STANDARD							
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff	Current Period
Payment No.									
00000000000000000001	147363	INV	7/7/2015	7/31/2015	\$2,137.98	7/11/2015			
Due									
Voucher(s):	1	Aged Totals:	\$2,137.98		\$0.00				
Vendor ID: GEORGE NIGHT	Name: George Night, CPA	Class ID: STANDARD							
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff	Current Period
Payment No.									
00000000000000000002	BBG1	INV	7/1/2015	7/31/2015	\$3,000.00	7/11/2015			
Due									
Voucher(s):	1	Aged Totals:	\$3,000.00		\$0.00				
Vendor ID: HENRY'S	Name: Henry's Used Cars	Class ID: STANDARD							
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Disc Date	Disc Avail	Writeoff	Current Period
Payment No.									
00000000000000000003	BBT1.15	INV	7/7/2015	7/31/2015	\$2,400.00				
Due									
Voucher(s):	1	Aged Totals:	\$2,400.00		\$0.00				
Vendor ID: OFFICE DEPOT	Name: Office Depot	Class ID: STANDARD							

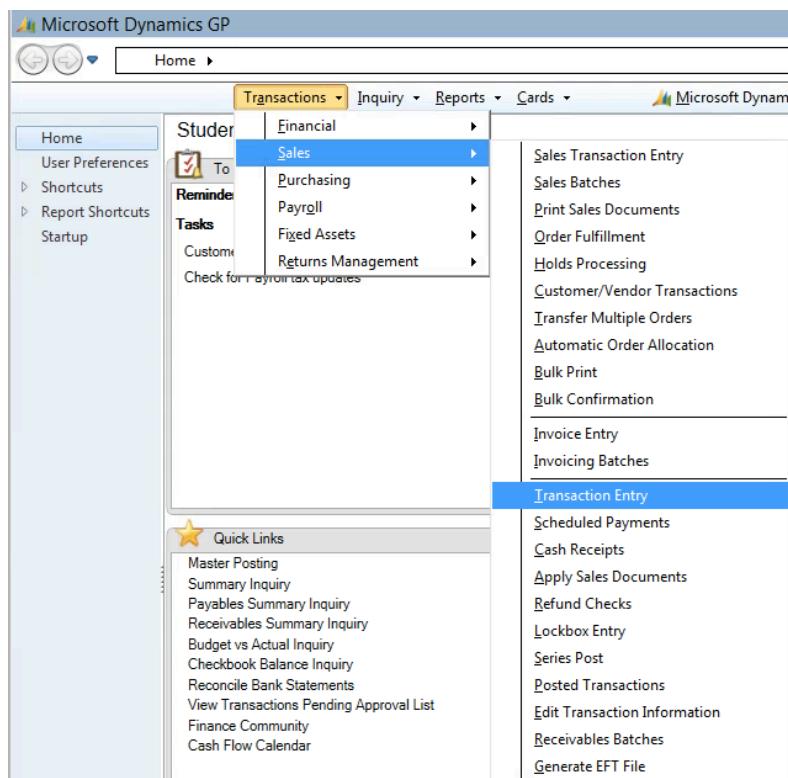
Lab 4.2 Assignment Deliverable

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

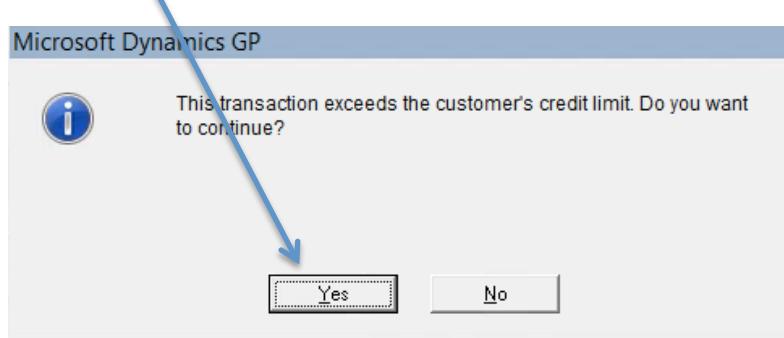
	<u>Quantity</u>	<u>Selling Price</u>	<u>Extended Selling Price</u>
Blueberry Bagel	15	\$1.50	\$22.50
Chocolate Chip Bagel	20	\$1.75	\$35.00
Cinnamon Bagel	18	\$1.50	\$27.00
Plain Bagels	36	\$1.25	\$45.00
Whole Wheat Bagel	24	\$1.35	\$32.40
			<u><u>\$161.90</u></u>

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

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.

OK	Delete	Default	View	Additional	File	Tools	Help	Add Note	
Actions		View		Additional		Tools		Help	
Customer ID	JOES CATERING			Document No.	SALES000000000001				
Name	Joe's Catering			Document Type	Sales / Invoices				
Currency ID				Functional Amount	\$161.90				
				Originating Amount	\$0.00				
<u>Account</u>				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.



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>Quantity</u>	<u>Selling Price</u>	<u>Extended Selling 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
			\$260.50

And another one!

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

	<u>Quantity</u>	<u>Selling Price</u>	<u>Extended Selling 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
			\$381.00

And one more!

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

	<u>Quantity</u>	<u>Selling Price</u>	<u>Extended Selling 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><u>\$371.00</u></u>

Document Type: Sales / Invoices
Number: SALES000000000004
Description:

Customer ID: BETH'S
Name: Beth's Bath World
Address ID: BETHS
Salesperson ID:
Territory ID:

Cost: \$0.00 **Sales:** \$371.00 **Trade Discount:** \$0.00 **Freight:** \$0.00 **Miscellaneous:** \$0.00 **Tax:** \$0.00 **Total:** \$371.00

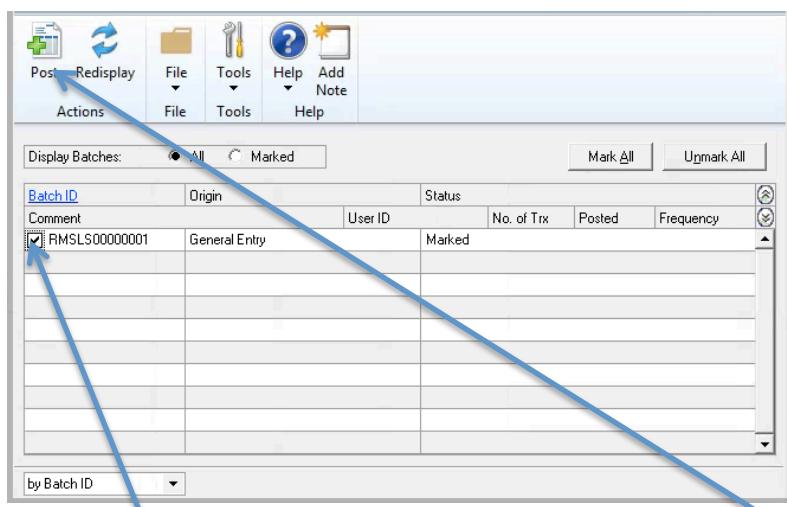
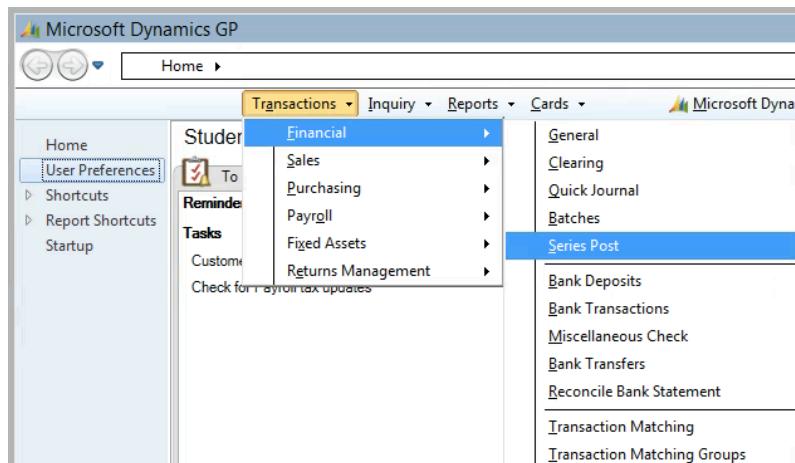
Cash: \$0.00 **Check:** \$0.00 **Credit Card:** \$0.00 **Terms Disc Taken:** \$0.00 **On Account:** \$371.00

Customer ID: BETH'S **Document No.:** SALES000000000004
Name: Beth's Bath World **Document Type:** Sales / Invoices
Currency ID:

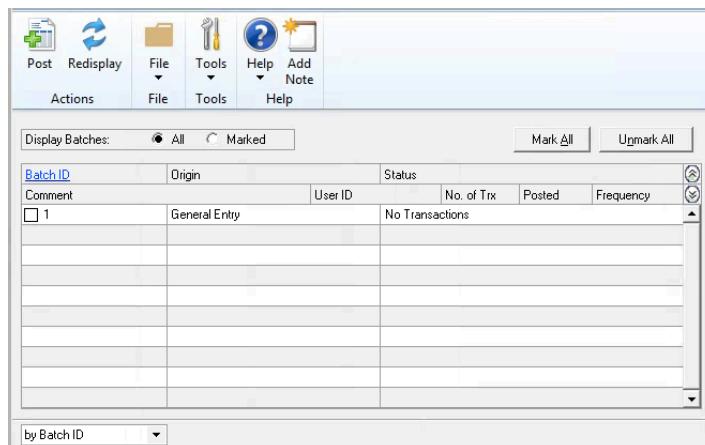
Account	Type	Debit	Credit
000-4100-00	SALES	\$0.00	\$371.00
000-2100-00	AVAIL	\$7.42	\$0.00
000-1200-00	RECV	\$363.58	\$0.00
- - -		\$0.00	\$0.00
Functional Totals		\$371.00	\$371.00
Originating Totals		\$0.00	\$0.00

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

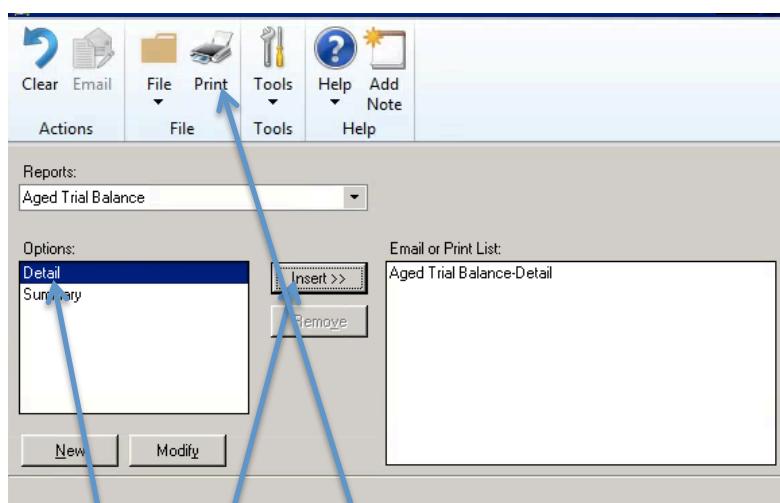
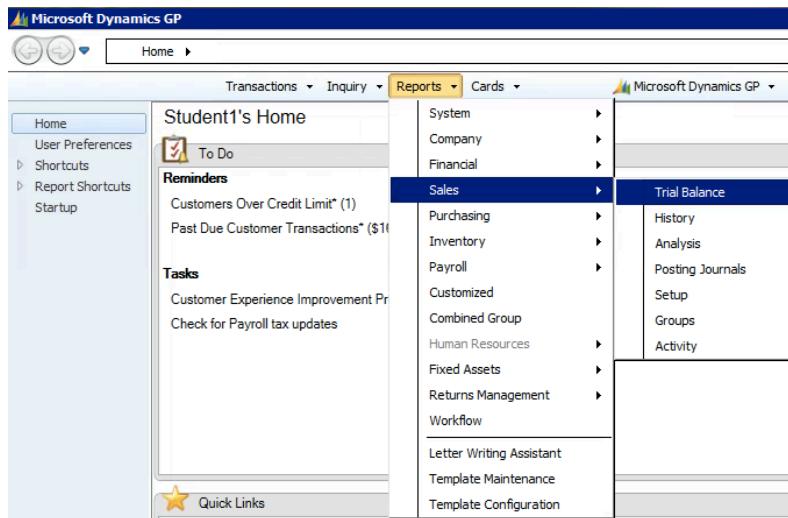
Let's post to the General Ledger! Click Transactions>Financial>Series Post



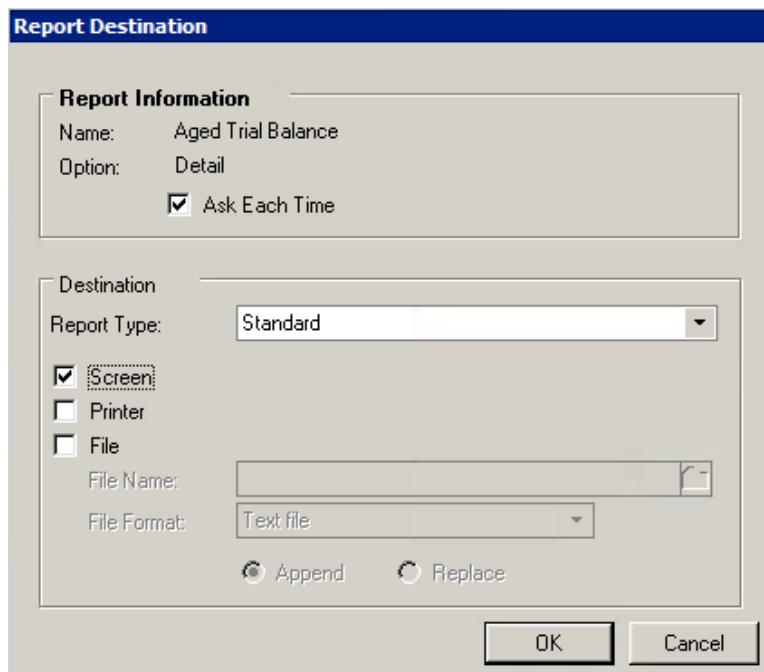
Click to check the box of what you want to post and click Post. Print or Cancel. Their gone! Close this window.



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



Click Detail, Insert, and Print.



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

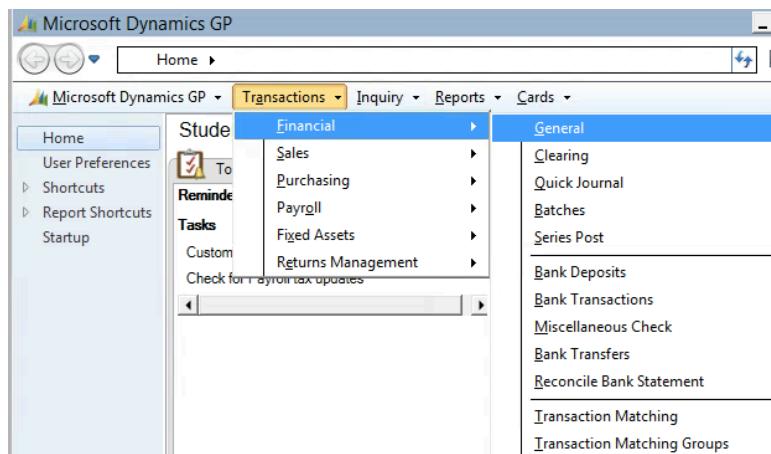
Lab 4.4.1 Enter Payroll

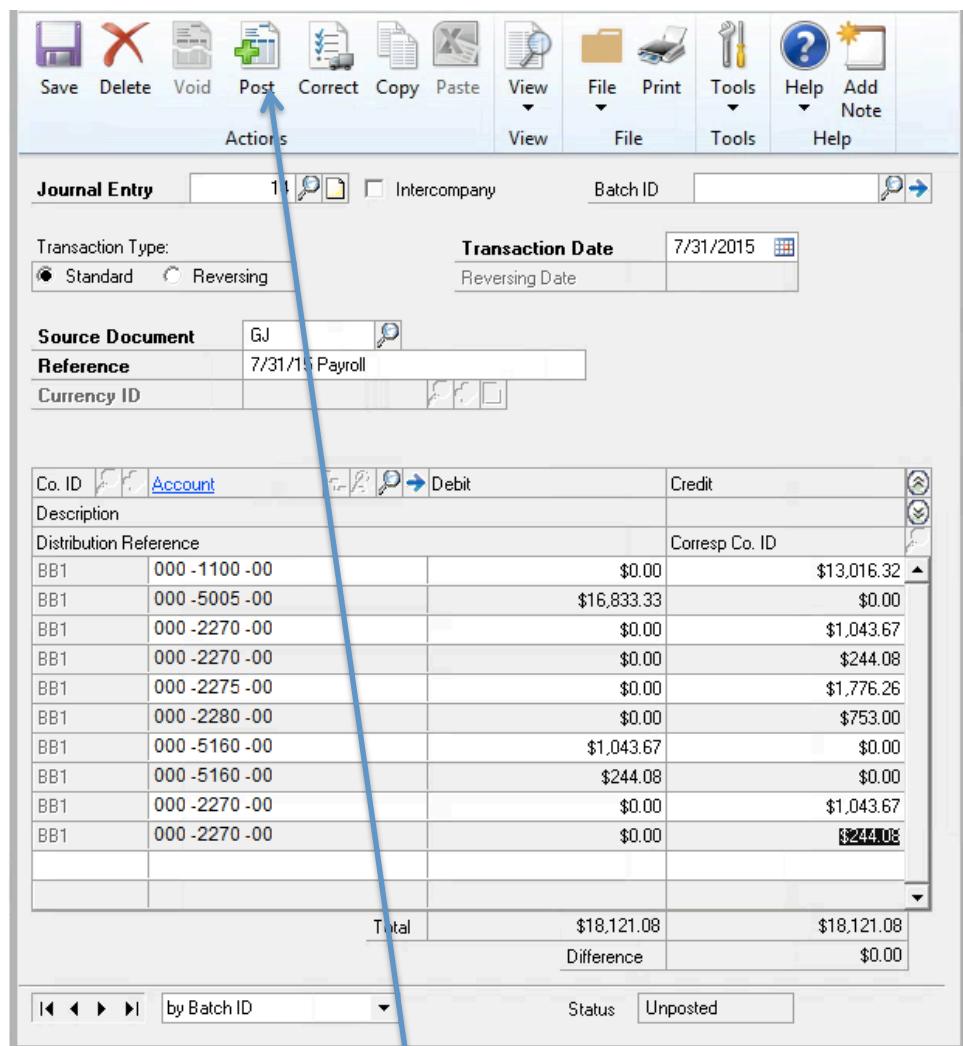
Brenda's uses a payroll service, and this is the report that we will use to pay the employees:

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

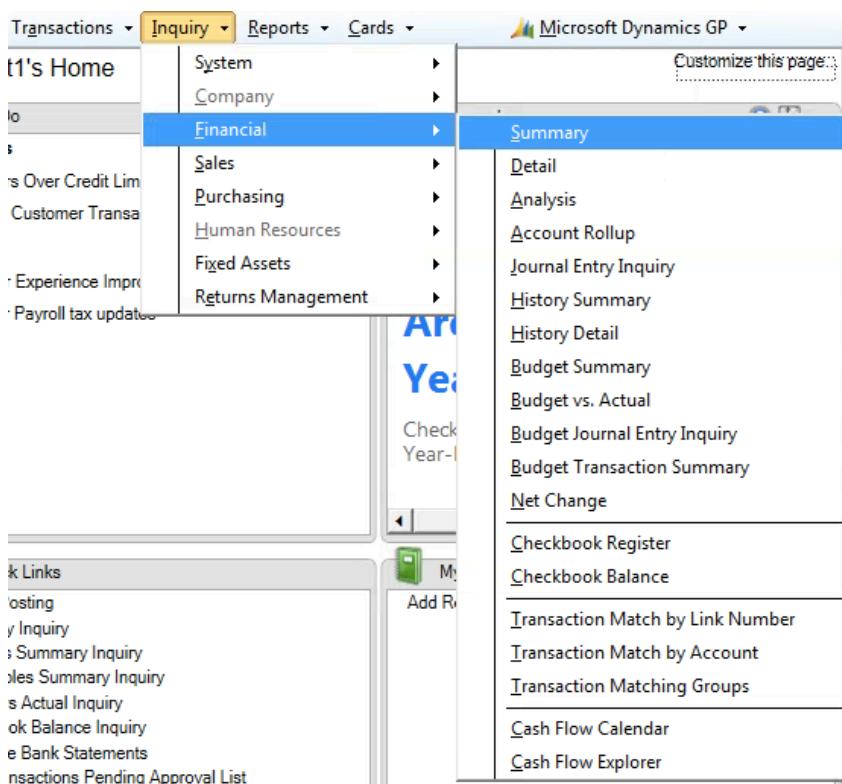
Let's enter the payroll journal entry. Click Transactions>Financial>General





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 Flow Explorer' report for account 000-1100-00. The report displays a 12-month history of debits and credits. The table has 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 debits and \$0.00 credits, resulting in a total debit of \$25,000.00 and a total credit of \$13,016.32, with a final balance of \$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!