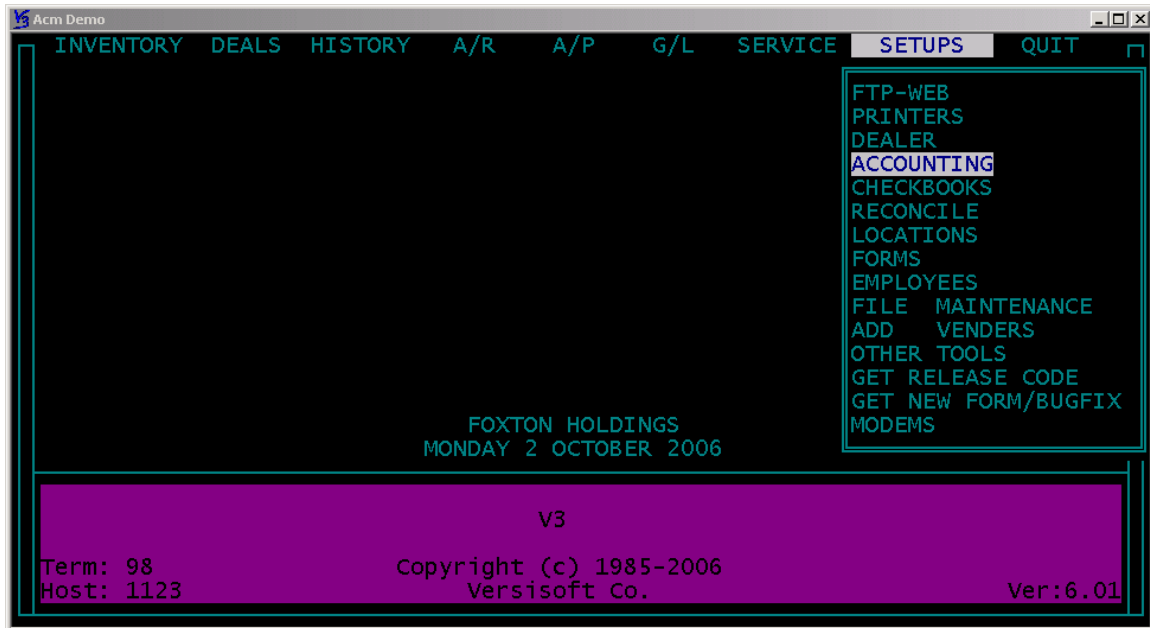
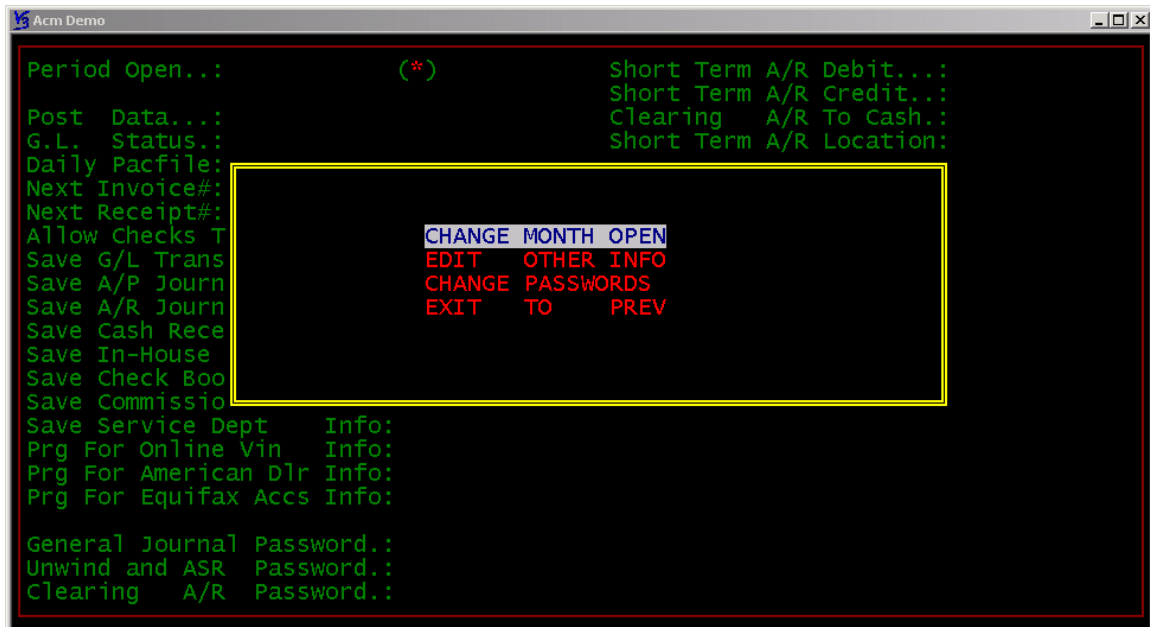




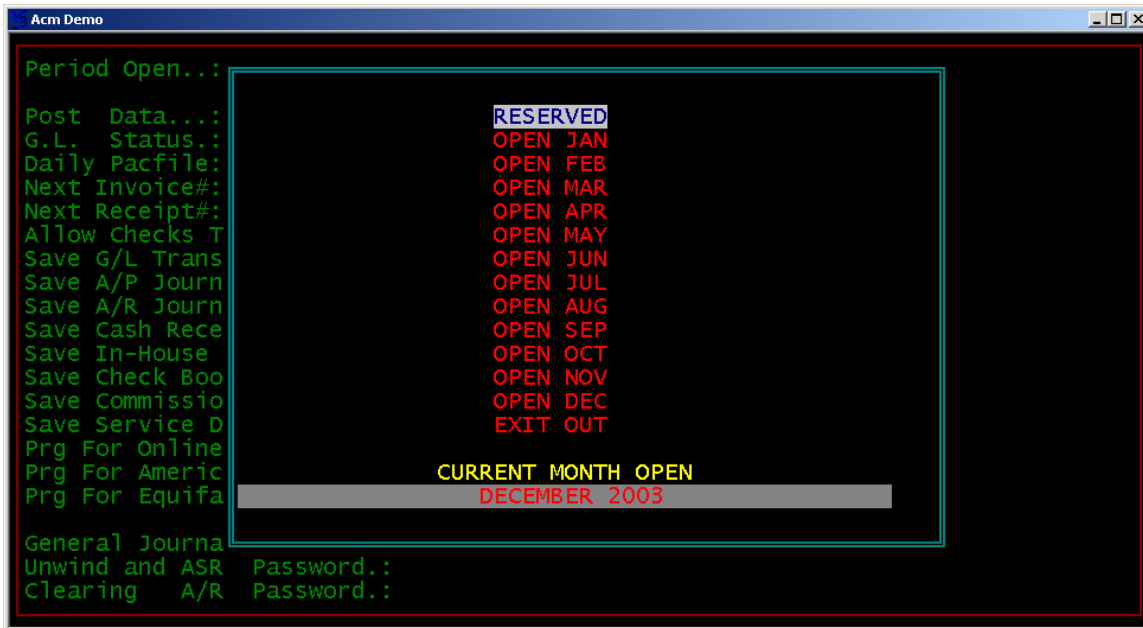
SETUP ACCOUNTING



The **ACCOUNTING SETUP** for the most part is used for the general ledger users.

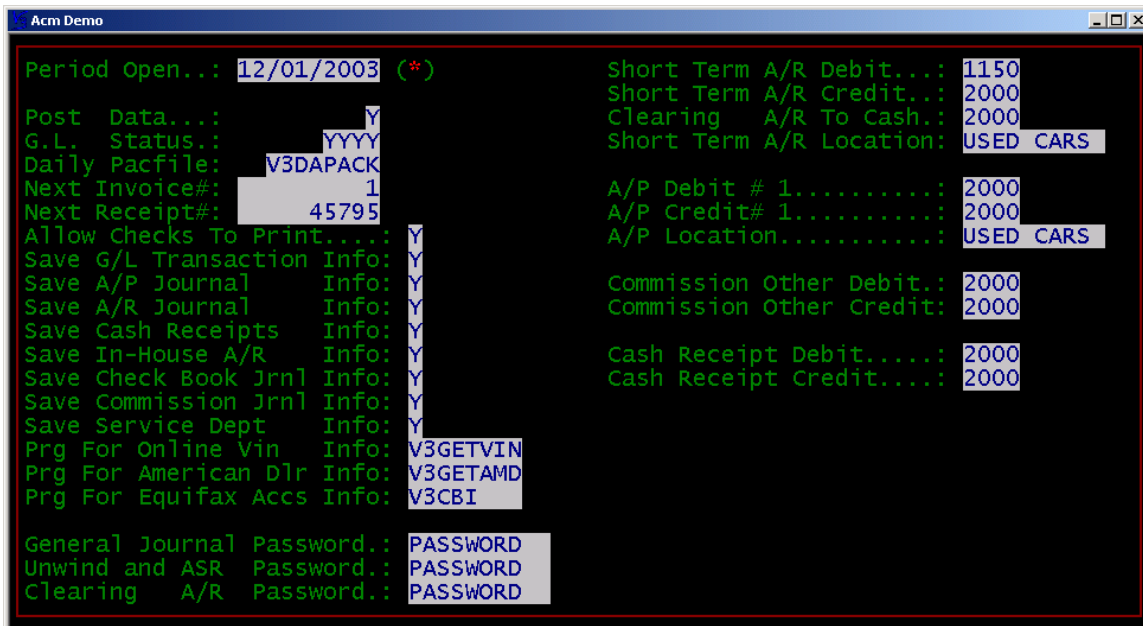


CHANGE MONTH OPEN



Highlight and press enter on the month to open. By opening a month this will allow the transactions in the month/year that match in the un-posted transaction file to be auto posted to the posted transaction file (general ledger). At the bottom of the menu you will note that the current month/year is flashing. Choose **EXIT OUT** to return to the **MAIN MENU**.

EDIT OTHER INFO



PERIOD OPEN: displays the accounting period that is open

POST DATA: Y/N designates whether the accounting transactions are to be saved and/or posted to the general ledger.

G.L. STATUS: YYYY or NNNN designates if the general ledger is activated.

DAILY PACFILE: Designates the name of the file to be filtered and condensed.

NEXT INVOICE #: Assigns the next invoice number to be used in the *Martyn help*.

NEXT RECEIPT #: Assigns the next receipt number to be used in the **CASH RECEIPTS** Module.

ALLOWS CHECKS TO PRINT: Y/N designates to turn check printing on or off.

SAVE G/L TRANSACTION INFO: Y/N designates whether the general ledger transactions are to be saved to the un-posted transaction file.

SAVE A/P JOURNAL INFO: Y/N designates whether the accounts payable invoices are to be saved to the **PAYABLES** module.

SAVE A/R JOURNAL INFO: Y/N designates whether the short-term accounts receivable invoices are to be saved to the **OPEN A/R** module.

SAVE CASH RECEIPTS INFO: Y/N designates whether the cash receipts generated are to be saved to the **CASH RECEIPTS** Module.

SAVE IN-HOUSE A/R INFO: Y/N designates whether the in-house financing accounts are to be saved to the **OPEN BHPH** Module. (BHPH=buy here pay here)

SAVE CHECK BOOK JRNL INFO: Y/N designates whether the checks and deposits written to the checkbook register are to be saved in the **CHECKBOOK** Module.

SAVE COMMISSION JRNL INFO: Y/N designates whether the commissions vouchers generated are to be saved to the **COMMISSIONS CURRENT** Module.

SAVE SERVICE DEPT INFO: Y/N designates whether the repair orders and Point-of-sale invoices are to be saved to the **SERVICE DEPT** Module.

PRG FOR ONLINE VIN INFO: V3GETVIN designates the file to use when verifying VIN codes in the **INVENTORY** and **DEALS** Modules.

PRG FOR EQUIFAX ACCS INFO: V3CBI designates the file to use when pulling credit bureaus.

GENERAL JOURNAL PASSWORD: designates the password to enter journal entries.

UNWIND AND ASR PASSWORD: designates the password to unwind deals from sales history and to post after sale recon.

CLEARING A/R PASSWORD: designates the password to clear/post transactions from the short-term accounts receivable module.

SHORT-TERM A/R DEBIT: designates the default debit GL account number in the short-term accounts receivable module.

SHORT-TERM A/R CREDIT: designates the default credit GL account number in the short-term accounts receivable module.

CLEARING A/R TO CASH: designates the default GL account number to clear short-term accounts receivable to **CASH RECEIPTS** module.

SHORT-TERM A/R LOCATION: designates the default **LOCATION** when adding a new file to the accounts receivable module.

A/P DEBIT #1: designates the default debit GL account number in the accounts payable module.

A/P CREDIT #1: designates the default credit GL account number in the accounts payable module.

A/P LOCATION: designate the default **LOCATION** when adding a new file to the accounts receivable module.

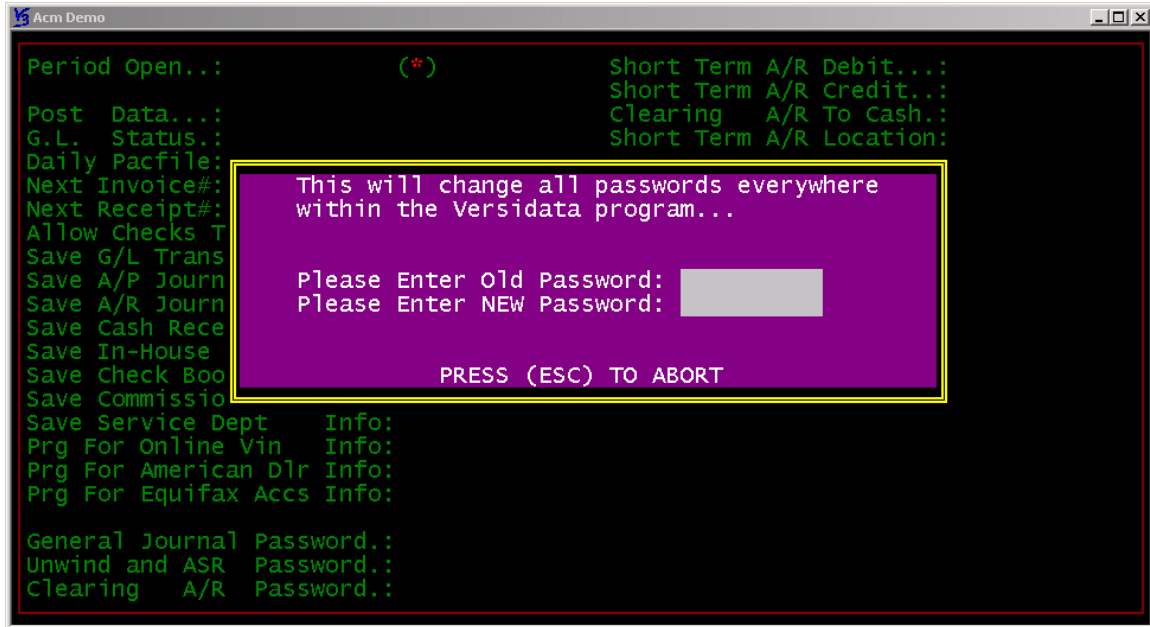
COMMISSION OTHER DEBIT: designates the default debit GL account number when adding a commission to the **COMMISSIONS CURRENT** module.

COMMISSION OTHER CREDIT: designates the default credit GL account number when adding a commission to the **COMMISSIONS CURRENT** module.

CASH RECIEPT DEBIT: designates the default debit GL account number when adding a cash receipt to the **CASH RECIEPTS** module.

CASH RECIEPT CREDIT: designates the default credit GL account number when adding a cash receipt to the **CASH RECIEPTS** module.

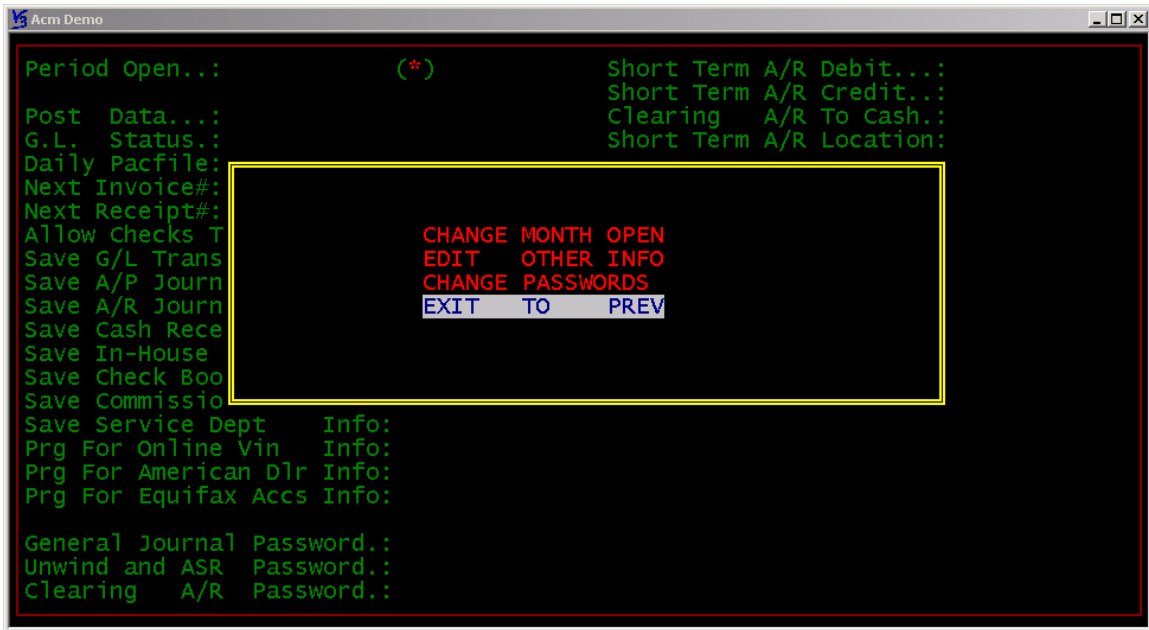
CHANGE PASSWORDS



This feature will reset the passwords everywhere within the Versisoft program modules. This tool is used to reset passwords in case they have been misplaced or forgotten.

PLEASE ENTER OLD PASSWORD: enter the **GENERAL JOURNAL PASSWORD.**

PLEASE ENTER NEW PASSWORD: enter the new password. If you do not wish to continue resetting the passwords press the (ESC) key to abort



EXIT TO PREV takes you to the **MAIN MENU**.

V3 software class notes:
