



Dillner's®
Accounting Tools, Inc.

Write-Up Client Set Up Manual

Full Contact Accounting™

This Page Intentionally Left Blank.

Table of contents

Chapter 1 - Create a New Company File

Chapter 2 - Import Accounts and Settings from Existing Company File

Chapter 3 - General Ledger Account Maintenance

Chapter 4 - Set Up Company Information

Chapter 5 - Set Up Payroll

Chapter 6 - Enter Opening Balances

Chapter 7 - Set Up Bank Reconciliation

Chapter 8 - Set Up Client Specific Report Group(s)

Chapter 9 - Set Up Templates

Chapter 10 - Print and Review Reports

This Page Intentionally Left Blank.

Chapter 1 - Create a New Company File

To create a new company file:

1. Select **File/New/Company** to create a new company file.
2. Enter the file name in the **Database name** field. This will be the name of the file in your Data folder and the name that appears on the **Company** tab of the **Workspace** pane.
3. Select the appropriate **Period Type** from the drop-down list.
 - **4 Weeks** – Thirteen 4 week periods each year.
 - **Month** – Twelve monthly periods each year.
 - **Quarter** – Four periods each year consisting of three months each.
 - **Year** – One period for each year.
4. Enter the date that the current fiscal year end will end in the **Fiscal Year End** field.
5. Enter the appropriate date for the end of the period of processing or the period end date for which opening balances will be entered in the **Current Period End Date** field.
6. Enter the accounting **Year** if the client has a fiscal year end.
7. Click **OK** to create the company file.

The screenshot shows a dialog box titled "New Company Information". It contains several input fields and a dropdown menu. The "Database name" field is filled with "1234 Auto Wreckers and Pats". The "Period Type" dropdown menu is set to "Month". The "Fiscal Year End" field is filled with "12/31/2013". The "Current Period End" field is filled with "03/31/2013". Below these fields, there are two more dropdown menus: "Period" set to "3" and "Year" set to "2003". At the bottom, there is a section labeled "Include in additional client groups" with a "Select" button and a "Group" field. The "OK" and "Cancel" buttons are located at the bottom right of the dialog box.

Note: The **Period Type** for a client file may **NOT** be changed after the file is created.

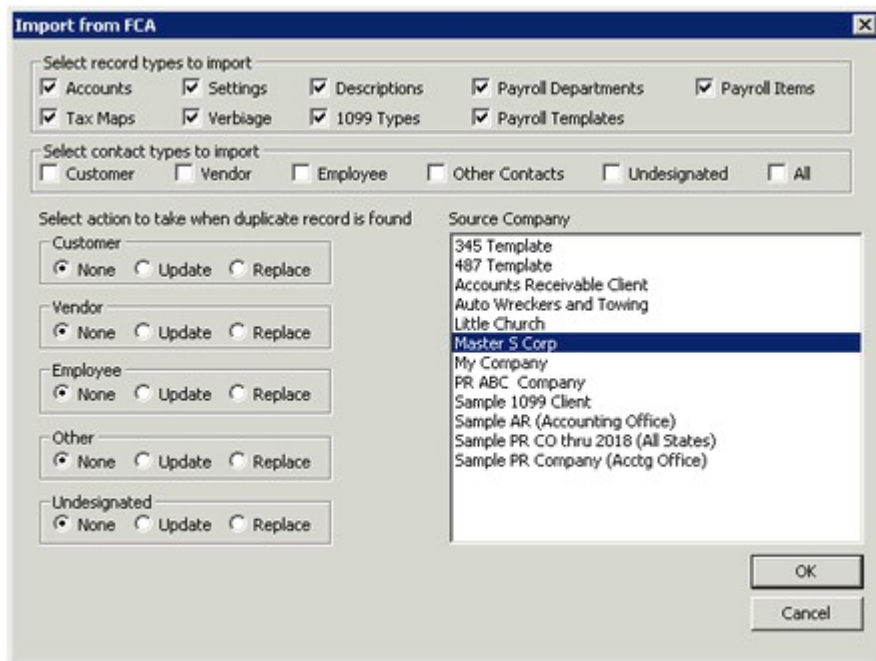
This Page Intentionally Left Blank.

Chapter 2 - Import Accounts and Settings from Existing Company File

Accounts, Settings, Payroll Items and **Tax Maps** can be imported from an existing FCAS client. When **Settings** is selected, the screen options and column configuration information is copied from the source company.

To import from another file:

1. Select **File/Imports/Full Contact Accounting**.
2. Check the desired **record types to import**. Leave the **Select action to take when duplicate record is found** at **None** for all contact types.
3. Select a company with an appropriate Chart of Accounts from the **Source Company** list.
4. Click **OK**.
5. Review selected items and click **OK** to begin import.



The following dialog box will appear when the import is complete.




6. Click **OK** to close the dialog box.

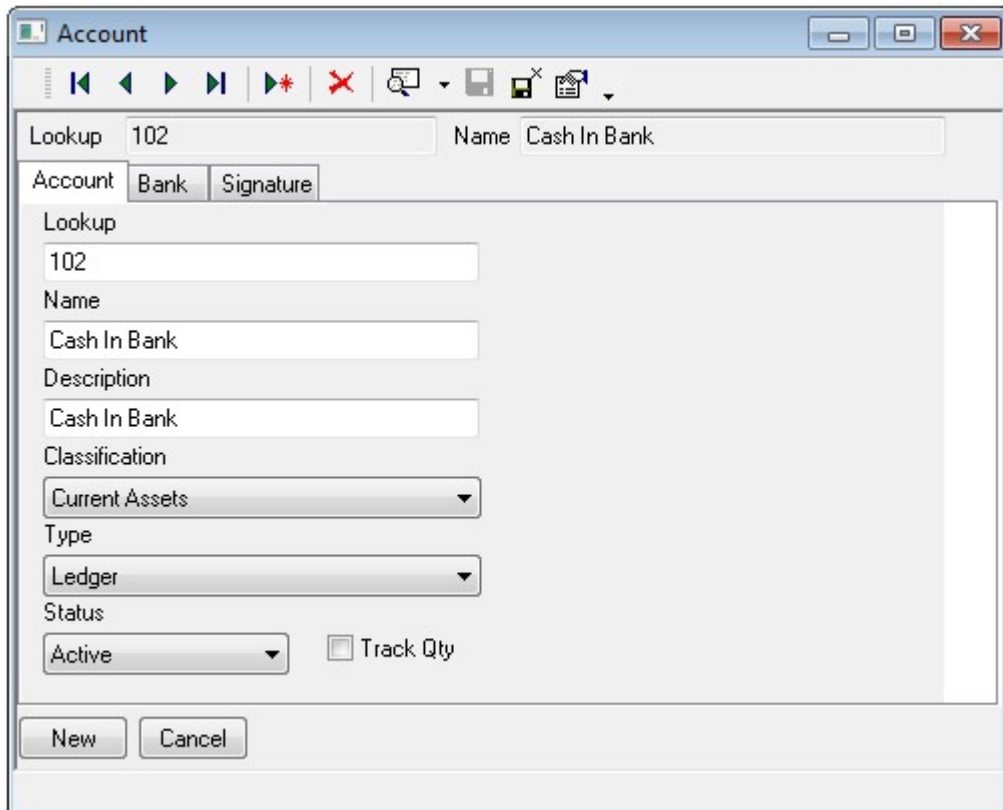
Note: If information is in a file in, QuickBooks, Check Writer, BusinessWorks, or Peachtree, GL accounts, Customers, Vendors, Employees, etc. can be imported using the **File/Imports** menu instead of importing accounts from PBM or FCAS. See **Help** for specific instructions.

Chapter 3 - General Ledger Account Maintenance

Some of the accounts that were imported from the source company file may need modification. Additional accounts may also need to be set up for some clients.

There are 2 equity class accounts which are required. One account must be set up with a **Type** of **Prior Profit/Loss**. This is typically the Retained Earnings, Accumulated Adjustments, or Capital Account. There must also be one account with a **Type** of **Profit/Loss**. No entries should ever be posted to this account. This account is used to display the current year profit on the Balance Sheet.

1. Select **Setup/Accounts**.
2. Click on the **List** icon  or press **Ctrl + I** and verify all necessary accounts are set up.
3. Edit account **Lookup(s)**, **Name(s)** and **Description(s)** as needed.
4. Set up any additional necessary accounts.



The screenshot shows the 'Account' window with the following details:

- Lookup:** 102
- Name:** Cash In Bank
- Account:** Bank | Signature
- Lookup:** 102
- Name:** Cash In Bank
- Description:** Cash In Bank
- Classification:** Current Assets
- Type:** Ledger
- Status:** Active
- ☐ Track Qty
- Buttons:** New, Cancel

This Page Intentionally Left Blank.

Chapter 4 - Set Up Company Information

To set up company information:

1. Select **Setup/Company Information**.
2. Enter **Name, DBA, Address, City, State** and **Zip Code** in the appropriate fields on the **Company** tab. Information entered on this screen will print on reports.
3. Enter additional information as desired in the remaining fields for use on **Cover Letters, Written Analysis Reports** and various management reports.

	Prompt	Value
1	Name	Auto Wreckers and Parts
2	DBA	
3	Address 1	123 Main Street
4	Address 2	
5	City	Anytown
6	State	MD - Maryland
7	Postal	12345
8	Contact	Bill
9	Phone 1	410 555-1212
10	Phone 2	
11	Fax	410 555-1212
12	E-Mail	Bill@email.com
13	Web Site	www.website.com
14	EFTPS Pin	
15	EFTPS Password	
16	Supervisor	
17	Bookkeeper	
▶	VQ Client ID	1234A1111

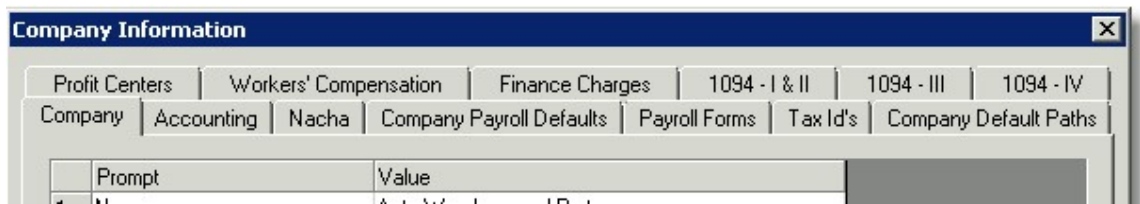
OK Cancel VQ Setup Help

Accounting Tab

Most fields on this tab are for informational purposes only. Do not change any values other than **Business Type**.

1. Select the **Accounting** tab.
2. Review the values on this screen for accuracy.
3. Select the appropriate **Business Type**. The value selected in this field is used in **Files/Exports/Tax Software**.
4. Select the appropriate **Legal Entity**. The value selected in this field is used in **Cover** and **Analysis** letters.
5. Do **NOT** change the **Period End Date** or **Year End Date** in this field.
6. Select **No** in the **Office AR Client** field. (This is only yes for the accounting office accounts receivable file.)
7. Select **Yes** in the **Sync With AR Client** field only if any changes on the **Company Tab** for this client are to be imported into the Company AR file.
8. Enter the appropriate period in the **First Year Start Period** only if this is the first year the company is in business.
9. Select **Yes** in the **Open Client File with Notes** if desired.

	Prompt	Value
1	Current Period	3
2	Period Type	Month
3	Business Type (Tax)	S-Corp
4	Legal Entity	Limited Liability Corporation
5	Period End Date	03/31/2016
6	Year End Date	12/31/2016
7	Office AR Client	No
8	Sync With AR Client	Yes
9	First Year Start Period	01
	Open Client File with Notes	No



Nacha Tab – Not used for write-up.

Company Payroll Defaults Tab – See **Payroll Setup Manual Chapter 7**.

Payroll Forms Tab – See **Payroll Setup Manual Chapter 7**.

Tax Id's Tab – See **Payroll Setup Manual Chapter 7**.

Company Default Paths – Enter default paths for backup, imports and exports.
See **Help** for additional information.

Profit Centers – Enter **Account Filters** and **Profit Center Names** as needed.
See **Help** for additional information.

Workers' Compensation – See **Payroll Setup Manual Chapter 7**.

Finance Charges – Used for **Accounts Receivable**.

1094 I & II – See **Payroll Setup Manual Chapter 7**.

1094 III – See **Payroll Setup Manual Chapter 7**.

1094 IV – See **Payroll Setup Manual Chapter 7**.

This Page Intentionally Left Blank.

Chapter 5 - Set Up Payroll

The steps in this chapter need to be completed only if payroll checks are **NOT** processed in a separate file.

This chapter will provide an overview of setting up payroll information. Specific instructions for payroll can be found in the **Payroll Setup Manual**.

Set Up Payroll Departments

Refer to **Payroll Setup Manual Chapter 6** for specific instructions.

Review and Edit Payroll Items

Refer to **Payroll Setup Manual Chapter 8** for specific instructions.

Enter State Unemployment and Disability Rates

Refer to **Payroll Setup Manual Chapter 9** for specific instructions.

Set Up Payroll Templates

Refer to **Payroll Setup Manual Chapter 10** for specific instructions.

Set Up Employees

Refer to **Payroll Setup Manual Chapter 11** for specific instructions.

Enter Payroll Opening Balances

If the first period to be processed is the first period that the client has had payroll is or the first payroll period of the calendar year, **DO NOT** enter **Payroll Opening Balances**.

Payroll Opening Balances must be entered if the first month of processing for a monthly client is NOT January or if the first period of processing for a quarterly client is NOT March.

To enter **Payroll Opening Balances**:

1. Select **Setup/Payroll Opening Balances**.
2. Enter **Year-To-Date** payroll balances.

Note: The check date will determine the payroll tax liability date. To produce payroll tax returns for each quarter, enter a separate check for each quarter for each employee.


Payroll opening balance amounts are entered the same way an after-the-fact payroll check is entered. Amounts entered in the **Payroll Opening Balance** screen **will not** affect the general ledger. All payroll amounts are included in the general ledger opening balance entry.

IMPORTANT NOTE: REVIEW payroll tax returns for accuracy before closing period.

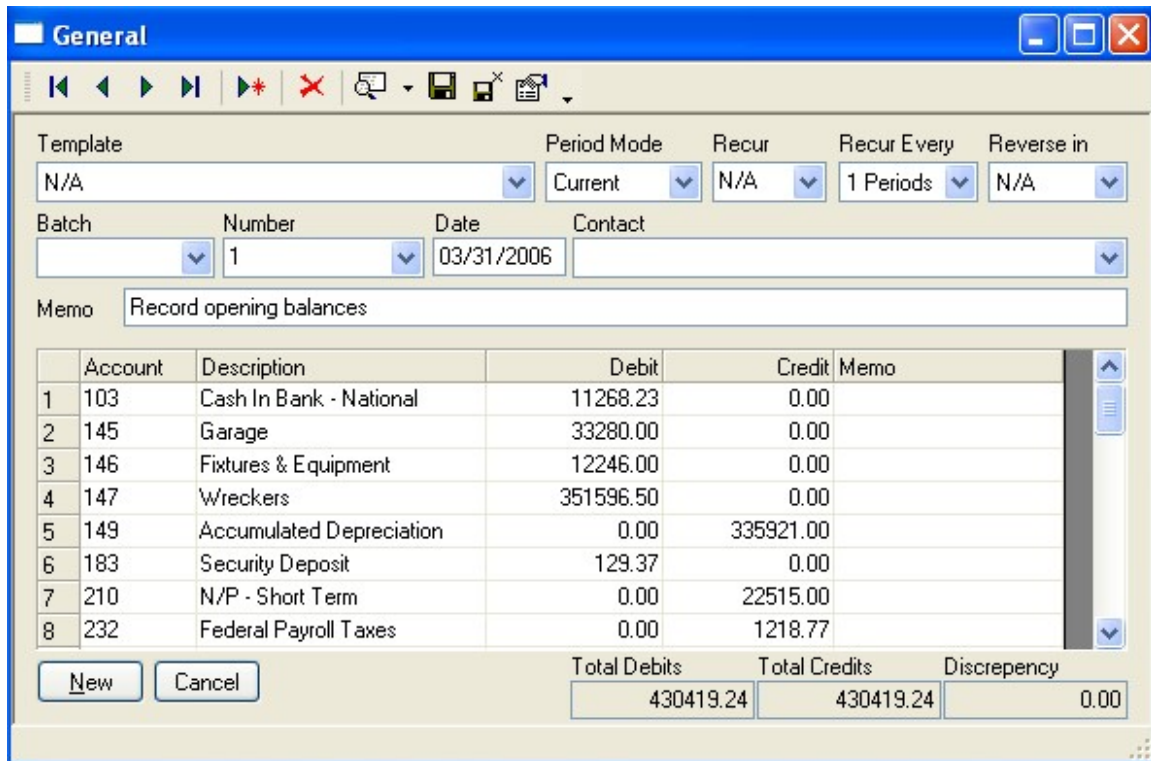
Chapter 6 - Enter Opening Balances

To enter opening balances:

1. Select **Write Up/General Journal**.
2. Enter balances from statements provided by the client.
3. Verify discrepancy is 0.00.

Note: Entries posted in the **General Journal** screen may be entered using the **Debit** and **Credit** columns or using the **Amount** column. Click on **Screen Options**  icon. Select **Dr/Cr** or **Amount** as the **Edit Mode Value** on the **General Journal System** tab. Close the **General Journal** screen and reopen to see changes. Enter credit values as a negative when using **Amount** mode.

General Journal Screen using Dr/Cr mode.



	Account	Description	Debit	Credit	Memo
1	103	Cash In Bank - National	11268.23	0.00	
2	145	Garage	33280.00	0.00	
3	146	Fixtures & Equipment	12246.00	0.00	
4	147	Wreckers	351596.50	0.00	
5	149	Accumulated Depreciation	0.00	335921.00	
6	183	Security Deposit	129.37	0.00	
7	210	N/P - Short Term	0.00	22515.00	
8	232	Federal Payroll Taxes	0.00	1218.77	

Total Debits	Total Credits	Discrepancy
430419.24	430419.24	0.00

General Journal Screen using **Amount** mode.

General

Template: N/A Period Mode: Current Recur: N/A Recur Every: 1 Periods Reverse in: N/A

Batch: Number: 1 Date: 03/31/2006 Contact:

Memo: Record opening balances

	Account	Description	Amount	Memo
1	103	Cash In Bank - National	11268.23	
2	145	Garage	33280.00	
3	146	Fixtures & Equipment	12246.00	
4	147	Wreckers	351596.50	
5	149	Accumulated Depreciation	-335921.00	
6	183	Security Deposit	129.37	
7	210	N/P - Short Term	-22515.00	
8	232	Federal Payroll Taxes	-1218.77	

New Cancel

Discrepancy: 0.00

Chapter 7 - Set Up Bank Reconciliation

Balance to the prior month bank statement. Enter prior months' outstanding checks and/or deposits in transit.

To enter prior outstanding items:

1. Select **Write Up/Bank Reconciliation**.
2. Select the desired **Bank Account** from the drop-down list.
3. Enter the balance from the bank statement for the opening period.

	Balance	Variance
Bank	11094.57	11094.57
Client	0.00	22362.80
	11268.23	
Number	Amount	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Unresolved ()"/>	<input type="button" value="Corr (Sh+F6)"/>	
<input type="checkbox"/> Don't include other ded/add in corrections		

4. Check the **Clr** box for the opening balance entry in the **Outstanding Deposits/Additions** or **Outstanding Checks/Deds** grid.

Deposits/+		Total: \$ 11268.23	Cleared: \$ 11268.23	Outstanding: \$ 0.00			
	Clr ?	Amount	Number	Date	Memo	Contact	Description
1	<input checked="" type="checkbox"/>	11268.23	1	3/31/2006			Record opening balances
	<input type="checkbox"/>						

5. Click **Prior Out Chks/Dep** or press **Sh+F3** to enter **Prior Outstanding Checks and/or Deposits**.
6. Enter appropriate information in the **Check #**, **Date**, **Amount** and **Payee** fields in the **Checks** grid for **Outstanding Checks**.


Outstanding Checks and Deposits				
Checks				
	Check #	Date	Amount	Payee
1	3927	03/21/2006	62.30	Verizon Directories Corp.
2	3928	03/24/2006	677.52	John Alden Life Ins
3	3929	03/24/2006	346.15	Bell Telephone
4	3930	03/29/2006	360.37	Harry Jones
▶				
Deposits				
	Number	Date	Amount	Memo
▶				

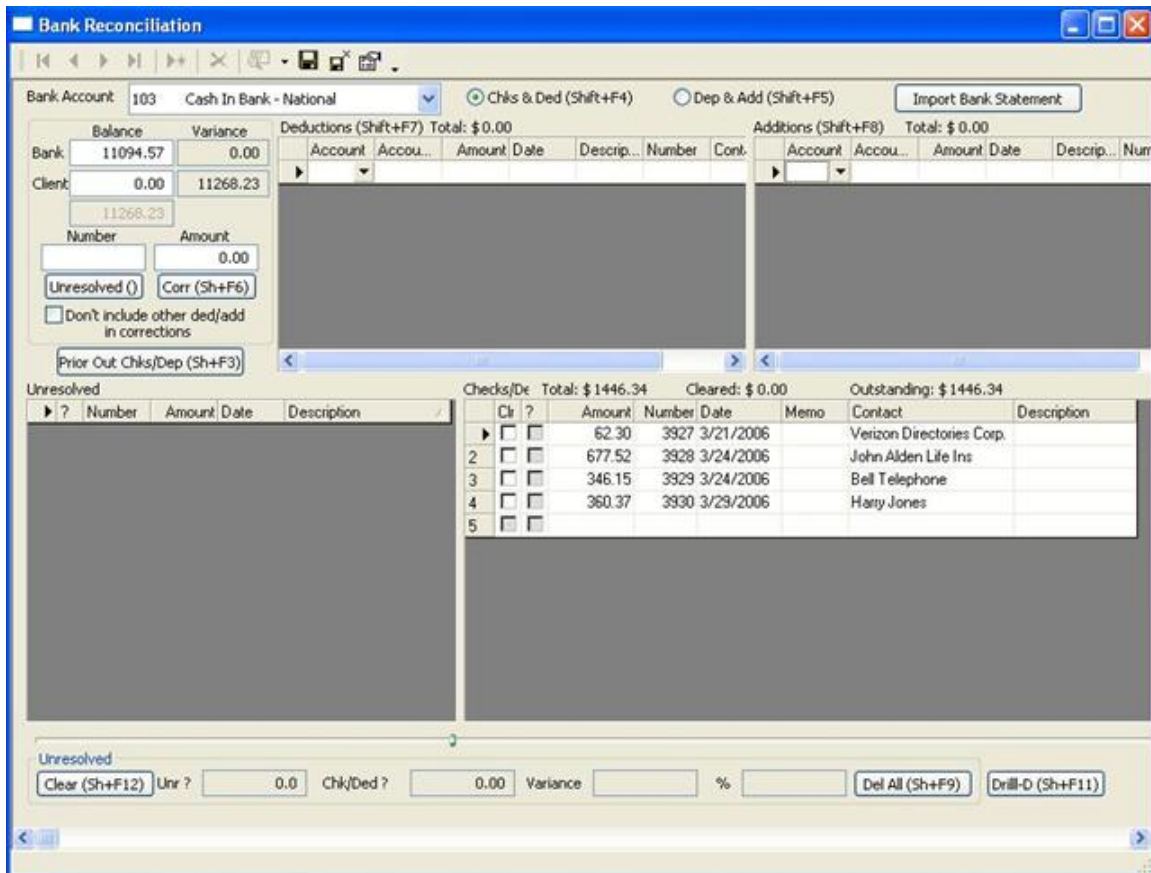
7. Enter appropriate information in the **Number**, **Date**, **Amount** and **Memo** fields in the **Deposits** grid for **Outstanding Deposits**.

Outstanding Checks and Deposits				
Checks				
	Check #	Date	Amount	Payee
1	3927	03/21/2006	62.30	Verizon Directories Corp.
2	3928	03/24/2006	677.52	John Alden Life Ins
3	3929	03/24/2006	346.15	Bell Telephone
4	3930	03/29/2006	360.37	Harry Jones
▶				
Deposits				
	Number	Date	Amount	Memo
1	1620	03/31/20...	1620.00	
▶				

8. Click **OK**.

9. Verify that **Bank Variance** is **0.00**.

10. Click **Save and Close**  or press **Alt+X**. to close the screen.



Bank Reconciliation

Bank Account: 103 Cash In Bank - National Chks & Ded (Shift+F4) Dep & Add (Shift+F5) Import Bank Statement

Balance: 11094.57 Variance: 0.00

Bank: 11094.57

Client: 0.00 11268.23

11268.23

Number: Amount: 0.00

Unresolved () Corr (Sh+F6)

☐ Don't include other ded/add in corrections

Prior Out Chks/Dep (Sh+F3)

Deductions (Shift+F7) Total: \$ 0.00

Additions (Shift+F8) Total: \$ 0.00

Account	Accou...	Amount	Date	Descrip...	Number	Cont...

Account	Accou...	Amount	Date	Descrip...	Nurr

Unresolved

?	Number	Amount	Date	Description

Checks/De Total: \$ 1446.34 Cleared: \$ 0.00 Outstanding: \$ 1446.34

Clr ?	Amount	Number	Date	Memo	Contact	Description
<input type="checkbox"/>	62.30	3927	3/21/2006		Verizon Directories Corp.	
<input type="checkbox"/>	677.52	3928	3/24/2006		John Alden Life Ins	
<input type="checkbox"/>	346.15	3929	3/24/2006		Bell Telephone	
<input type="checkbox"/>	360.37	3930	3/23/2006		Harry Jones	
<input type="checkbox"/>						

Unresolved

Clear (Sh+F12) Unr ? 0.0 Chk/Ded ? 0.00 Variance % Del All (Sh+F9) Drill-D (Sh+F11)

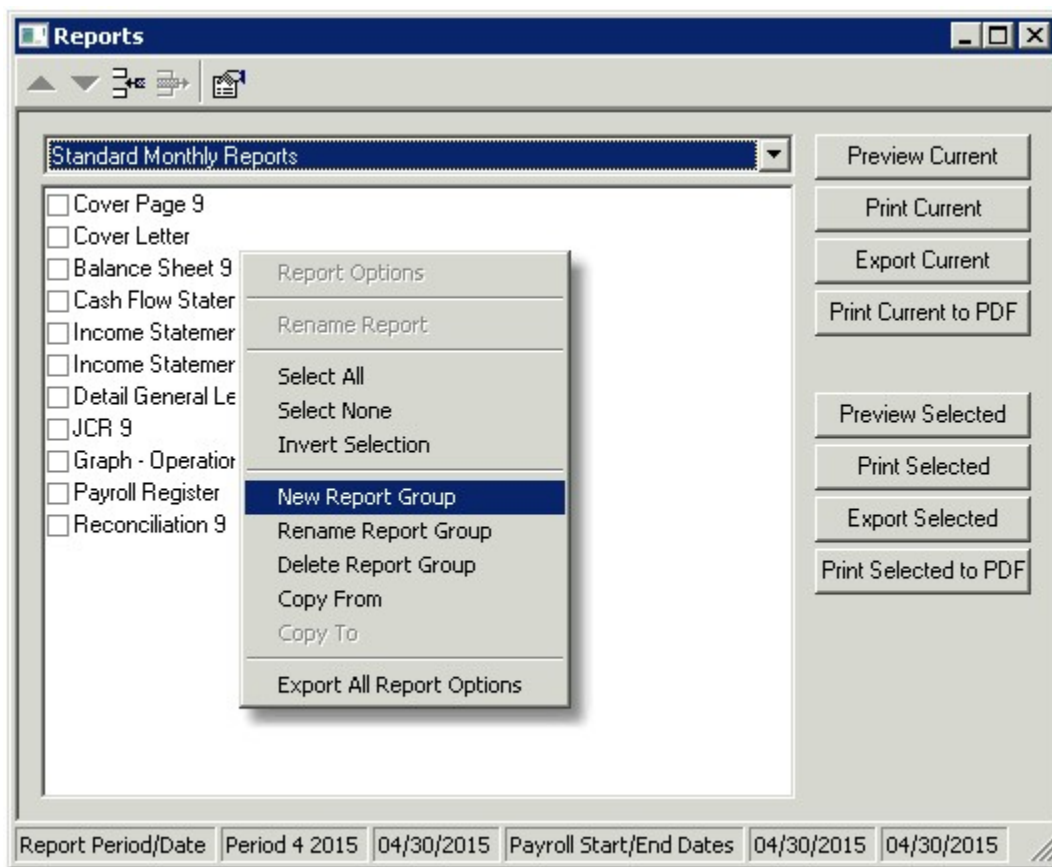
This Page Intentionally Left Blank.

Chapter 8 - Set Up Client Specific Report Group(s)

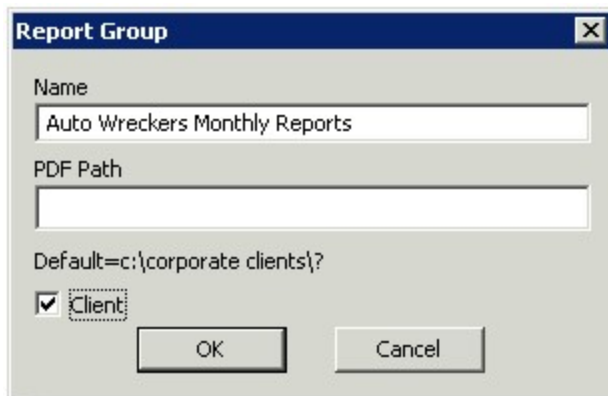
Some clients may require extra copies of some reports, unique options for some reports or reports that are not included in the standard report group. If the report package for this client differs from the global Standard Report Group that is set up, create a unique client specific report group.

To set up a client specific report group:

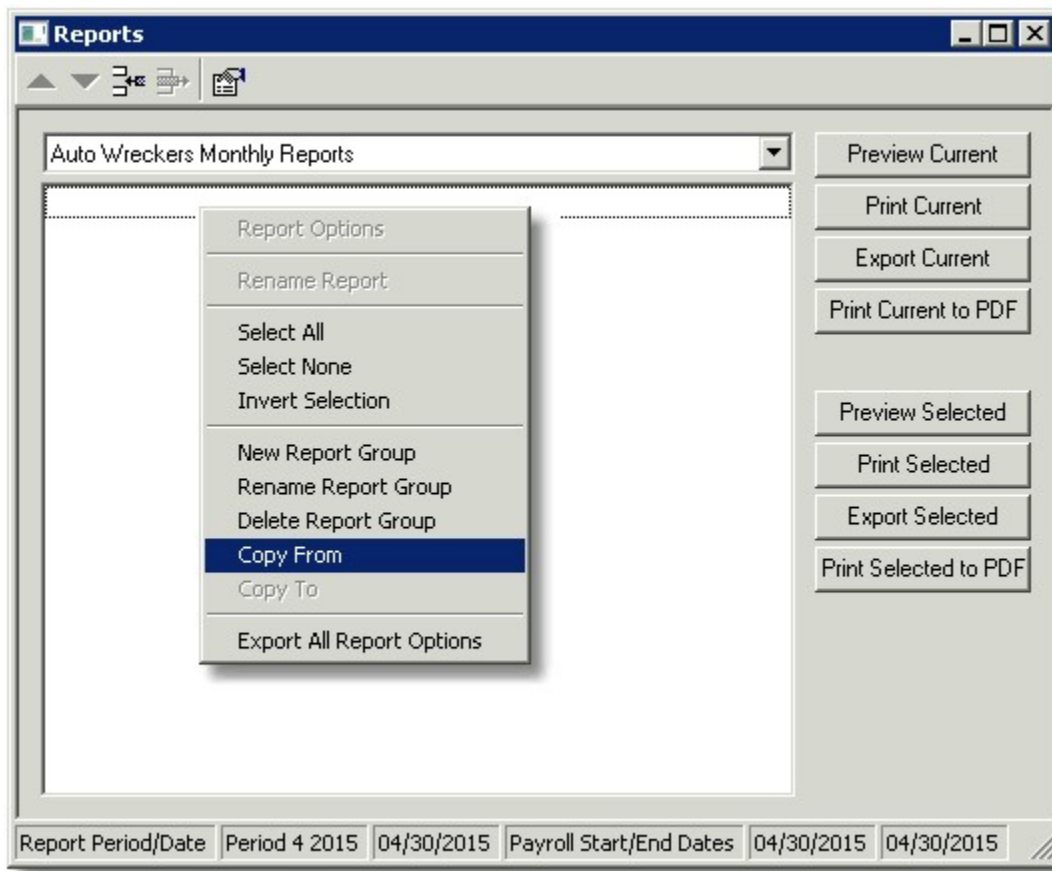
1. Select **Reports/Report List**.
2. **Right Click** in the report list.
3. Select **New Report Group**.



4. Enter a report group **Name**. Be sure to include part of the client's name to identify this group as client specific.
5. Check the **Client** box.

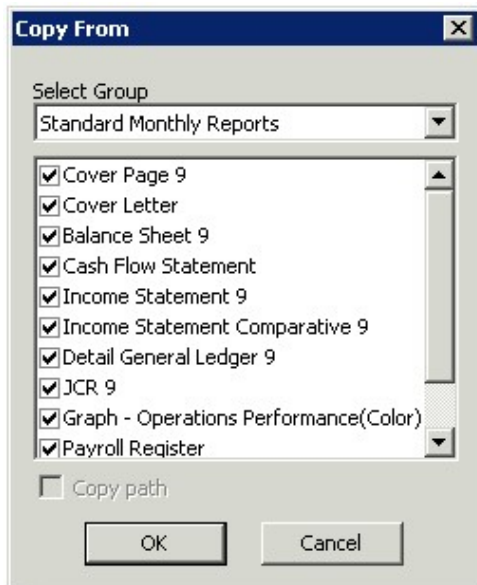



6. Click **OK** to save the new report group.

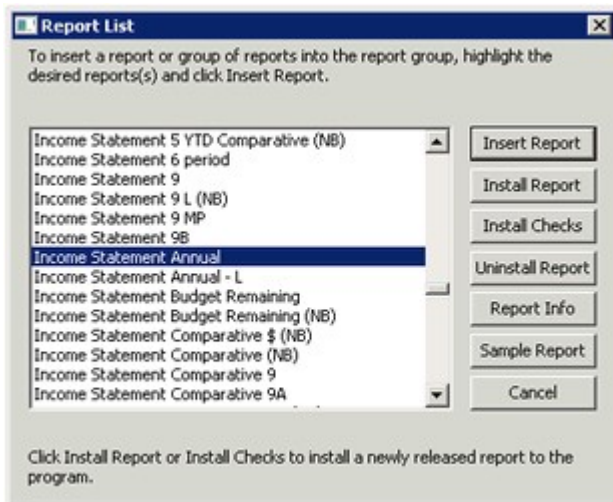


7. **Right Click** in the report list.
8. Select **Copy From**.

9. Select the desired group to **Copy From** from the **Select Group** drop-down list.
10. Select the reports to be copied by clicking in the appropriate boxes or **Right Click** and choose **Select All** to select all reports.

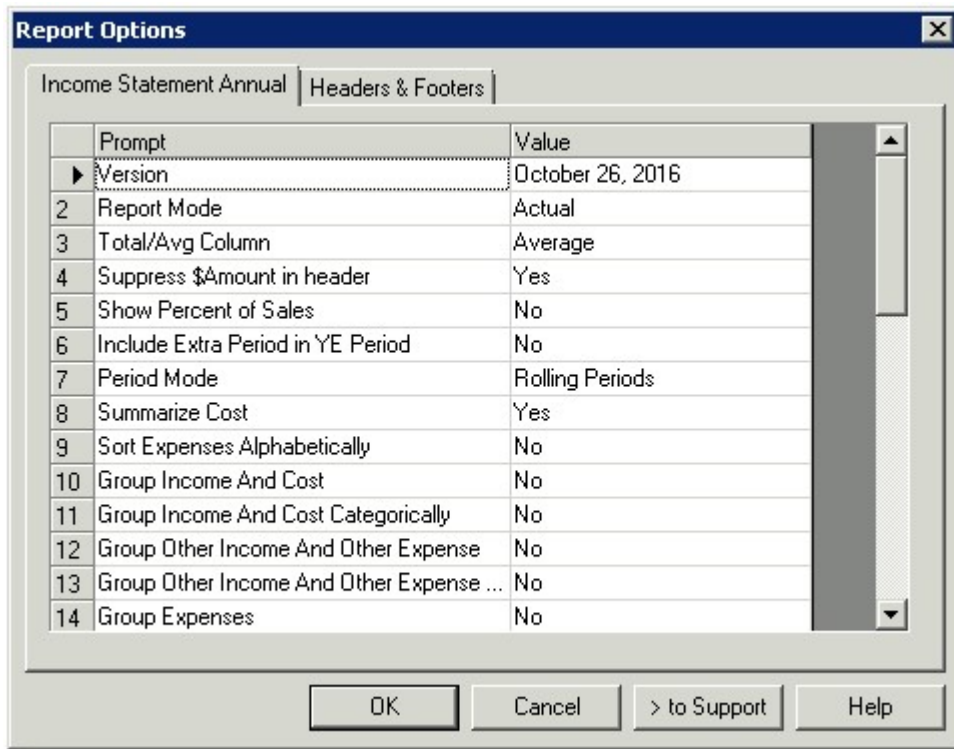


11. Click **OK**.
12. Repeat **Step 10** for extra copies of reports.
13. Click **Insert Row**  to insert new reports.



14. Select additional report(s) by clicking on desired report(s).
15. Click **OK**.



16. Select new report.
17. **Right Click** and select **Report Options**.
18. Review and changes **Values** as desired.



19. Click **OK**.

At print time, if more than one report is selected and **Print Selected** or **Export Selected** is chosen, the reports will print in the order in which they appear in the list. Arrange the reports in the list in the same order as they appear in the final client package.

To change the order of reports in the list:

1. Click on desired report.
2. Click **Move Row Up**  or press **Shift + Up Arrow** to move the report up one line in the list. Click **Move Row Down**  or press **Shift + Down Arrow** to move the report down one line in the list.
3. Repeat **Steps 1 and 2** until reports are in desired print order.

Chapter 9 - Set Up Templates

Set up a **Custom Journal Template** to use for posting sales and deposits. Also set up templates for recurring journal entries with amounts that change from month to month, for example, posting payroll entries from an outside payroll service, fuel invoices or accounts payable entries.

See the **Help** topic **Write Up/Custom Journal – Write Up** for specific instructions.

Set up **Templates** for calculated entries such as cost of goods sold percentage, allocating expenses for profit centers and/or allocating expense portion of note payment.

See the **Help** topic **Setup/Templates** for specific instructions.

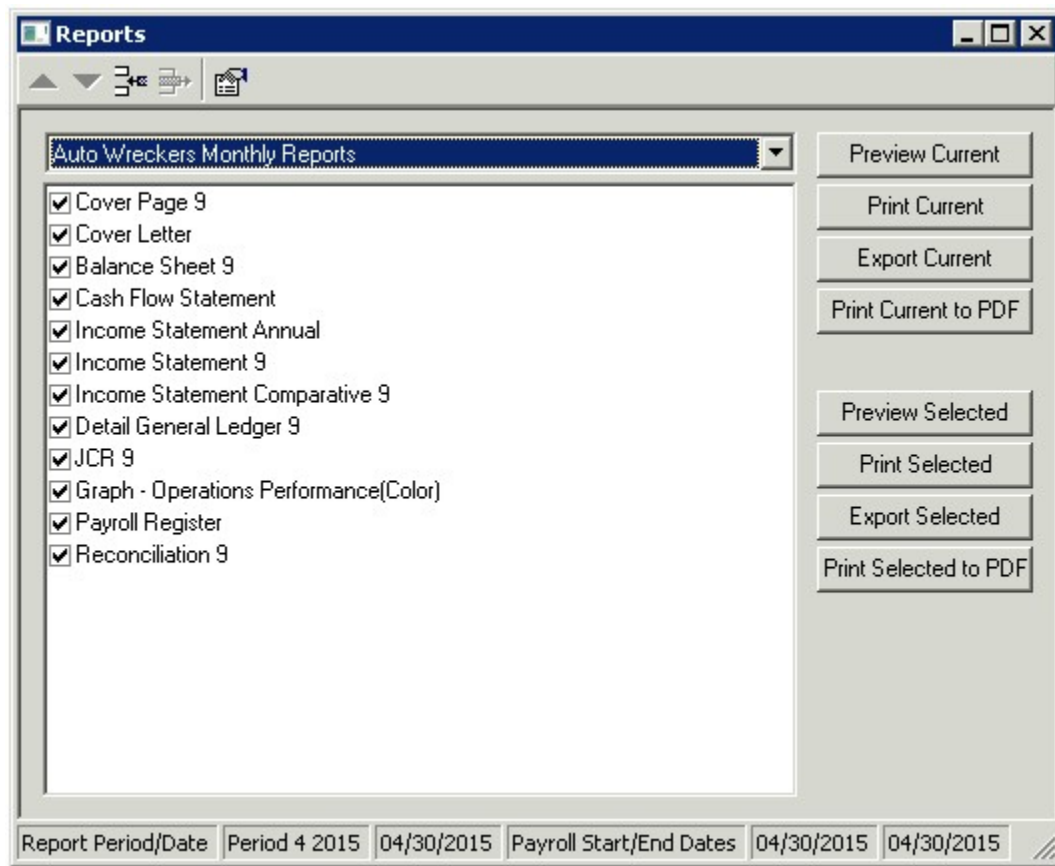
This Page Intentionally Left Blank.

Chapter 10 - Print and Review Reports

Print and review reports for accuracy before closing this period.

To print reports:

1. Select **Reports/Report List**.
2. Select the desired **Report Group** from the drop-down list.
3. Select desired reports. Click in the box to the left of a report to check it or right-click in the list and click on **Select All** to select all reports.
4. Click **Print Selected** to print.



Note: If payroll opening balances were entered, print and review tax returns for accuracy. Select **Reports/Tax Forms** to print payroll tax returns.

This Page Intentionally Left Blank.