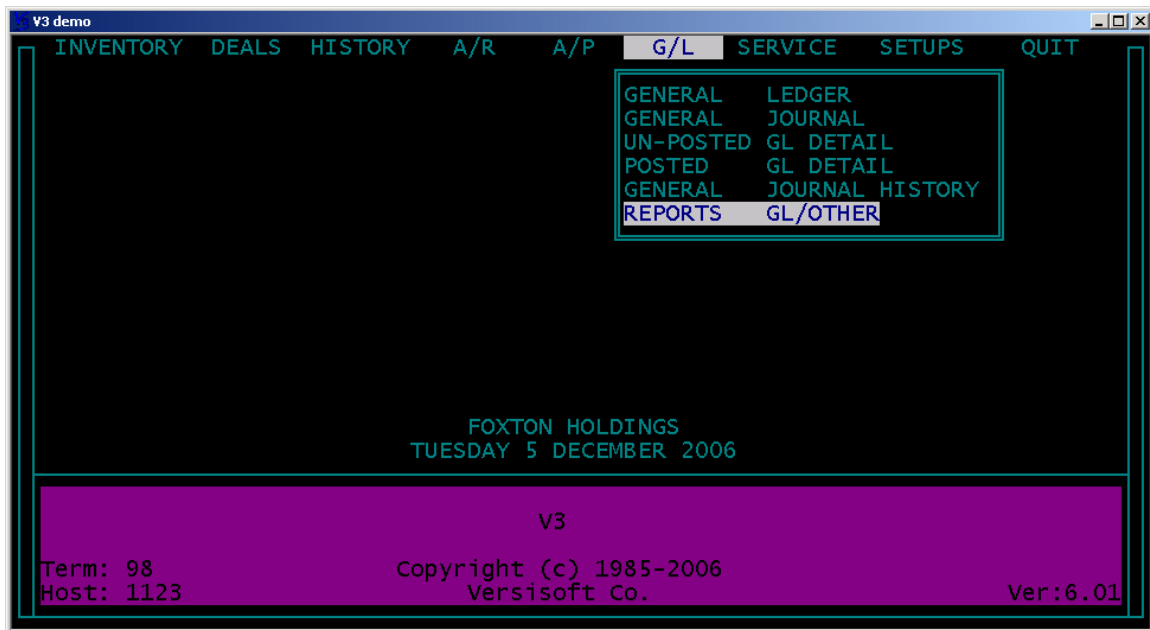




GENERAL LEDGER OVERVIEW AND HOW TO GET STARTED

The software comes with an integrated accounting package eliminating double entry processes. The system requires a degree of understanding of accounting to use and may require GL Training classes. To begin utilization the GL software already at your fingertips true beginning balances for all the balance sheet accounts will be required. Therefore, it is best to begin utilization of the GL at a new period or with a new company, however this is generally not the case. If you have been using the V3 software for some time and are now wanting to utilize the GL there will be some cleanup work to do before you may proceed. All the modules (A/R, A/P, Inventory, Checkbooks, etc) journals must be accurate and match the beginning balances to start with.



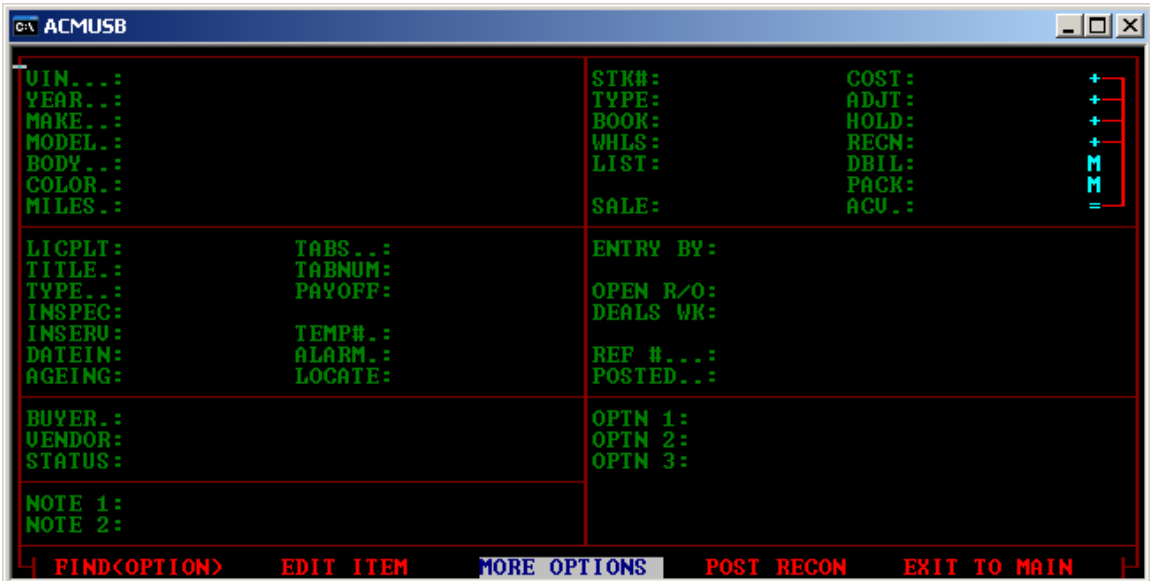
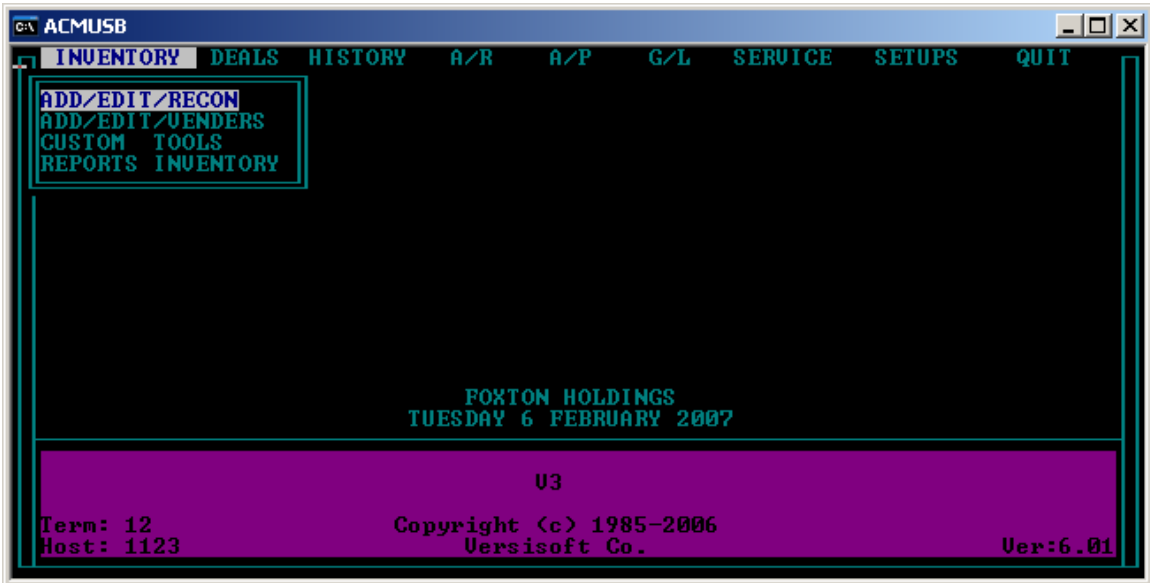
The basic flow of the GL is that as you post a vehicle to INVENTORY the Inventory account #1300 will be debited and the corresponding A/P #2000-2999 will be created and credited. As the bills get paid the A/P #2000-2999 will be debited and the Checking account #1020-1026 will be credited. As deals are posted and closed to the History module the corresponding accounting is posted as per the workbench setups. All entries are posted to the UN-posted GL Detail file. Only entries matching the period open will be posted through to the POSTED GL Detail file. This allows for post-ahead transactions and or will hold entries that may have been posted in error to the wrong year for example.

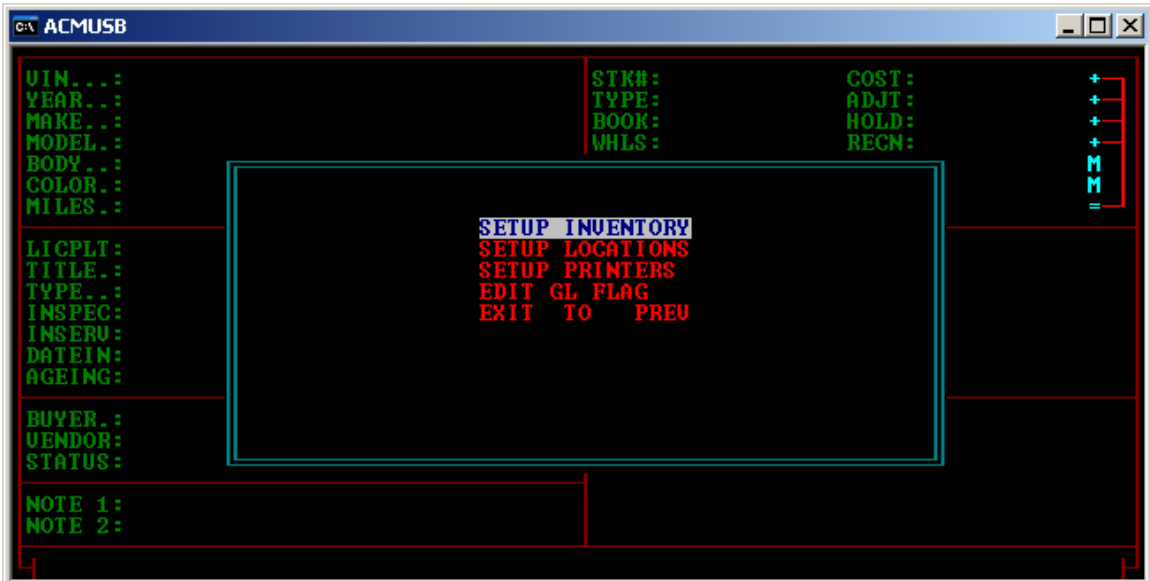
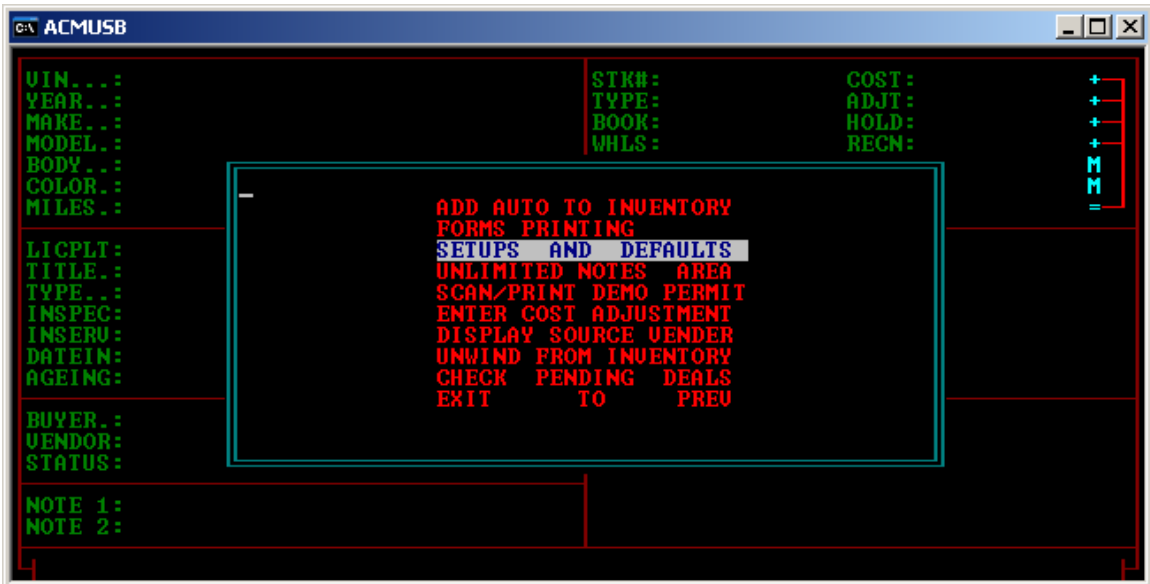
The month end procedures involve printing current Inventory, A/R reports and financials and reconciling the accounts. There are no purging procedures until year end. All sales reports may be printed at any time because they are all “sold date” driven.

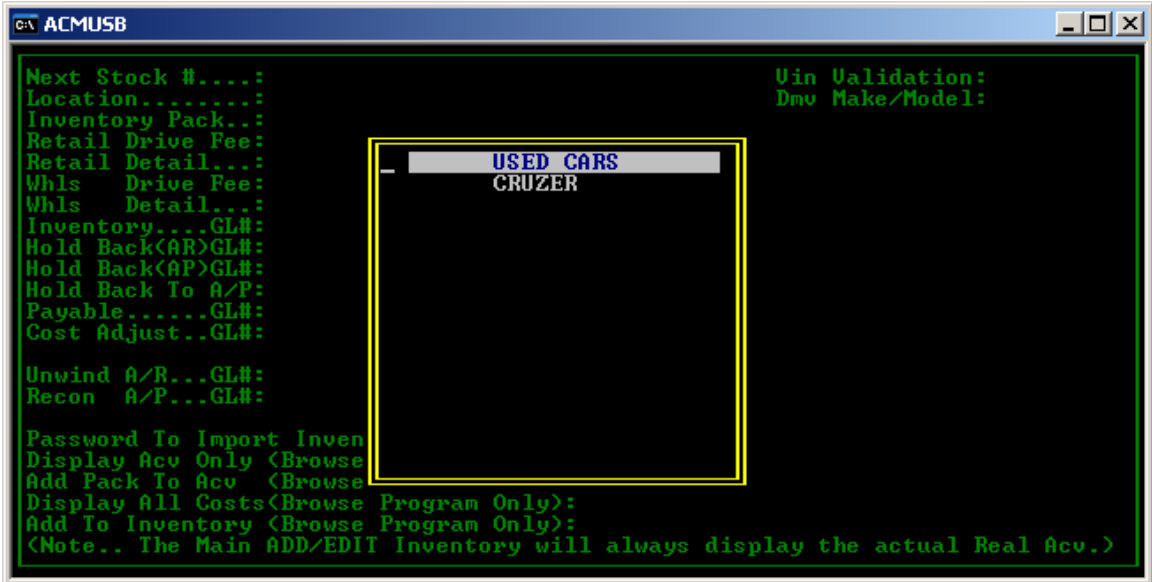
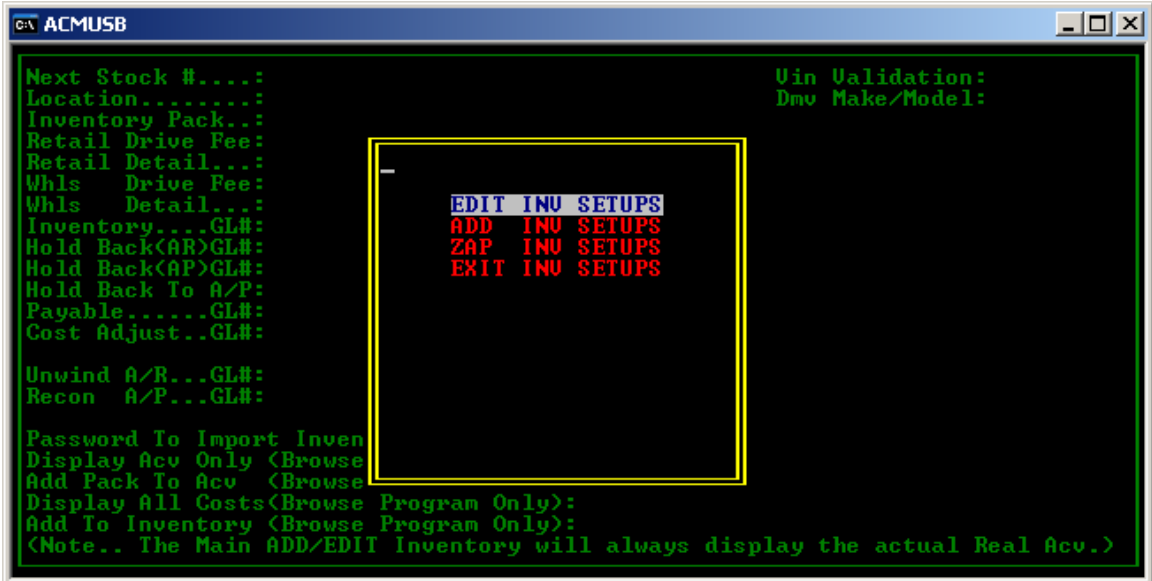
TIPS ON GETTING STARTED:

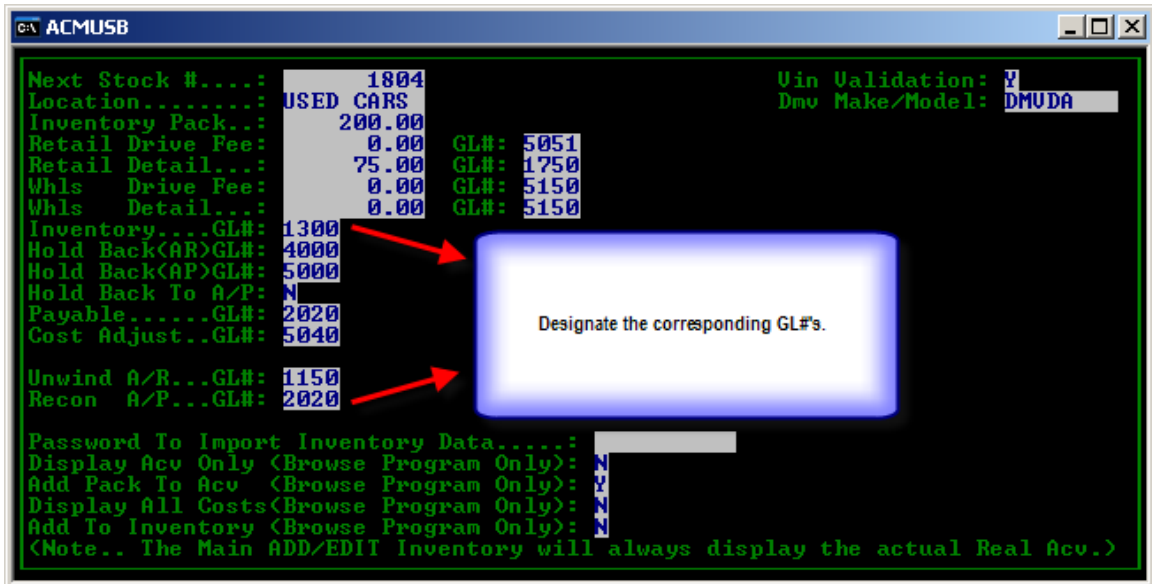
- 1) Setup Chart of Accounts (COA) through the GENERAL LEDGER SECTION OF THE MANUAL.
- 2) Go through module setups and modify GL numbers as per COA.

Inventory Module



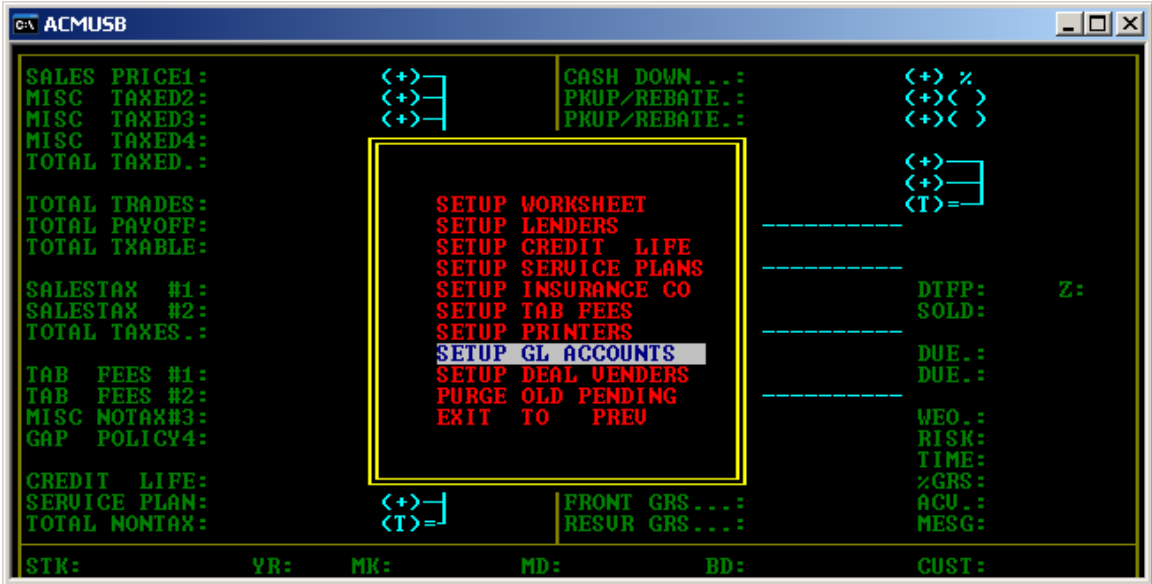
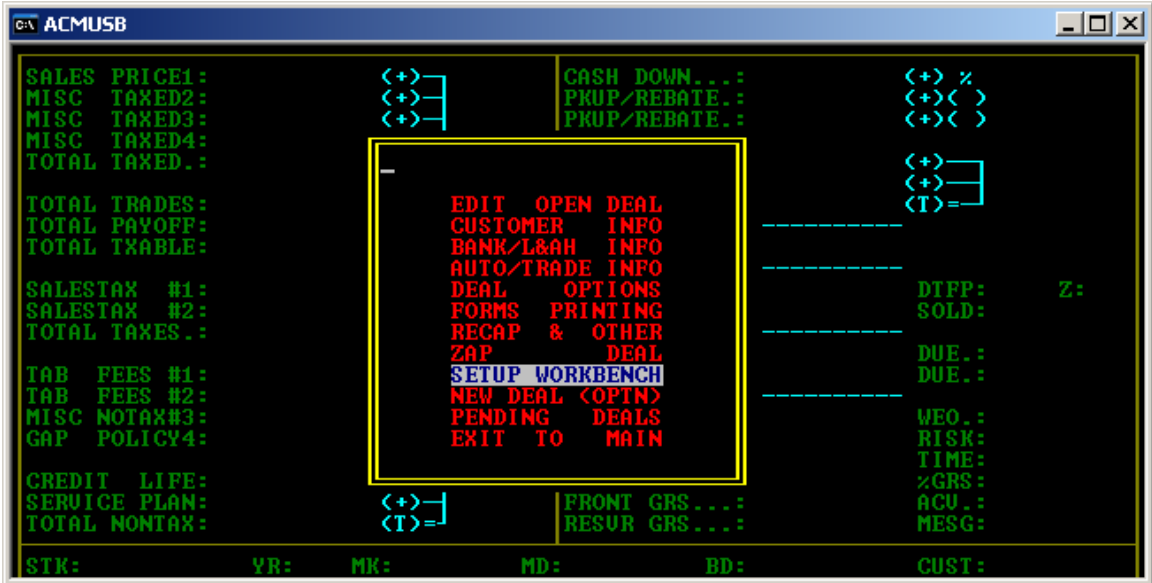


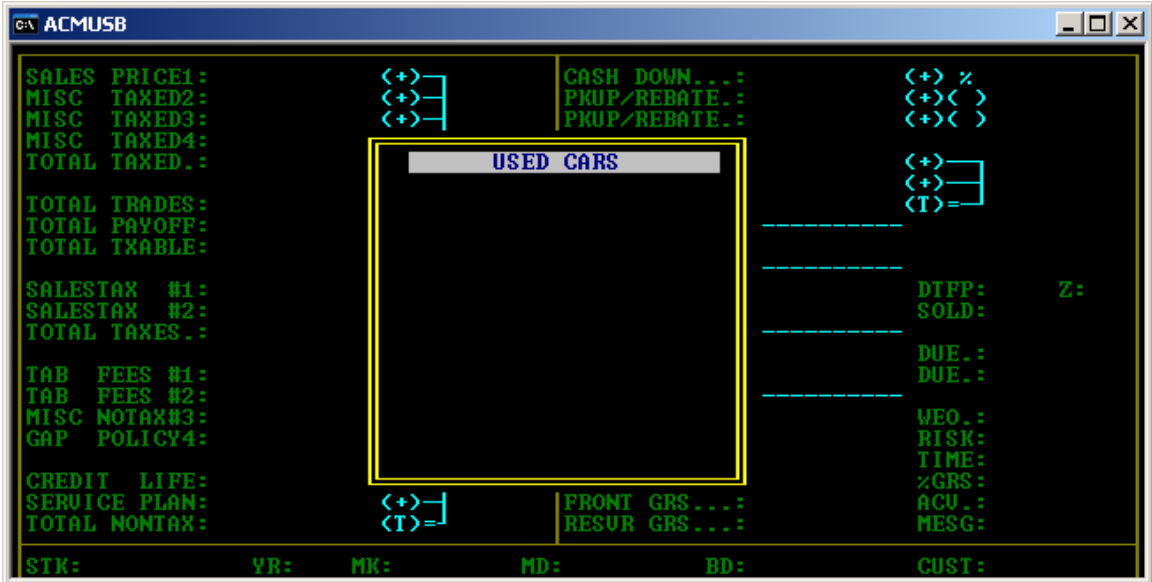
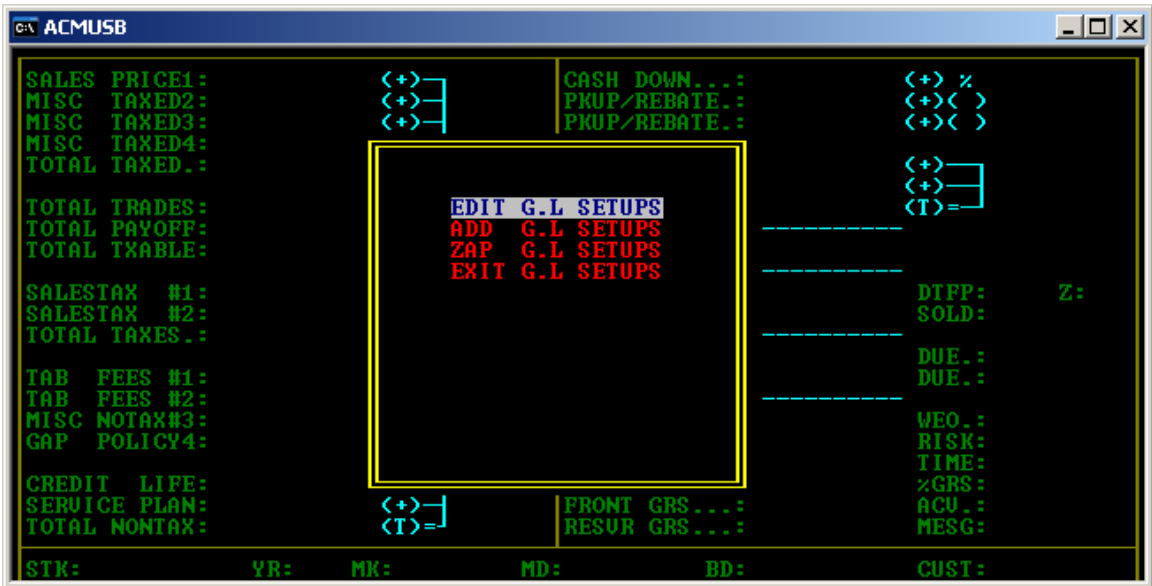


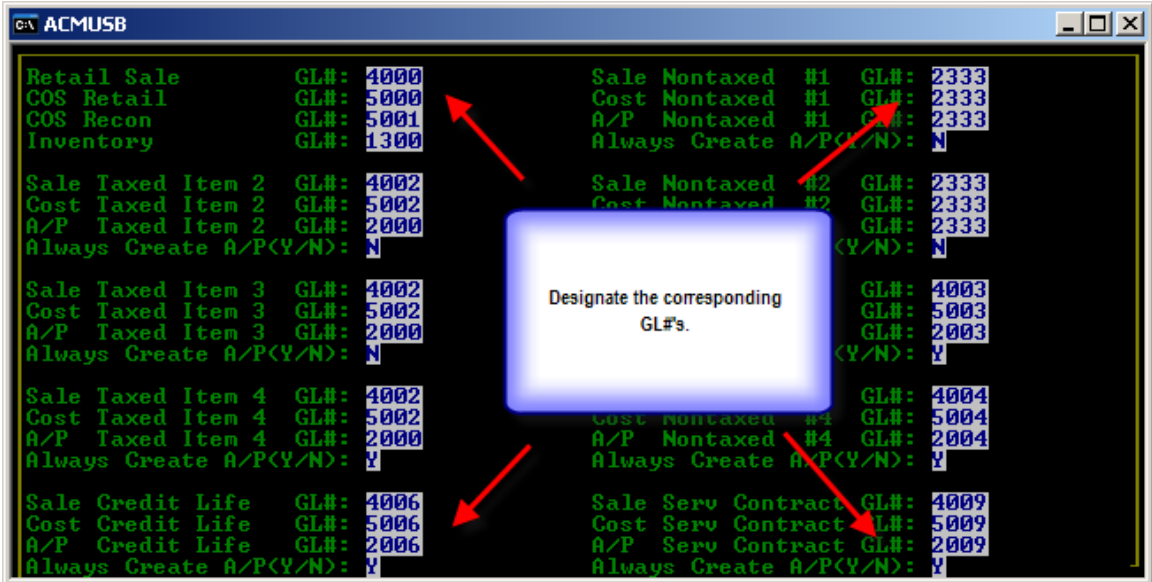
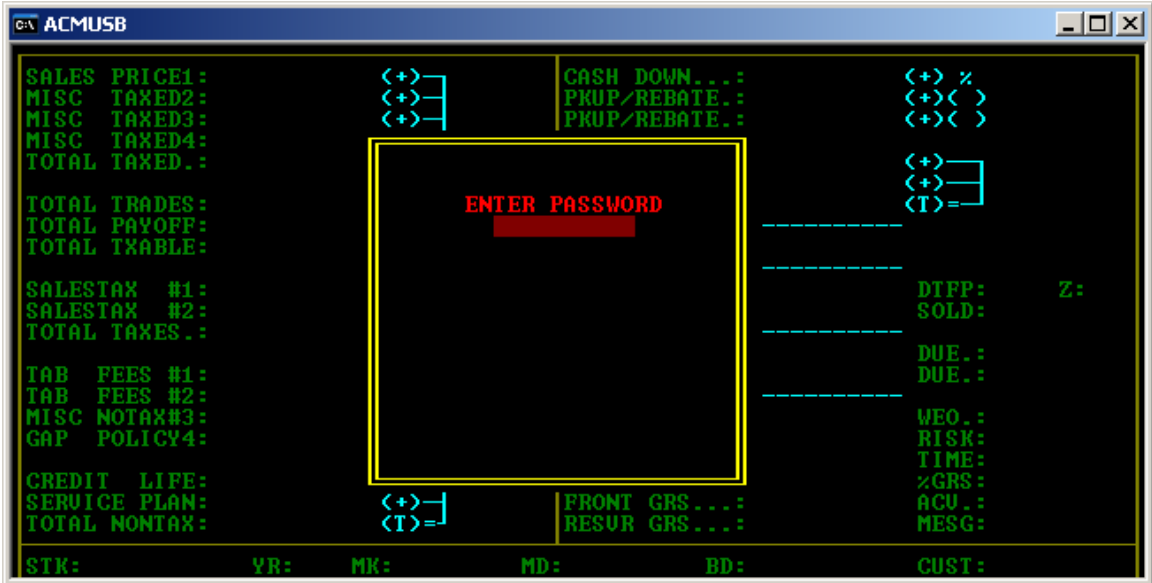


WORKBENCH

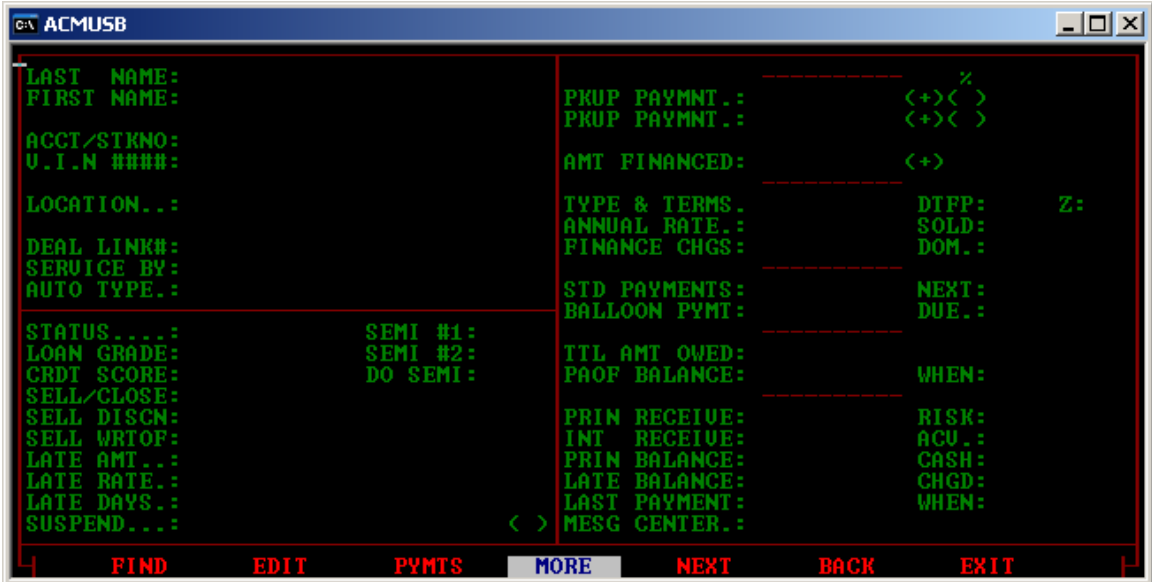
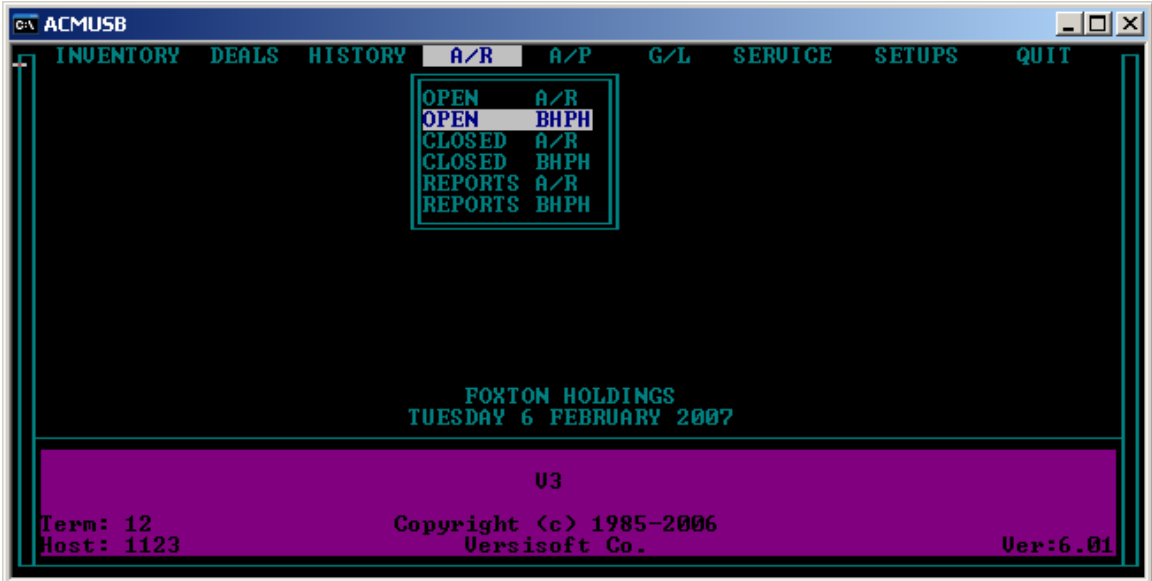


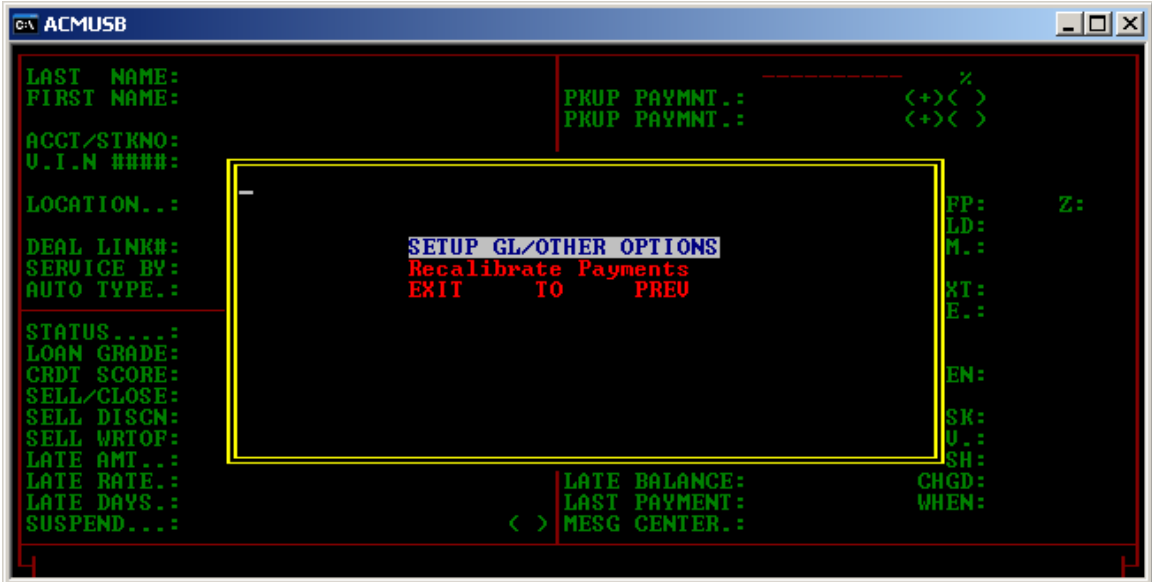
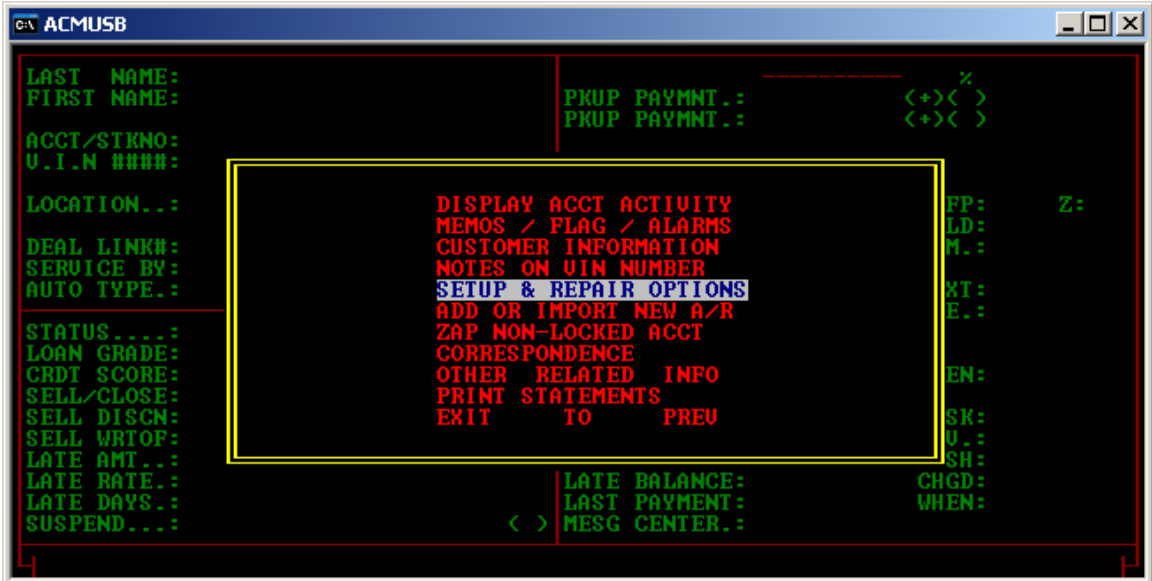


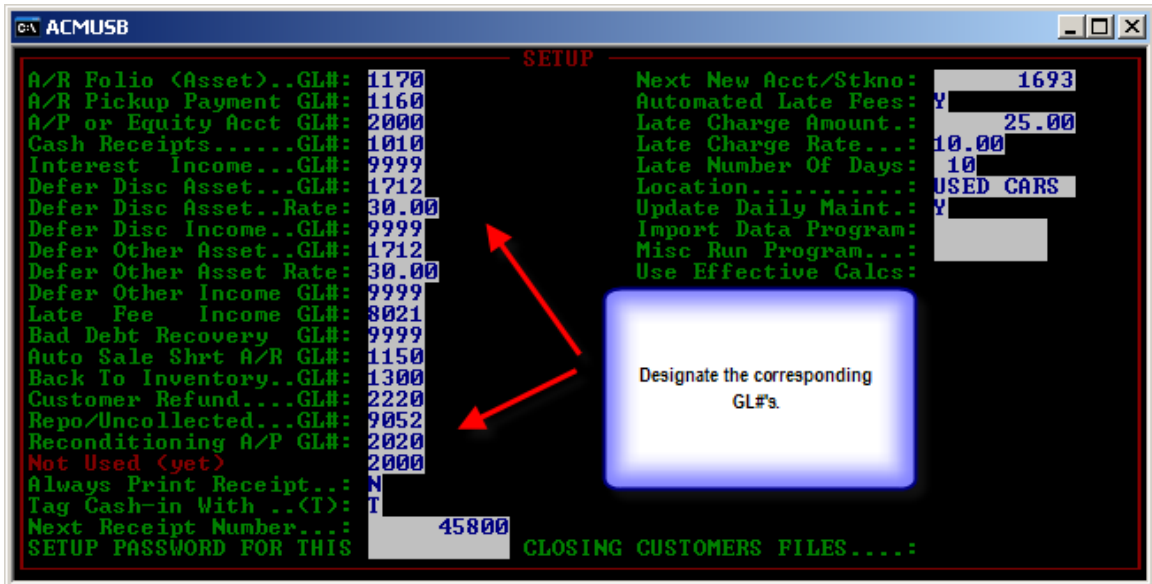




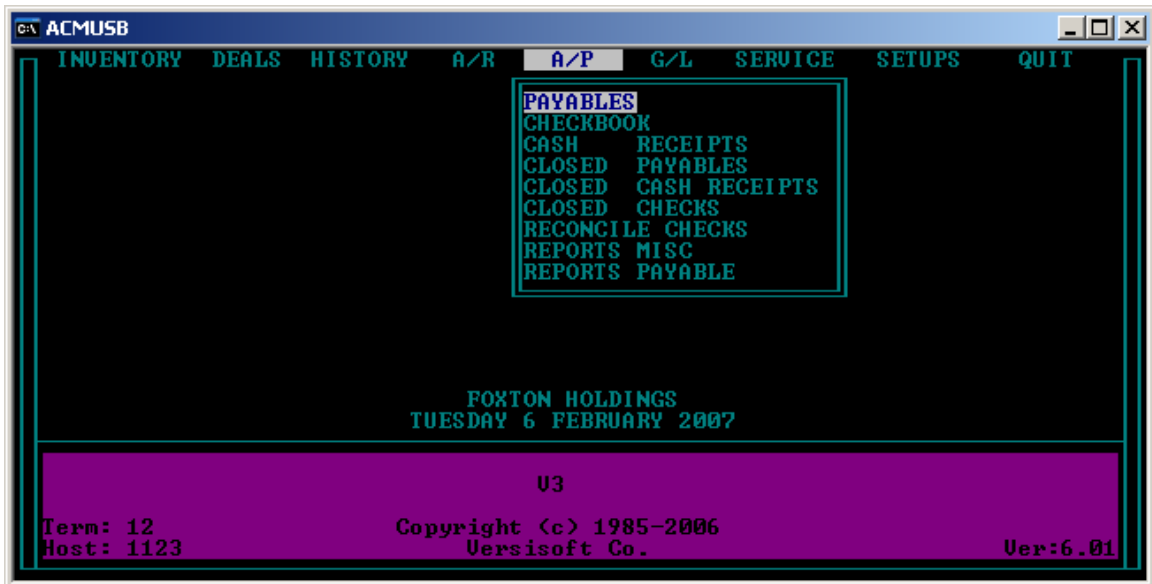
BHPH IN-HOUSE A/R







PAYABLES



CA ACMUSB

NAME :	STKNO . . . :
ADDRESS . . :	INVOICE# :
CITY :	P/ORDER# :
STATE :	LOCATION :
ZIP :	
CONTACT . . :	UIN REF . . :
WORK PH . . :	LIC REF . . :
DATE IN . . :	REF ### . . :
DATE DUE :	
CLOSED . . . :	N1 :
CHECK # . . :	N2 :
CLOSER . . . :	N3 :
	N4 :

DEBIT #1 :	AMT :	<+>	INU AMT :	<+>
DEBIT #2 :	AMT :	<->	PAID AMT :	<->
DEBIT #3 :	AMT :	<+>		
DEBIT #4 :	AMT :	<+>		
DEBIT #5 :	AMT :	<+>		
CREDIT # :	AMT :	<S>	BALANCE :	<->

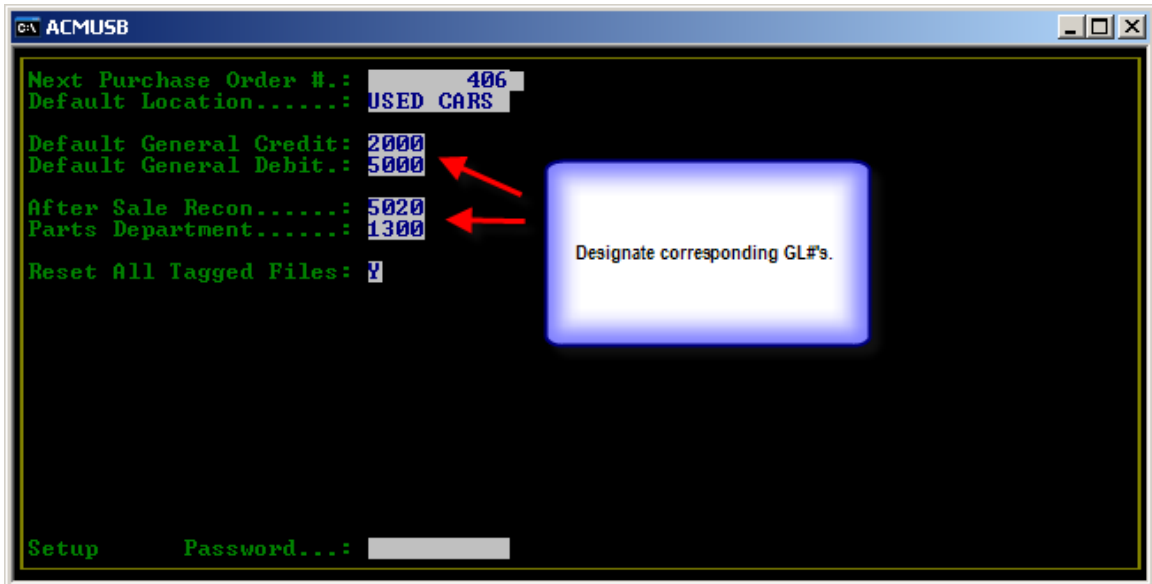
FIND(OPTION) EDIT ITEM MORE OPTIONS CHECK-BOOK EXIT TO MAIN

CA ACMUSB

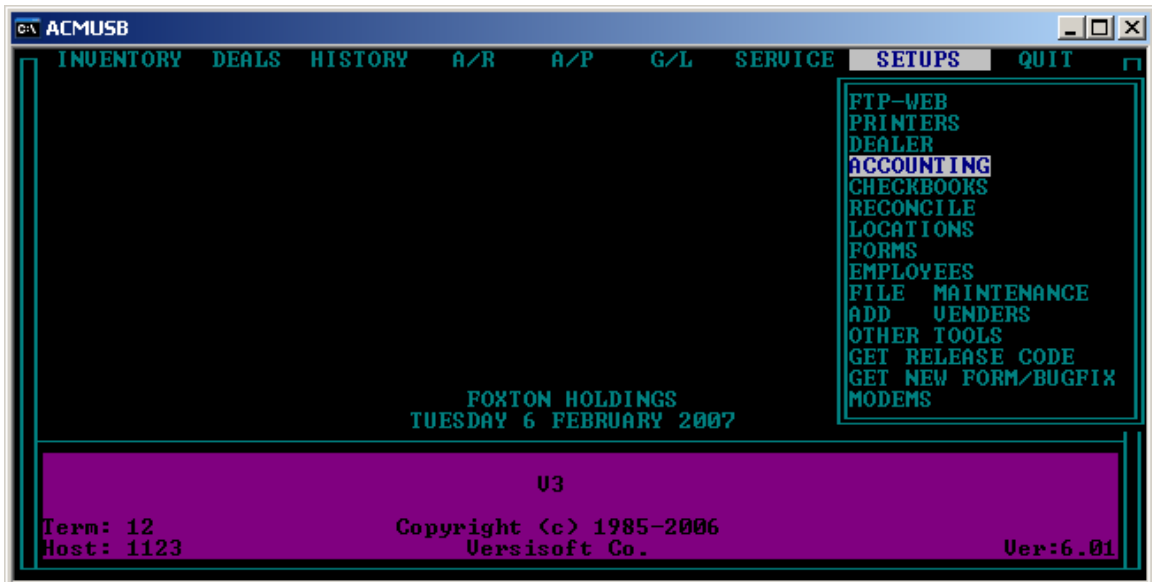
NAME :	STKNO . . . :
ADDRESS . . :	INVOICE# :
CITY :	P/ORDER# :
STATE :	
ZIP :	
CONTACT . . :	
WORK PH . . :	
DATE IN . . :	
DATE DUE :	
CLOSED . . . :	
CHECK # . . :	
CLOSER . . . :	

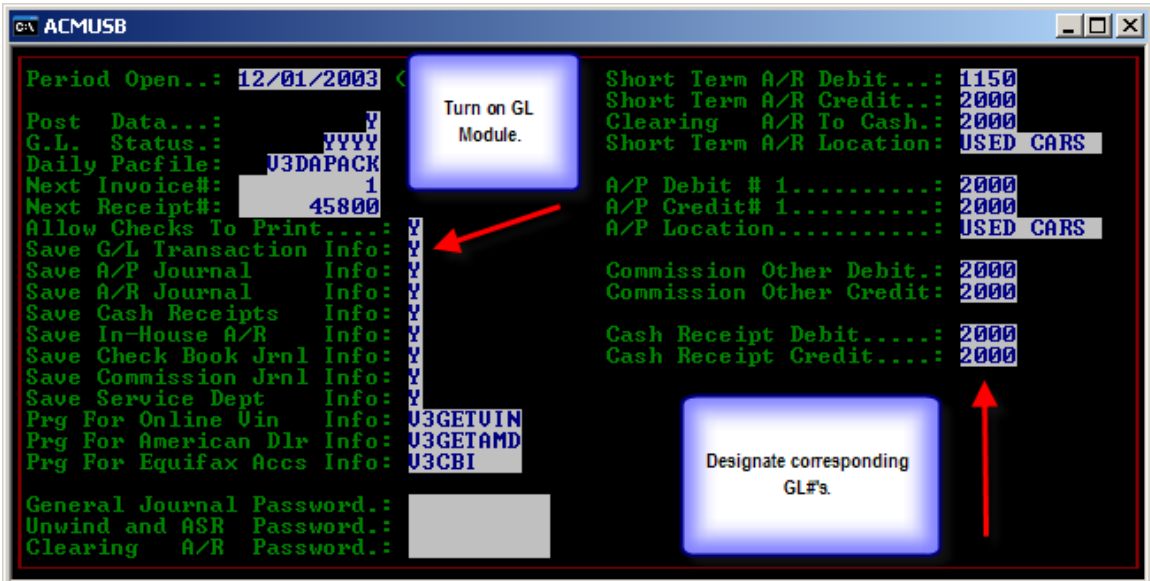
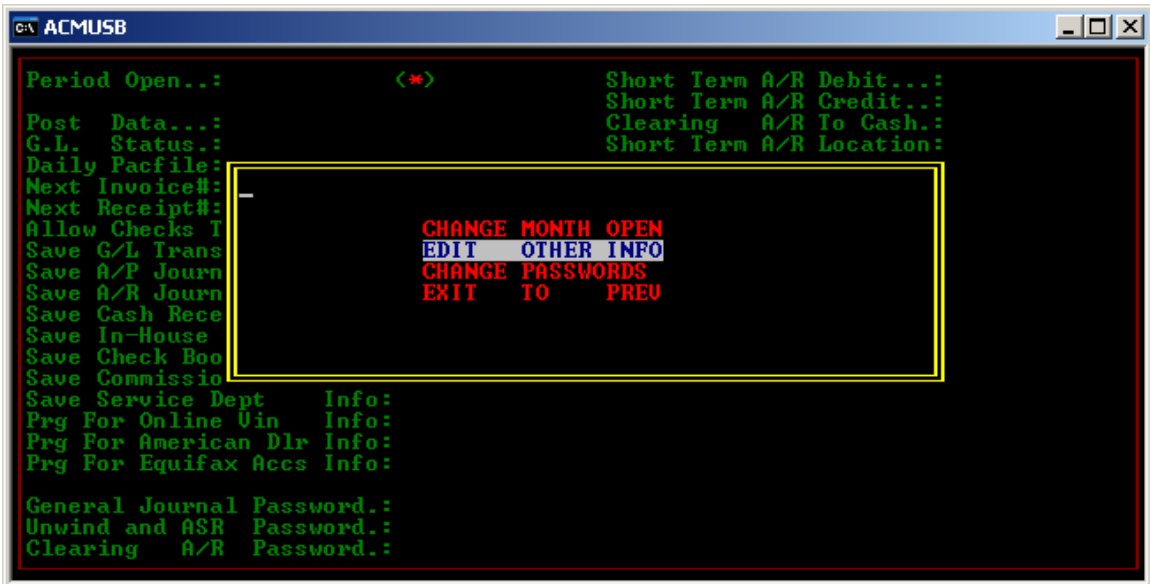
ADD A NEW PAYABLE
TAG(T) PAYABLES
RESERVED
SETUP PAYABLES
EXIT TO PREVIOUS

DEBIT #1 :	AMT :	<+>	PAID AMT :	<->
DEBIT #2 :	AMT :	<+>		
DEBIT #3 :	AMT :	<+>		
DEBIT #4 :	AMT :	<+>		
DEBIT #5 :	AMT :	<+>		
CREDIT # :	AMT :	<S>	BALANCE :	<->

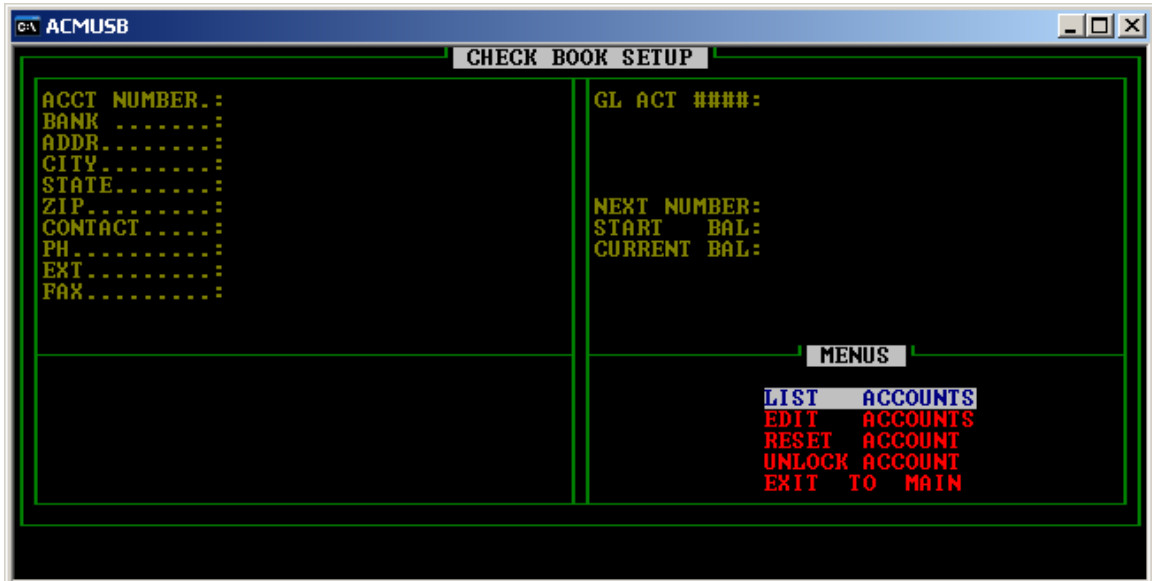
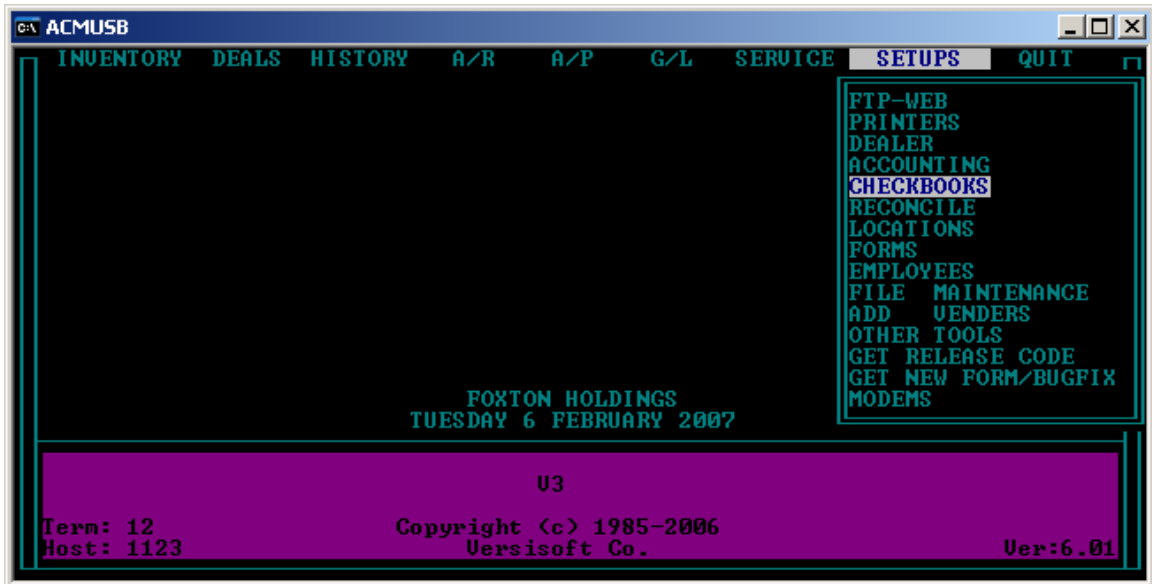


ACCOUNTING SETUP





CHECKBOOKS



CA ACMUSB

CHECK BOOK SETUP

ACCT NUMBER.:
BANK

GL ACT #####:

ACTUAL BANK NAME	ACM ACCOUNT NAME	CURRENT BAL
MAIN BANK ACCOUNT	CASH ACCOUNT <BANK #1>	54904.40
U.S. BANK	CASH ACCOUNT <BANK #2>	-6750.00
KEYBANK	CASH ACCOUNT <BANK #3>	48900.00
BANK AMERICA	CASH ACCOUNT <BANK #4>	5.00
NOT SETUP	CASH ACCOUNT <BANK #5>	0.00
AMERICAN EXPRESS	CASH ACCOUNT <BANK #6>	0.00

CA ACMUSB

CHECK BOOK SETUP

ACCT NUMBER.: 5552226666777
BANK

GL ACT #####: 1024
CASH ACCOUNT <BANK #5>

ADDR.: 12 LENORA
CITY.: SEATTLE
STATE.:
ZIP.:
CONTACT.:
PH.: < > -
EXT.:
FAX.: < > -

NEXT NUMBER: 0
START BAL: 0.00
CURRENT BAL: 0.00

EDIT through new account to setup and enter beginning balance.

MENUS

LIST ACCOUNTS
EDIT ACCOUNTS
RESET ACCOUNT
UNLOCK ACCOUNT
EXIT TO MAIN

Beginning balance will post over to transaction file upon the first time the bank account start balance is entered.

- 3) **Cleanup all modules and journals.** If you have been using the V3 software for any length of time there will be balances in the journals (modules). To clean up your journals you must verify that each module, (INVENTORY, A/R, CHECKBOOK, ETC) registers are correct and do not have erroneous balances.
- 4) **Be sure to turn on GL flag.** See instructions above under **ACCOUNTING SETUP.**
- 5) **Setup checking accounts.** See instructions above under **CHECKBOOK SETUP.**
- 6) **Enter beginning balances.** Go to **GENERAL JOURNAL** section of the manual.

Be sure to enquire about training classes if you are not comfortable with any of the above information available the web site www.versisoft.com.

V3 software notes:
