



# CenterPoint® Accounting

## User Guide

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## Chapter 1 - Getting Started

### Installation and Registration

#### Red Wing Software Website Registration and Use

##### To Register on the Red Wing Software Website:


If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

##### To Log in to the Red Wing Software Website:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

##### To Retrieve a Forgotten Password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

### To Log Out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

### Download and Install CenterPoint from the Red Wing Software Website

New releases of the program are available for download from the Red Wing Software website at [www.redwingsoftware.com](http://www.redwingsoftware.com).

#### Prerequisite

You must own a Red Wing Software Customer Care Membership to download CenterPoint and be connected to the internet.



Note: If you own and integrate CenterPoint Accounting with CenterPoint Payroll, you must download both products and install CenterPoint Accounting first, and then install CenterPoint Payroll.

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
  - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
  - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
3. To download the CenterPoint program:
  - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.

Or

  - » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
4. Wait while the program downloads. The file will automatically save to your Downloads folder.
5. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation.
6. Follow either the [\*Single-User Installation Instructions\*](#) or if you will be using CenterPoint in a Network environment, (CenterPoint on more than one computer), please refer to the [\*Network \(Multi-User\) Install Instructions\*](#) documents to complete the installation.

### Frequently Asked Questions

**Q: I have not previously registered on the Red Wing Software website, how do I register?**


**A:** To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
  - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.

- b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - c. Invoices you've received from Red Wing Software contain your account number.
  - d. If others at your company have already registered, they can sign in to their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
  - e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

**Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?**

**A:** To Retrieve a Forgotten Password:

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

## Single-User Installation Instructions

This topic describes the single-user installation instructions for CenterPoint. If you will be using CenterPoint in a Network environment (CenterPoint on more than one computer), please refer to the **Network (Multi-User) Installation Instructions**.



Note: These instructions cover multiple program verticals for CenterPoint, for example, CenterPoint Accounting for Agriculture, CenterPoint Fund Accounting, CenterPoint Accounting, and CenterPoint Payroll. The name "CenterPoint" is used to refer to any of the program verticals. When information applies to a specific program vertical for CenterPoint, the specific program vertical name will be used.



If you also purchased and will be installing CenterPoint Payroll, it should be installed after any CenterPoint Accounting programs.

[Single-User Installation Instructions](#)

[Frequently Asked Questions](#)

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## Single-User Installation Instructions:

1. Close all other programs prior to starting the installation of CenterPoint.
  2. From a web browser, enter **www.redwingsoftware.com**.
  3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
    - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
    - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
  4. To download the CenterPoint program:
    - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or**
- » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
  6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
  7. If you receive a **User Account Control** screen, with a *Do you want to allow this app to make changes to your PC?* message, click **Yes** to continue.
  8. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
  9. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume. This process may repeat depending on the number of requirements you need to install.
  10. On the **Welcome** screen, click **Next** to continue.
  11. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
  12. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
  13. By default, CenterPoint will install to C:\Program Files\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
  14. On the **Select Program Folder** screen, you should generally accept the default program folder location by clicking **Next**.
  15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
  16. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
  17. If you also purchased CenterPoint Payroll, follow steps 1-16 to install CenterPoint Payroll.
  18. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
  19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
  20. On the **Module Configuration Manager** screen, review the selections and click **OK**.

## Frequently Asked Questions:


**Q: I have not previously registered on the Red Wing Software website, how do I register?**

**A:** To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
  - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.
  - b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - c. Invoices you've received from Red Wing Software contain your account number.
  - d. If others at your company have already registered, they can sign in to their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
  - e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

**Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?**

**A:** To Retrieve a Forgotten Password:

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

**Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.**

**A:** Make sure that all anti-virus, firewall, and any other security software are shut down prior to installing CenterPoint. If any of these software applications are running, the installation may be interrupted and will cause the installation to fail.

**Q: How do I register CenterPoint?**

**A:** When CenterPoint is first installed and again when a major release is installed, you will be prompted to register the software. Please refer to the Getting Started Guide for complete Registration instructions. The Registration instructions can also be found from within CenterPoint by selecting **Help > CenterPoint Help > Installation and Registration > Register CenterPoint**.

**Q: I'm going to use CenterPoint for a 30-day trial period only. What should I do on the Registration screen?**

**A:** Simply click **Continue**.

**Q: How do I register the Federal/State Tax Forms (Aatrix)?**

**A:** If you do not have an internet connection, you'll need to manually register your Federal/State Tax Forms (Aatrix) software.

## One-Time Setup



Note: If you do not have CenterPoint Payroll, you can skip to the Register Aatrix section below.

1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.
4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.
6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.
8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

### Register Aatrix Manually (use this option only if internet access is not available)

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. Click **Manual**.
5. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes.).
6. Click **Submit**.
7. At the **Registration Successful** message, click **OK**.
8. Click **Close**.
9. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

### Q: How do I get updates for CenterPoint?

**A:** New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.
- b. If an update is needed on your machine, the **Online Updates** screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.
- c. Click **Install Updates**.
- d. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available.

To set the preference:

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**. In the **Check for Updates Location**, choose **Internet**.

3. Select personalized options for the remaining fields in the **Online Update Settings** screen.

**Q: How can I get updates for CenterPoint Federal/State Tax Forms (not used with CenterPoint Depreciation)?**

**A:** If you have an internet connection, you can check for updates on a regular basis by following the steps below. If you do not have an internet connection, Red Wing Software will mail you a quarterly Aatrix Tax Forms update CD, at your request, for an additional fee. Note: If an update is available when you print a federal/state tax form, a message will display.

1. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**.
2. Wait while the Updater starts and checks for the latest versions of the Federal/State Tax Forms (Aatrix).
3. If you need to update your system with the latest forms or reports, you will be notified and you can decide if you want to **Automatically Update**, **Download the Update** to manually download an update from any computer with an internet connection, **Continue Expired**, or **Cancel** without updating Federal/State Tax Forms.
4. A list of necessary updates will display if you chose to update Federal/State Tax Forms.
5. Click **Next** to update your system.
6. When your system is updated with the most current forms and reports, the Update Complete screen will display, click **Close**.

## Network (Multi-User) Installation Instructions

This topic describes how to install CenterPoint in a network (multi-user) environment:

- » Single User Network Installation - One user with the database on a server. **You must purchase a network installation.**
- » Multi-User - Multiple users with the database on a server. **You must purchase additional seats if multiple users are accessing the database on a server.**

If you will only be using CenterPoint with your data on one computer, please refer to the [Single User Installation Instructions](#) document.

There are two steps to installing CenterPoint in a network environment:

### [Step A: Install at the Server](#)

### [Step B: Install at each Workstation](#)



Note: These instructions cover multiple program verticals for CenterPoint, for example, CenterPoint Accounting for Agriculture, CenterPoint Fund Accounting, CenterPoint Accounting, and CenterPoint Payroll. The name "CenterPoint" is used in this guide to refer to any of the program verticals. When information in this guide applies to a specific program vertical for CenterPoint, the specific program vertical name will be used.

## Prerequisites

Complete the following setup on your network prior to installing CenterPoint. The prerequisites differ depending on the type of network being used. For assistance on any of the prerequisite steps, please contact your Network Administrator.

» **Prerequisites for Peer-to-Peer (Workgroup) Networks (Windows Authentication):**

» Server:

» All users setup on workstations that will access CenterPoint must also be setup on the server with the same username and password.

» Workstation(s):

» All user names must have Windows login passwords (must be the same as was setup on the server).

» All workstations must be joined to the same workgroup.

» **Prerequisites for Domain Networks:**

» All workstations need to be a member of the Domain that the server is a part of.

» CenterPoint uses Microsoft SQL Server. For security and performance reasons, it is not recommended that Microsoft SQL Server be installed on a Domain Controller. For more information, please see the Frequently Asked Questions section of this document.



If you also purchased and will be installing CenterPoint Payroll, it should be installed after any CenterPoint Accounting programs.

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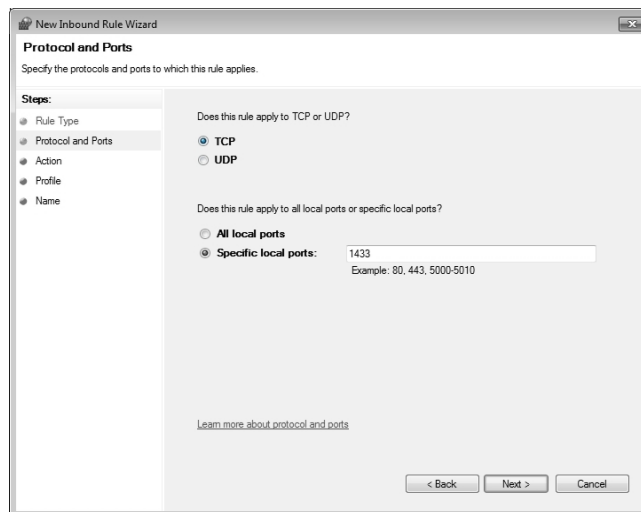
**Step A - Install at the Server:**

1. Close all other programs prior to starting the installation of CenterPoint.
  2. From a web browser, enter **www.redwingsoftware.com**.
  3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
    - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
    - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
  4. To download the CenterPoint program:
    - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or**
- » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
  6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
  7. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
  8. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume. This process may repeat depending on the number of requirements you need to install.
  9. On the **Welcome** screen, click **Next** to continue.
  10. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
  11. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
  12. By default, CenterPoint will install to C:\Program Files (x86)\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.

13. On the Select Program Folder screen, you should generally accept the default program folder location by clicking **Next**.
14. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
15. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
16. If you also purchased CenterPoint Payroll, follow steps 1-15 to install CenterPoint Payroll.
17. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
18. In each firewall running on the server, exceptions must be configured to allow CenterPoint to run properly. In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).

#### Port 1433 Exception:

1. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
2. Select **Port** and then **Next**.
3. Select **TCP** in the first section. Then select **Specified local ports** and enter **1433**. Click **Next**.



4. Select **Allow the Connections** and click **Next**.
5. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
6. In the **Name** field, enter *Port 1433 Exception* and click **Finish**.

#### SQLServr.exe Exception:

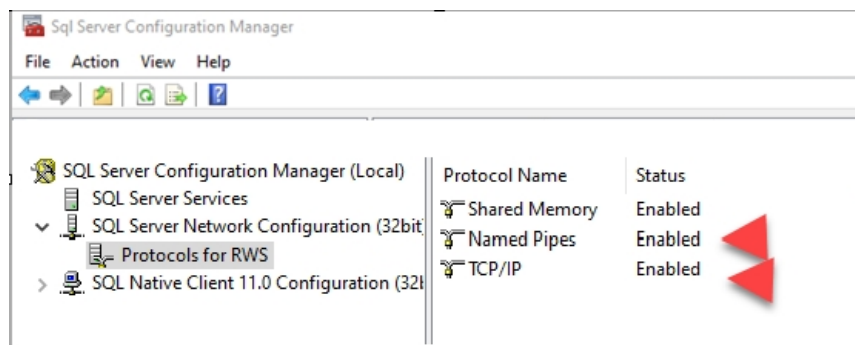
1. In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
3. Select **Program** and then **Next**.
4. Select **This Program Path**.
5. Using the **Browse** button, select the **SQLServr.exe** file and click **Next**. The location for SQLServr.exe will be in a path similar to this: C:\Program Files\Microsoft SQL

Server\MSSQL15.RWS64\MSSQL\Binn, or if you are using a version of SQL Server prior to 2019: C:\Program Files (x86)\Microsoft SQL Server\MSSQL12.RWS\MSSQL\Binn.

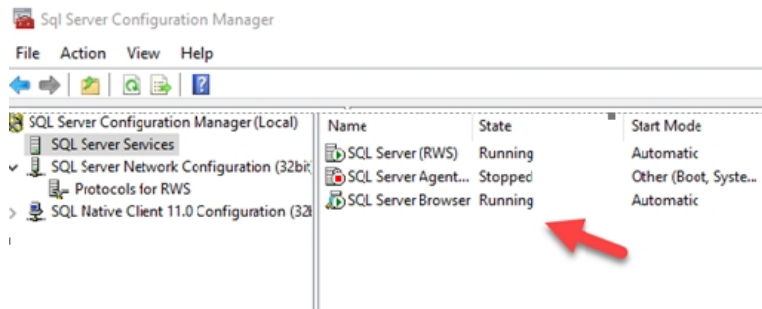
6. Select **Allow the Connection** and click **Next**.
7. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
8. In the **Name** field, enter **SQLSrvr.exe Exception** and click **Finish**.

#### SQLBrowser.exe Exception:

1. In Windows 10/11, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
  2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
  3. Select **Program** and then **Next**.
  4. Select **This Program Path**.
  5. Using the **Browse** button, select the **SQLBrowser.exe** file and click **Next**. The location for SQLBrowser.exe will be in a path similar to this: C:\Program Files(x86)\Microsoft SQLServer\90\Shared.
  6. Select **Allow the Connection** and click **Next**.
  7. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
  8. In the **Name** field, enter **SQLBrowser.exe Exception** and click **Finish**.
19. Verify the following SQL protocols are enabled and that the browser is running:
- a. At the Server, click **Start**, select **Microsoft SQL Server 20##** or open **Microsoft SQL Server 20##**, and then select **SQL Server 20## Configuration Manager**.
  - b. Under SQL Server Configuration Manager, select **SQL Server Network Configuration (32bit)**, and then select **Protocols for RWS** or **RWS** previously.
  - c. Verify that the **Named Pipes** and **TCP/IP** protocol status is **Enabled**.



- d. Under SQL Server Configuration Manager, select **SQL Server Services**.
- e. Verify that the **SQL Server Browser** state is **Running**.



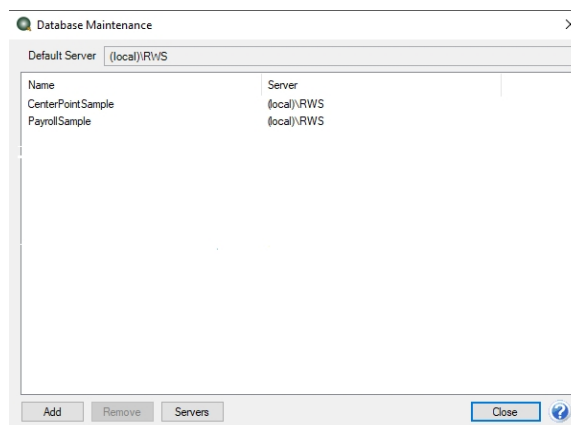
20. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
21. On the **Module Configuration Manager** screen, review the selections and click **OK**.
22. CenterPoint must be registered on the server. See the Frequently Asked Questions section for more information on registering CenterPoint.
23. It is important that CenterPoint is operating properly at the server computer and all databases have been created, before setting up the client workstations; including transferring data from other Red Wing Software programs (Perception, AgCHEK, Champion Controller, etc), creating new databases, or attaching to existing databases.

### Step B - Install at each Workstation that will be using CenterPoint:

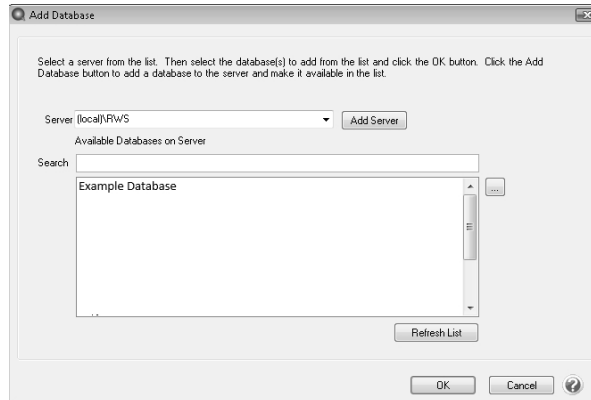


Note: If you do not want to install SQL locally, see the [Can I install CenterPoint without installing SQL Server Express on my workstations?](#) question/answer in the Frequently Asked Questions section of this document.

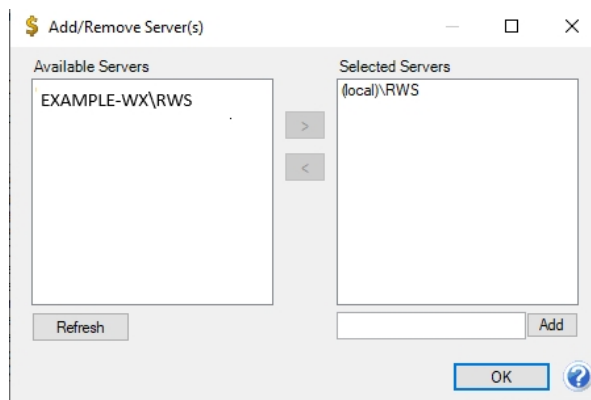
1. Follow steps 1-17 from the Server Installation section.
2. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
3. On the **Module Configuration Manager** screen, review the selections and click **OK**.
4. CenterPoint must be registered at each workstation. See the Frequently Asked Questions section for more information on registering CenterPoint.
5. Select **File > Administration > Data Maintenance**
  - a. If you receive a message that the database is open, click **Yes** to close the database.
  - b. On the **Database Maintenance** screen, click **Add** in the bottom left corner.



- c. On the **Add Database** screen, click **Add Server**.



- d. All available servers that you can connect to will display under the **Available Server** column. From the Available Server column, select the server that you want this workstation to connect to by moving it to the **Selected Servers** column. The predefined SQL instance from RWS ends with \RWS64, unless you are using the previous version, then it is \RWS. If you are not using the predefined instance, for example if you are using the full version of SQL, select your SQL server.



- e. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
  - f. Click **OK**.
  - g. On the Add/Remove Server(s) screen, click **OK**.
  - h. On the **Add Database** screen, click on the drop-down box in the **Server** field. Choose the server that was added in step d. To make this the default server, click in the drop down box in the Server field again, right-click and select Set As Default
  - i. All databases available on that server will then be listed in the **Available Databases on Server** box. Either select the database to attach to or in the **Search** box, enter the first few characters of the database name until CenterPoint locates the database you want to attach to. Multiple databases can be selected by holding down the Ctrl key on the keyboard while clicking on the databases.
  - j. Click **OK**.
  - k. Click **Close**.
6. Select **File > Open**. Select the database that you want to open. Click **Open**.

## Frequently Asked Questions:

### Q: How do I Add, Edit or Remove a SQL Server from File > Administration > Data Maintenance?

#### Add a Server

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers** and then click the **Add** button or right-click and select **Add**. All available servers that you can connect to will display under the Available Server column. From the Available Server column, select the server that you want this workstation to connect to by moving it to the Selected Servers column. The predefined SQL instance from RWS ends with \RWS64, unless you are using the previous version, then it is \RWS. If you are not using the predefined instance, for example if you are using the full version of SQL, select your SQL server. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
3. Click **OK**.
4. Click **OK**.
5. Click **Close**.
6. Click **Close**.

#### Edit a Server (Change Server Credentials)

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers**, select an existing server you want change credentials for, and then click the **Edit** button or right-click and select **Edit**.
3. Edit the credentials. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
4. Click **OK**.
5. Click **Close**.
6. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, select a database and right-click and select your server name.
3. Select **Edit Server Credentials**.
4. Edit the credentials. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
5. Click **OK**.
6. Click **Close**.

#### Remove a Server

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers**, select an existing server, and then click the **Remove** button or right-click and select **Remove**.
3. To remove the server and any associated databases from CenterPoint, click **Yes**. Note: This will not delete your database(s) from the server.

4. Click **Close**.
5. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, select a database and right-click and select your server name.
3. Select **Remove Server**. Note: This will not delete your database(s) from the server.
4. Click **Close**.

**Q: How do I set a default SQL Server or change my default SQL server.**

**A:** To set a default or change the default SQL Server, follow the steps listed below:

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers**.
3. Select an existing server and right-click and select **Set as Default**.
4. Click **Close**.
5. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, select a **database**, right-click and select your **server name**.
3. Select **Set as Default Server**.
4. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, click the **Add** button or right-click and select **Add Database**.
3. In the **Server** drop-down box, select a server.
4. Right-click on the **Server** box and select **Set as Default**.
5. Click **OK**.
6. Click **Close**.

**Q: Can I import or export my CenterPoint Database Maintenance configurations for use with other workstations on my network?**

**A:** Yes, CenterPoint Database Maintenance configurations can be exported/imported by following the steps listed below. Note: This process will export and import server and database configurations. This allows you to set up one workstation, export the configurations and easily import them into other workstations.

#### **Export a Server Configuration File**

1. Select **File > Administration > Data Maintenance**.
2. Right-click and select **Export Configuration**.
3. A database.xml file will be created. Select the location you want the file saved to.
4. Click **Save**.

#### **Import a Server Configuration File**

1. Select **File > Administration > Data Maintenance**.
2. Right-click and select **Import Configuration**.
3. Locate the database.xml file that was previously saved.
4. Click **Open**.

**Q: How do I remove databases from a Server?**

**A:** To remove a database or databases from a SQL Server or remove all databases from a server without deleting databases, follow the steps listed below:

**Remove a Database from a SQL Server:**

1. Select **File > Administration > Data Maintenance**.
2. Select the database you want to remove.
3. Right-click and select **Remove Database** or click the **Remove** button.
4. Select whether you want to **Detach Database from Server** or **Remove Physical Database File (Permanently remove database)**.
5. Click **Yes**.
6. Read the displayed message and if you agree, click **Yes**.

**Remove All Databases from a SQL Server without Deleting Databases**

1. Select **File > Administration > Data Maintenance**.
2. Select the Servers button or right-click and select the server you want all databases removed from.
3. Select **Remove**.
4. Read the displayed message and if you agree, click **Yes**.

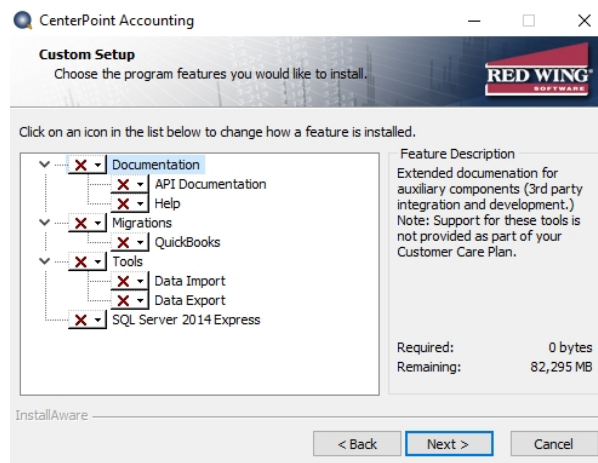
**Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.**

**A:** Make sure that all anti-virus, firewall, and any other security software are shut down prior to installing CenterPoint. If any of these software applications are running, the installation may be interrupted and will cause the installation to fail.

**Q: Can I install CenterPoint without installing SQL Server Express on my workstations?**

**A:** Yes. In some network environments you may want to install CenterPoint without installing SQL Server Express. During the installation of CenterPoint, on the Setup Type screen, select **Custom**, click **Next**,

On the Custom Setup screen, click the down arrow next to SQL Server Express and select **Entire feature will be unavailable**.

**Q: Is there a way to perform a silent command line installation of CenterPoint with and without installing SQL?**

**A:** Yes, CenterPoint can be installed from the command line, follow the instructions below:

**To perform a silent command line CenterPoint installation with the full installation of SQL:**

- » From the command line, enter **<EXE> /s**

**To perform a silent command line installation of CenterPoint without installing SQL:**

- » From the command line, enter **<EXE> /s INSTALLSQL=FALSE**

**Q: When I was trying to add my server in the Database Maintenance screen (step 5 in the workstation installation instructions), my server was not listed. Why is that and how can I get it in the list?**

**A:** Normally this happens if exceptions ([Step 18](#) of the Server Installation instructions) were not setup or were not setup properly. Once the exceptions are completed properly, the server should be in the list. If it is still not available in the list, type in the server machine's IP address to add the machine to the Selected Servers list manually. Enter the address in the box next to the Add button with "\RWS" in the Add/Remove Server(s) screen (for example, 192.168.1.100\RWS), and then click **Add**.

**Q: I received the following message when I tried connecting to a server in the Database Maintenance screen, "Failed to retrieve database for server XXX when trying to add a server in data maintenance. You may not have permissions for that SQL Server when connecting to a network database."**

**A:** First, try a simple shutdown and restart of the server and the workstation. If that does not resolve the problem, then ask your Network Administrator to repeat each of the prerequisite steps. Normally this error is displayed if one or more of the prerequisites noted at the beginning of this document were not completed or not completed properly.



Note: If the server has any Home version of the Windows operating system, you will need to either upgrade to a different operating system or use SQL Authentication. For more information about SQL Authentication, please contact Technical Support.

**Q: Do I need to do anything different during the installation if I will be installing CenterPoint on a Terminal Services server?**

**A:** Yes. Prior to Step 1 of the installation instructions, do the following:

1. Click on **Start** and then click **Run**.
2. In the **Open** box, type **cmd** and then click **OK**.
3. At the command prompt, type **changeuser /install**, and then press **Enter**. The "User session is ready to install applications" message displays.
4. Type **exit** and press **Enter**.

After installing CenterPoint on the server and prior to opening CenterPoint, do the following:

1. Click on **Start** and then click **Run**.
2. In the **Open** box, type **cmd** and then click **OK**.
3. At the command prompt, type **changeuser /execute**, and then press **Enter**. The "User session is ready to execute applications" message displays.
4. Type **exit** and press **Enter**.

**Q: What are the minimum roles needed by CenterPoint for Microsoft SQL Server?**

**A:** A verification is performed for the person using the database to determine if they have appropriate privileges to run the following tasks: opening or creating a database, attaching, removing or detaching a database to/from the SQL Server, and backing up or restoring a database. The following actions require the specified roles:

- » Opening a Database:
  - » Required Permissions: SELECT, INSERT, UPDATE and DELETE.
  - » Suggested Minimum Roles: db\_datareader, db\_datawriter.

- » Creating a New Database:
  - » Required Permissions: CREATE ANY DATABASE.
  - » Suggested Minimum Roles: db\_creator.
- » Attaching a Database:
  - » Required Permissions: CREATE ANY DATABASE.
  - » Suggested Minimum Roles: db\_creator
- » Backing up a Database:
  - » Required Permissions: BACKUP DATABASE, CONTROL.
  - » Suggested Minimum Roles: db\_owner.
- » Restoring a Database Backup:
  - » Required Permissions: CREATE ANY DATABASE.
  - » Suggested Minimum Roles: db\_creator.
- » Detaching/Deleting a Database:
  - » Required Permissions: CONTROL SERVER.
  - » Suggested Minimum Roles: sysadmin.

**Q: Can CenterPoint be installed on a Domain Controller?**

**A:** For security and performance reasons, it is **NOT** recommended that you install SQL Server on a domain controller. Domain controllers are primarily used for authentication purposes and do not support local users which SQL Server relies on. There are security restrictions when running SQL Server on a domain controller and it opens up some potential security risks that we believe should not be taken. Also, the domain controller tasks may result in decreased SQL Server performance.

Another concern is that SQL Server is not supported on a read-only domain controller. Setup will usually fail and even if you find a way to work around the problem with setup, SQL Server is not supported on a read-only domain controller.

There are two options that would allow you to use your domain controller:

- » Separate your domain controller hardware from your application software hardware.
- » Setup a virtual machine on the domain controller and use that for your SQL Server installation.

If you decide to use any of the options discussed above, you will need to have your network technician make the necessary changes or setup the virtual machine. Red Wing Software **will not** assist in the installation and configuration of SQL Server on a Domain Controller.

For more information, please refer to the following articles from Microsoft:

- » Hardware and Software Requirements for Installing SQL Server 2012 (this applies to 2008 and 2014 as well) - <http://msdn.microsoft.com/en-us/library/ms143506.aspx>
- » You may encounter problems when installing SQL Server on a domain controller - <http://support.microsoft.com/kb/2032911>

**Q: I have not previously registered on the Red Wing Software website, how do I register?**


**A:** To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
  - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.

- b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - c. Invoices you've received from Red Wing Software contain your account number.
  - d. If others at your company have already registered, they can sign in to their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
  - e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

**Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?**

**A:** To Retrieve a Forgotten Password:

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

**Q: How do I register CenterPoint?**

**A:** When CenterPoint is first installed, you will be prompted to register the software. You can also access the Registration screen by selecting **Help > Product Registration > CenterPoint Registration** at the main CenterPoint menu. There are two options for registering the software:

**Option A: Online Registration:**

1. When CenterPoint is first opened on your computer it will display a Registration screen. Click **Online**.
2. The Registration Online form will be displayed. If you are currently a member of the Red Wing Software website, enter your **Email Address** and **Password**, then click **Login** to access the online product registration.
  - » If you haven't registered on our website previously, click the **Register** link. On the Company Information screen, enter the required information, and then click **Submit**.
  - » If you are currently a member of the Red Wing Software website and you forgot your login credentials, click the **Forgot?** link and complete the required information. You will receive an email with reset login credential information, complete the required information. After you reset your login credentials, enter your **Email Address** and **Password**, and then click **Login** to access the online product registration.
3. On the next Registration screen, your registration information will display, click **Next**.
4. Click **OK**.

5. On the next Registration screen, click **Email** to receive a copy of the information via your e-mail address. Save this email. Click **OK**. Then click **Close Form**.

**Option B: Register Manually (use this option only if you do not have internet access on this machine)**



Note: The Registration Key is supplied when the software is shipped to the customer. It is located on a bright colored piece of paper. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. At the Registration screen, click on **Manual**.
2. On the **Registration Key Entry** screen, enter the registration key provided to you in the **Registration Key** field. Then click **Save**. When you enter the registration key:
  - » It is not necessary to enter the dashes
  - » Either upper/lower case letters can be entered
  - » The letters I, Q, O and S will not be a part of the registration key. For example, all "0" characters are the number zero.

**Q: How do I register the Federal/State Tax Forms (Aatrix)?**

**A.** If you do not have an internet connection, you'll need to manually register your Federal/State Tax Forms (Aatrix) software.

**One-Time Setup**

1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.
4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.



Note: If you do not have CenterPoint Payroll, you can skip to the Register Aatrix Manually section below.

6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.
8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

**Register Aatrix Manually (use this option only if internet access is not available)**

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. Click **Manual**.
5. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes.).
6. Click **Submit**.
7. At the **Registration Successful** message, click **OK**.

8. Click **Close**.
9. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

**Q: How do I get updates for CenterPoint?**

**A:** New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.
- b. If an update is needed on your machine, the **Online Updates** screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.
- c. Click **Install Updates**.
- d. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available.

**To set the preference:**

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**.
3. In the **Check for Updates Location**, choose **Internet**.
4. Select personalized options for the remaining fields in the **Online Update Settings** screen.

**Q: How can I get updates for CenterPoint Federal/State Tax Forms (not used with CenterPoint Depreciation)?**

**A:** If you have an internet connection, you can check for updates on a regular basis by following the steps below. If you do not have an internet connection, Red Wing Software will mail you a quarterly Aatrix Tax Forms update CD, at your request, for an additional fee. Note: If an update is available when you print a federal/state tax form, a message will display.

1. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**.
2. Wait while the Updater starts and checks for the latest versions of the Federal/State Tax Forms (Aatrix).
3. If you need to update your system with the latest forms or reports, you will be notified and .you can decide if you want to **Automatically Update**, **Download the Update** to manually download an update from any computer with an internet connection, **Continue Expired**, or **Cancel** without updating Federal/State Tax Forms.
4. A list of necessary updates will display if you chose to update Federal/State Tax Forms.
5. Click **Next** to update your system.
6. When your system is updated with the most current forms and reports, the Update Complete screen will display, click **Close**.

## Installing CenterPoint on a Domain Controller

For security and performance reasons, it is NOT recommended that you install SQL Server® on a domain controller. Domain controllers are primarily used for authentication purposes and do not support local users which SQL Server relies on. There are security restrictions when running SQL Server on a domain controller and it opens up some potential security risks that we believe should not be taken. Also, the domain controller tasks may result in decreased SQL Server performance.

Another concern is that SQL Server is not supported on a read-only domain controller. Setup will usually fail and even if you find a way to work around the problem with setup, SQL Server is not supported on a read-only domain controller.

There are two options that would allow you to use your domain controller:

- » Separate your domain controller hardware from your application software hardware.
- » Setup a virtual machine on the domain controller and use that for your SQL Server installation.

If you decide to use any of the options discussed above, you will need to have your network technician make the necessary changes or setup the virtual machine. Red Wing Software **will not** assist in the installation and configuration of SQL Server on a Domain Controller.

For more information, please refer to the following articles from Microsoft®:

- » Hardware and Software Requirements for Installing SQL Server 2014 - [https://msdn.microsoft.com/en-us/library/ms143506\(v=sql.120\).aspx](https://msdn.microsoft.com/en-us/library/ms143506(v=sql.120).aspx)
- » Installing SQL Server on a Domain Controller - [https://msdn.microsoft.com/en-us/library/ms143506\(v=sql.120\).aspx#Anchor\\_7](https://msdn.microsoft.com/en-us/library/ms143506(v=sql.120).aspx#Anchor_7)
- » You may encounter problems when installing SQL Server on a domain controller - <http://support.microsoft.com/kb/2032911>

## Register CenterPoint

When CenterPoint is installed on your computer it will be in a 30 day demo mode until the software is registered. You will be prompted to register the software when the program is loaded. The registration number provides you with a license for the products you have purchased.

There are two options for registering the software:

[Option A: Online Registration](#)

[Option B: Manual Registration](#)

If you would like to register your software but have already closed the Registration form, click on **Help > Product Registration > CenterPoint Registration** at the main CenterPoint menu.



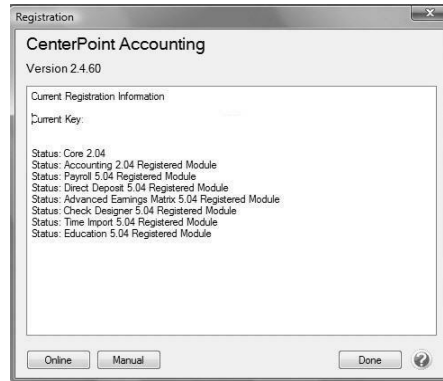
**Note:** Your Federal/State Tax forms (Aatrix) will need to be registered separately. Please see "Register Federal/State Tax Forms (Aatrix)" for complete instructions.

## Option A: Online Registration

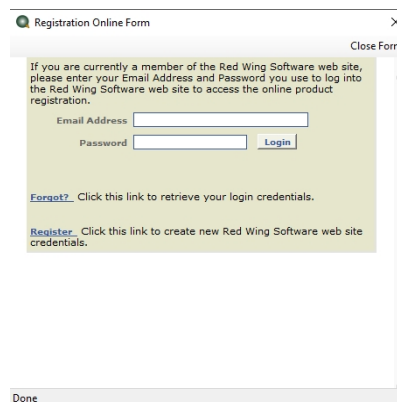
1. When CenterPoint is first opened on your computer it will display a **Registration** screen. Click **Online**.



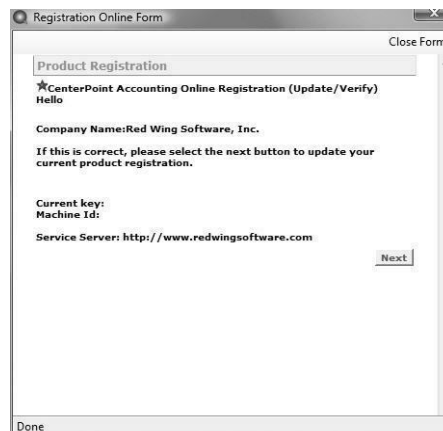
**Note:** if you do not have internet access on the computer in which CenterPoint is installed, please follow Option B below to register manually. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.



2. The Registration Online form will be displayed. If you are currently a member of the Red Wing Software website, enter your **Email Address** and **Password**, then click **Login** to access the online product registration.
  - » If you haven't registered on our website previously, click the **Register** link. On the Company Information screen, enter the required information, and then click **Submit**.
  - » If you are currently a member of the Red Wing Software website and you forgot your login credentials, click the **Forgot?** link and complete the required information. You will receive an email with reset login credential information, complete the required information. After you reset your login credentials, enter your **Email Address** and **Password**, and then click **Login** to access the online product registration.



3. On the next **Registration** screen, your registration information will display, click **Next**.



4. Click **OK**. On the next Registration screen, click **Email** to receive a copy of the information via your e-mail address. Save this email. Click **OK**. Then click **Close Form**.

### Option B: Register Manually (use this option only if you do not have internet access on this machine)



Note: The Registration Key is supplied when the software is shipped to the customer. It is located on a bright colored piece of paper. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. At the Registration screen, click on **Manual**.



Note: If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.

2. On the **Registration Key Entry** screen, enter the registration key provided to you in the **Registration Key** field. Then click **Save**. When you enter the registration key:
  - » It is not necessary to enter the dashes
  - » Either upper/lower case letters can be entered
  - » The letters I, Q, O and S will not be a part of the registration key. For example, all "0" characters are the number zero.

### Manually Register Federal/State Tax Forms (Aatrix)

CenterPoint uses Federal/State Tax Forms (Aatrix) to process and print all tax forms (W-2s, 1099s, etc). Aatrix will automatically be registered if you have an internet connection. If you do not have an internet connection, Aatrix must be registered manually prior to printing tax forms the first time and again annually when your Red Wing Software Customer Care program expires. This document explains:

[Step 1: Preliminary One-Time Setup \(Assign a Federal Tax Id to the Company/Fund\)](#)

[Step 2: Manually Register Aatrix](#)

[Step 3: Annually Reregister Aatrix](#)



Note: Registering Federal/State Tax Forms (Aatrix) is separate from the registration required for your CenterPoint software. Please see the "Register CenterPoint" documentation for step-by-step instructions.

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### Step 1: Preliminary One-Time Setup (Assign a Federal Tax Id to the Company/Fund)


1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



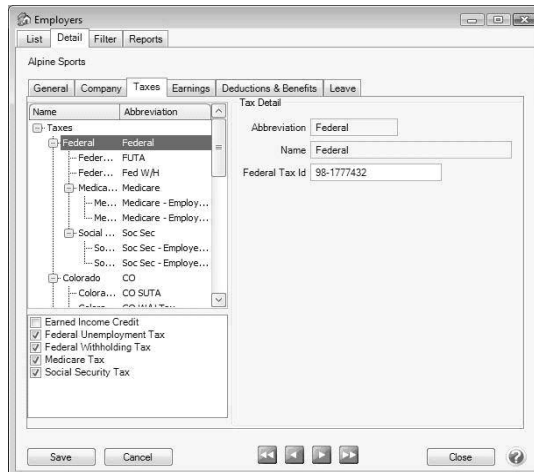
Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.

4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.

 Note: If you do not have CenterPoint Payroll, you can skip to the Step 2 – Register Aatrix section below.

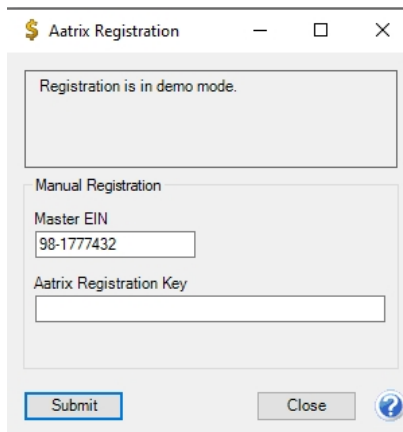
6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.



8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

## Step 2: Manually Register Aatrix

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.



4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.

7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

### Step 3: Annually Renew (register) Aatrix

A month before your Red Wing Software Customer Care expires, you will receive a message that says your forms will expire and will specify your Customer Care Plan anniversary date.



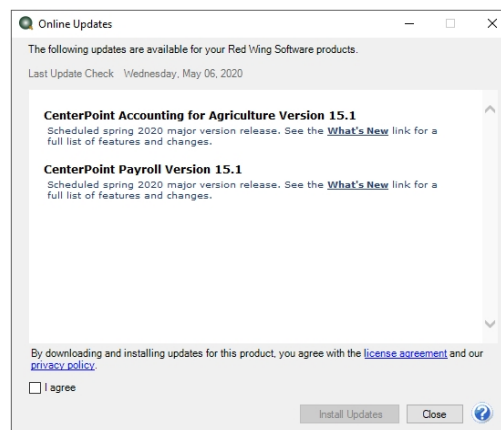
You can continue using Aatrix through the month of your Customer Care Plan anniversary date without a problem. To continue using Aatrix prior to the expiration date, click **Later**.

After the expiration date has passed, use the procedure described above to re-register your Federal/State Tax Forms (Aatrix).

## Check for and Install CenterPoint Updates

New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.
- b. If an update is needed on your machine, the Online Updates screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.



- c. Review the license agreement and privacy policy and if you agree to the terms, click the **I agree** check box.

- d. Click **Install Updates**.
- e. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available. To set the preference:

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**.
3. Click the **Application** tab.
4. Under the **Check for Updates Location**, choose **Internet**.
5. Under **Run Updates At**, select when you want the system to run downloaded updates:
  - » **Application Startup** - when the CenterPoint application starts.
  - » **Application Close** - when CenterPoint is closed.
6. Under **Update Method**, select how/when the update is installed:
  - » **Manually Handle Online Updates** - choosing this option bypasses the automatic check for online updates. If this is set you can check for online updates manually from **Help > Online Updates > Check for CenterPoint Updates**.
  - » **System Automatically Checks for Updates Based on Frequency Setting** - This option is the default setting. When this option is selected, the Select the Default Frequency For Automatic Updates box is enabled. Select the frequency at which you want the system to check for updates:
    - » **Application Startup**
    - » **Daily**
    - » **Weekly**
    - » **Monthly**
7. In the **Local Location for Updates** box, determine where downloaded update files are to be stored on the computer. Most will accept the default provided by Red Wing Software. The default location displays, to change the location, click **Select Path** to change the location. If your fire wall or gateway configuration requires passive FTP transfers, select the FTP Passive Transfers check box.
8. Click **Save**.

## Transferring CenterPoint Data to a New Computer

This topic describes the process of transferring CenterPoint data to a new Windows® 10 computer.



Note: This document provides instructions for performing Windows updates on the most current Microsoft® operating system. For information about performing Windows updates on other operating systems, contact your IT staff, search the internet for instructions about your operating system., or see the Frequently Asked Questions section of this document.

[Perform Windows Updates on the Windows 10 Operating System](#)

[Back Up the CenterPoint Data from the Old Computer](#)

[Back Up the Aatrix History File from the Old Computer \(only if using CenterPoint Payroll\)](#)

[Install the CenterPoint Program onto the New Computer](#)

[Restore the Database from the Old Computer onto the New Computer \(only if using CenterPoint Payroll\)](#)

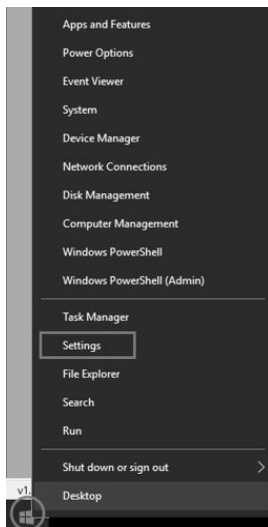
[Restore the Aatrix History File from the Old Computer](#)

[Frequently Asked Questions](#)

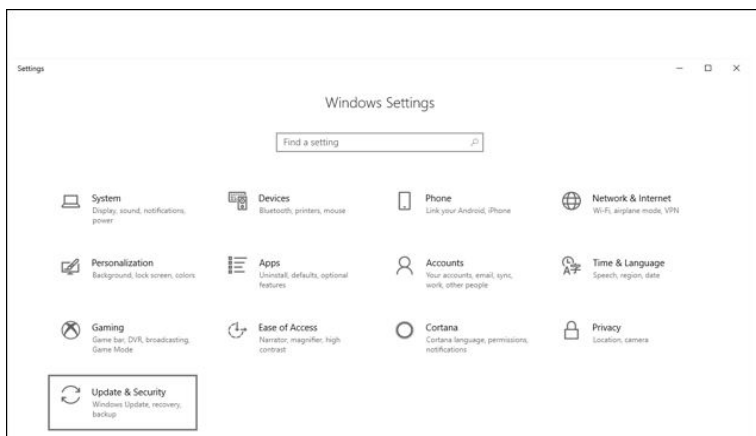
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## Perform Windows Updates on the Windows 10 Operating System

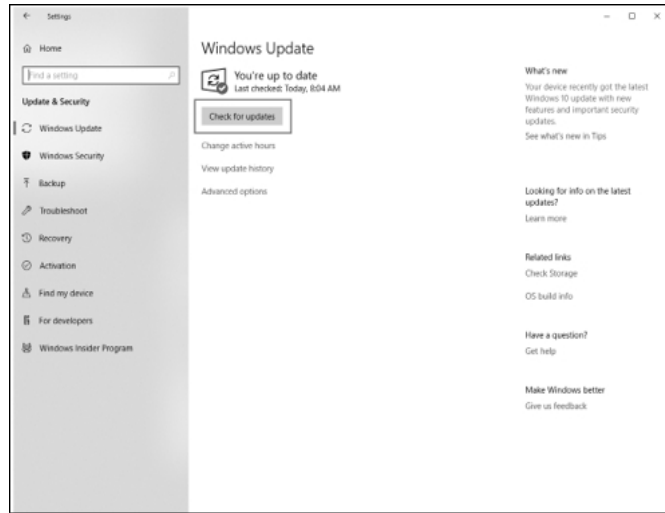
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



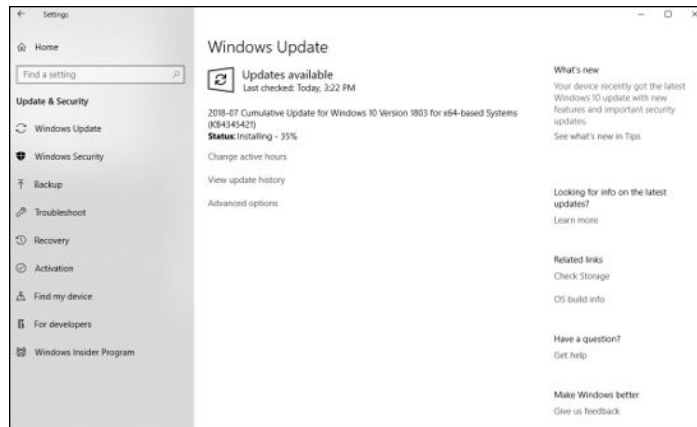
2. On the Windows Settings screen, select **Update & Security**.



3. Select **Check for updates** (If all updates have been installed as of the time you are checking for updates, a "You're up to date Last checked : Today 8:04am " message {this is an example message from 7/23/18}).



4. In the example above, the message indicated that the computer was up-to-date. However, after checking for updates there was an update that was required to be installed.



### Back Up the CenterPoint Data from the Old Computer

1. Select **File > Backup > Backup Database**.
2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. In the **Save To** box, a default path displays. Click **Browse**, and then select the location on your own computer to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
  - » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or offsite storage.

- » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
- » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.



Note: The file name for the backup file will be "databasenameMMDDYYYY.cpz." The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.

4. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
5. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **WarnMe** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
  - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
  - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
6. To view the contents of the Save To backup location, click **Open Backup Location**.
7. If you want to **Close this screen when the backup completed**, select this check box.
8. Click **Backup**.
9. At the *Backup Completed Successfully* message, click **OK**.



*Tip: Define a Preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:*

- a. Select **File > Preferences > General**.
- b. Select **Backup**.
- c. Under Backup, in the **Backup on Exit** box, select **Yes**.

### Back Up the Aatrix History File from the Old Computer (only if using CenterPoint Payroll)

The Aatrix History File contains historical Federal/State Tax Forms. It is necessary to back up this file regularly so that if you purchase a new computer, the history can easily be transferred to the new computer by restoring the backup.

1. Select **File > Backup > Backup Aatrix History Files**.
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Back Up Created message, click **OK**.



Note: The Aatrix History File folder will have one or more sub-folders. Each sub-folder contains files for a specific EIN.

## Install the CenterPoint Program onto the New Computer

1. Close all other programs prior to starting the installation of CenterPoint.
2. From a web browser, enter **www.redwingsoftware.com**.
3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
  - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
  - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
4. To download the CenterPoint program:
  - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.

Or

  - » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
7. If you receive a **User Account Control** screen, with a *Do you want to allow this app to make changes to your PC?* message, click **Yes** to continue.
8. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
9. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume (Microsoft® Windows Vista™ and Windows® 7 users, see the note below). This process may repeat depending on the number of requirements you need to install.
10. On the **Welcome** screen, click **Next** to continue.
11. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
12. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
13. By default, CenterPoint will install to C:\Program Files\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
14. On the **Select Program Folder** screen, you should generally accept the default program folder location by clicking **Next**.
15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
16. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
17. If you also purchased CenterPoint Payroll, follow steps 1-16 to install CenterPoint Payroll.
18. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
20. On the **Module Configuration Manager** screen, review the selections and click **OK**.

## Restore the Database from the Old Computer onto the New Computer

1. On the **File** menu, select **Restore Database**.
2. In the **Backup File To Restore** box, select the backup file in the shared folder. Click **Browse** to locate the file you want to restore. The file name for the backup file is "**databasename.cpz**".
3. The database name should automatically display in the **Database to Restore** box. This can be changed if you'd like to rename the database.
4. The **Restore Databases Path** will also automatically display. This is the location on the server where the data will go.
5. In the **Server** field, select the SQL server you would like the database restored to.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up.



It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.

7. Click **Restore**. At the You are trying to restore database "Databasename." If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to continue? message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.
8. At the Restore Completed Successfully message, click **OK**. The Restore Database screen will close automatically.

## Restore the Aatrix History File from the Old Computer (only if using CenterPoint Payroll)

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the employer(s) you want to restore history for.
4. Click **OK**.
5. At the *This will overwrite the existing history data, are you sure?* message, click **Yes** to replace the existing Aatrix History files or **No** to cancel the restore.
6. Click **OK**.

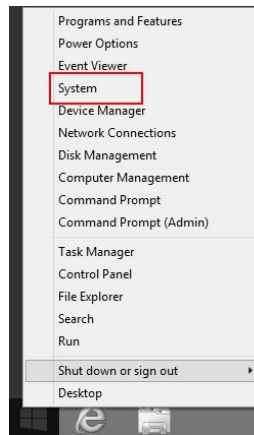
## Frequently Asked Questions

**Q: The computer I am transferring data to does not have the Windows 10 operating system. How do I install Windows updates on a Windows 8 computer?**

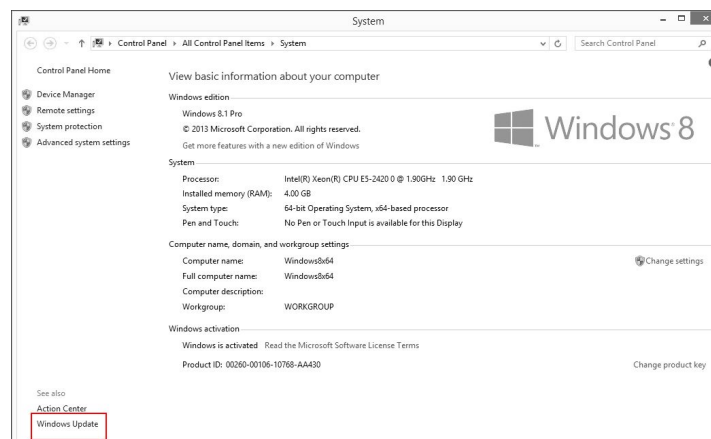
**A:** Follow the steps below for Windows 8:

### Perform Windows Updates on the Windows 8 Operating System

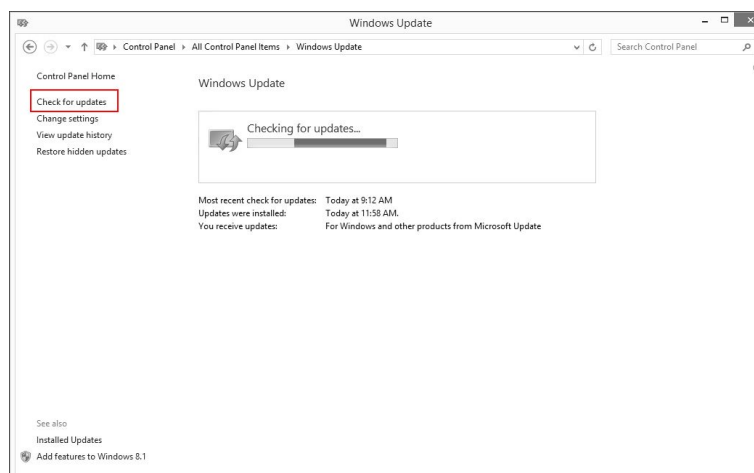
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



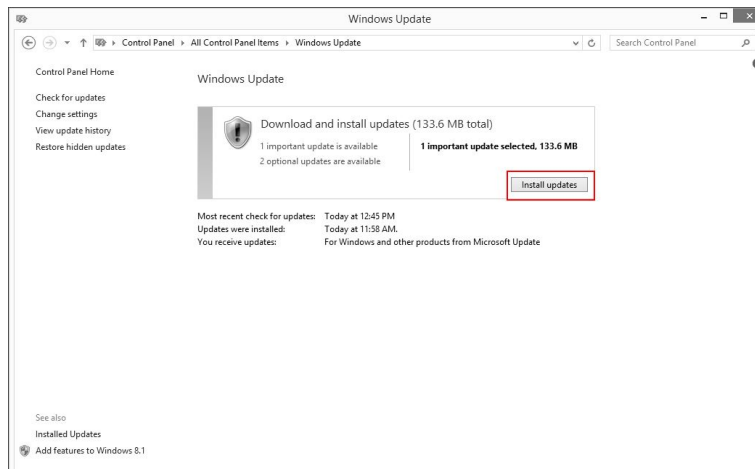
### 2. Select **Windows Update**.



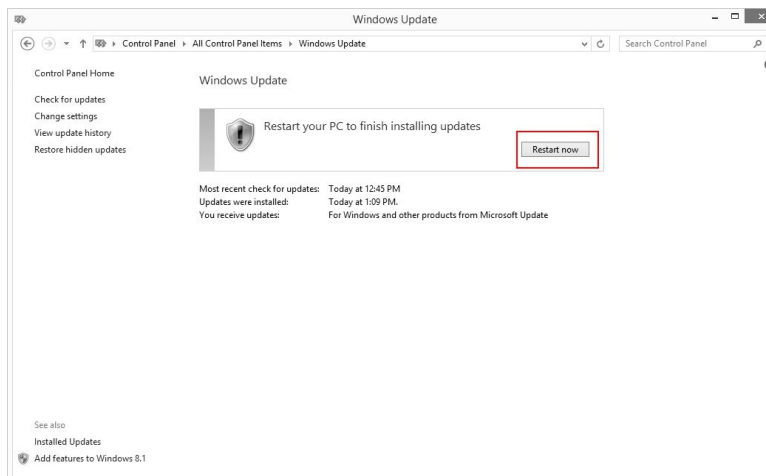
### 3. Select **Check for Updates**.



### 4. Click **Install Updates**.



5. When the Updates are successfully installed, click **Restart now**.



**Q. I'm attempting to log into the Red Wing Software website, but it does not recognize my Email and/or Password?**

**A.** Follow the instructions below for information about the Red Wing Software website.

**To Log in to the Red Wing Software website:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Login**.


**To Register on the Red Wing Software website:**

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:

- a. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - c. Invoices you've received from Red Wing Software contain your account number.
  - d. If others at your company have already registered, they can sign in to their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
  6. Enter the displayed **Security Verification** code, and then click **Submit**.

**To Retrieve a Forgotten Password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

**To Log Out of the Red Wing Software website:**

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Logout**.

## Transferring CenterPoint Data to a New Server

There are three steps that will need to be completed to effectively move CenterPoint databases from one server to another.

[Step 1 - Create a Backup of the Databases on the Old Server](#)

[Step 2 - Install CenterPoint at the New Server & Restore Data](#)


[Step 3 - Database Maintenance at Each Workstation](#)

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**Step 1 - Create a Backup of the Databases on the Old Server:**

1. Create a backup of your CenterPoint database through the CenterPoint program by following the [Backup and/or Restore a Network Database](#) document.




Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help > CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Backup**, click , and then select the **Backup and/or Restore a Network Database** document or [click here](#).

2. Once the backup is complete, move the file to some sort of removable storage device (CD, flash drive, external hard-drive, etc.) if you did not select to save to one of those locations originally.

## Step 2 - Install CenterPoint at the New Server & Restore Data

1. Follow **Step A** (only Step A) of your [Network Installation Instructions](#) document.




Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help > CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Network Installation**, click , and then select the **Network (Multi-User) Installation Instructions** document or [click here](#).

2. Once the program is installed on your server, open CenterPoint and go to **File > Restore** database. Connect/ to or insert your removable device that you saved your backup file to (CD, external hard drive, flash drive, etc.).
3. Click **Browse** in the **Backup file to restore** field and browse to your removable storage device that you saved the backup file to in Step 1 of this document.
4. Select your backup file ("yourdatabasename.cpz") and click **Open**.
5. In the **Database to Restore** box, make sure this is the name you want for your database (can be changed if you want).
6. Verify that the **Server** box says **(local)\RWS**.
7. Click **Restore**.

## Step 3 - Database Maintenance at Each Workstation

1. At a workstation, select **File > Administration > Data Maintenance**. If prompted, click **OK** to close the current database.
2. In the **Database Maintenance** screen, select the database(s) and click **Remove**
3. Select **Detach Database from Server**.
4. Click **Yes**.
5. Click **Yes**.
6. Select **Yes** to continue detaching the database.
7. Then follow **Step B-5** (skip Step B1-B4) of your [Network Installation Instructions](#) document to add the new server and databases.



Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help > CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Network Installation**, click , and then select the **Network (Multi-User) Installation Instructions** document or [click here](#).

8. Repeat steps 1-5 at each workstation.

## Users and Security

Security can be setup in CenterPoint that will allow you to password protect databases (Database Security) setup additional users and track transactions entered by each user (Users), and limit access to menu selection (Security Policies). All security is set up and maintained by the Administrator.

### [Step A: Database Security Settings](#)

[Step B: Select Password Security Options](#)

[Step C: Setup Database Users](#)

[Step D: Setup User Groups](#)

[Step E: Setup Security Policies](#)

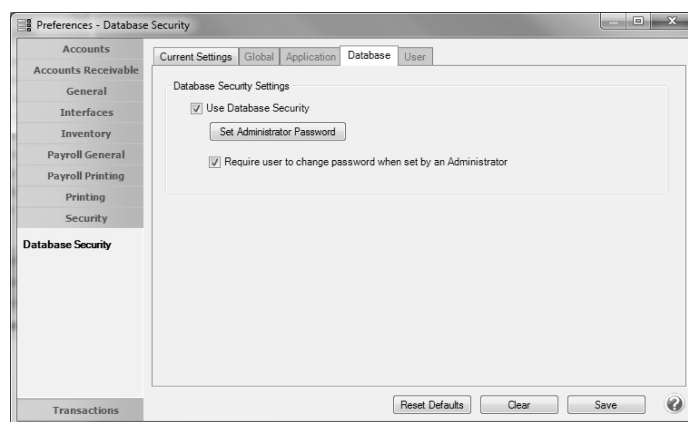
[Frequently Asked Questions](#)

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## Step A: Setup Database Security:

To password protect a database, the Database Security preference must be selected.

1. On the **File** menu, select **Preferences**.



2. Select **Security > Database Security**.
3. Click the **Database** tab.
4. Under **Database Security Settings**, select the **Use Database Security** check box to require a user name and password when the database is opened.

 **Note:** The default user name will be Administrator.

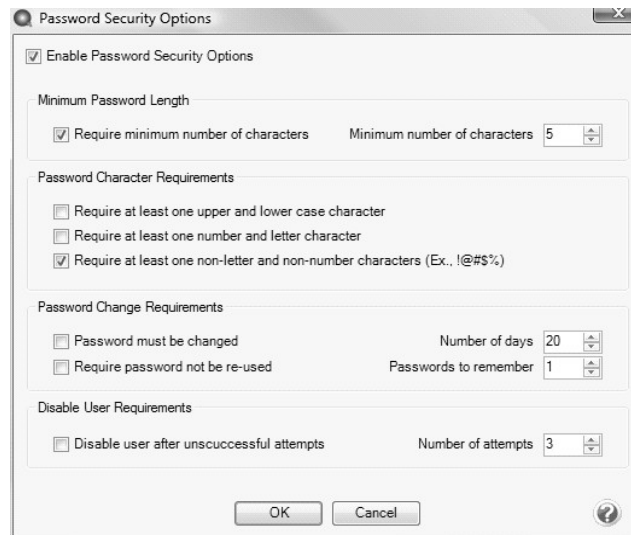
5. Click **Set Administrator Password**.
  - » In the **Old Password** box, leave the box blank if this is the first time you are setting up the administrator password.
  - » In the **New Password** box, enter the password that you want to be assigned to the administrator user.
  - » In the **Confirm Password** box, enter the same password you entered in Step 7.
  - » Click **OK**.
6. Select the **Require user to change password when set by an Administrator** box if applicable.
7. Click **Save**.
8. Select **File > Close**.
9. Select **File > Open** and then select the database you just set an Administrator Password for.
  - » In the **User Name** box should default to Administrator, if not, enter Administrator.
  - » In the **Password** box, enter the password you set in Step 7.

» Click **OK**.

## Step B: Select Password Security Options

Among other things, the password security options allow you to customize how long a password must be, the characters that must be included in the password to be valid, and how often it must be changed. If your organization doesn't have any requirements regarding the password, this step can be skipped.

1. Select **File > Security > Password Security Options**.
2. Select **Enable Password Security Options**, which will then make all other fields on the screen accessible.



3. Select the options that are applicable to your organization. These selections can be changed at anytime. If selections are changed and a users password no longer meets the new requirements, they will be prompted to change their password on the next login.
4. Click **OK** to save the selections.

## Step C: Create Database Users

Setting up database users allows CenterPoint to track the transactions entered or modified by each user and authorize which processes they can access.

1. Select **File > Security > Database Users**.
2. Click on the **Add User** button.

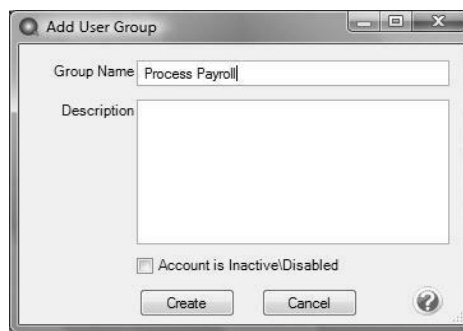


3. Type a **User Name** and **Password** for the new user.
4. In the **Confirm Password** box, type the same password you typed in the **Password** box.
5. Click **Create**. If Password Security Options are enabled on this database (step B), then the system will verify that the password meets those requirements. If it doesn't meet the requirements, a message will be displayed that explains what needs to change on the password before it can be saved.
6. Repeat steps 2-5 for each user needed.

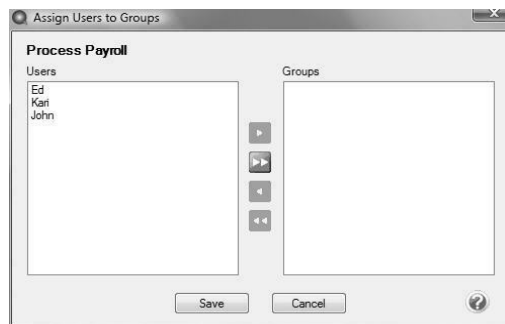
## Step D: Setup User Groups

Users can be assigned to user groups that then are given access to specific menu selections (security policies) in CenterPoint.

1. Select **File > Security > User Groups**. The main **User Groups** screen will be displayed.
2. Click on **Add Group**.



3. In the **Group Name** box, enter a description for the type of group you are creating, for example "Enter Time Sheets or Process Payroll".
4. In the **Description** box, type a description of this group. The Description is optional.
5. Click **Create**.
6. At the **User Groups** screen, click on the **Assign Users** button.

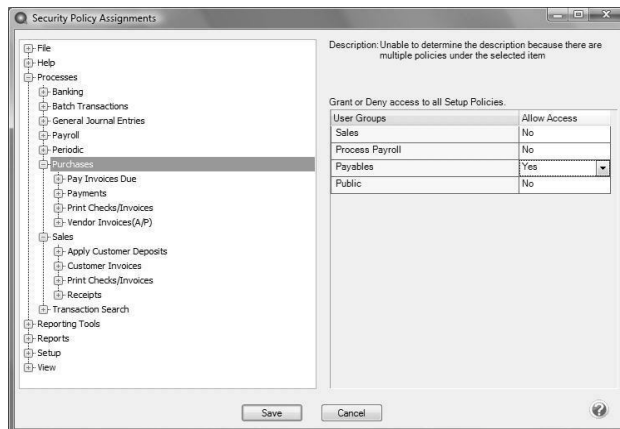


7. In the **Assign Users to Groups** screen, select the users that will have access to the functions for this group and click the right-arrow icon to move the users from the left-side of the screen to the right-side of the screen. Multiple users can be selected by holding the Ctrl key at the same time a user is selected.
8. Click **Save**.
9. Repeat steps 1-8 for each group needed.

## Step E: Setup Security Policies

Security Policy assignments are used to grant or deny access to user groups. Every user automatically belongs to the Public User Group. The Administrator user group has full access rights which cannot be taken away.

1. Select **File > Security > Security Policies**.

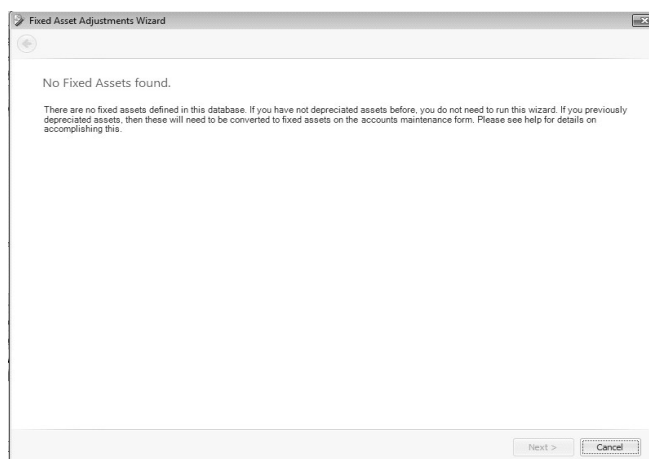


2. Select the menu selection and function from the left-side of the **Security Policy Assignment** screen.
3. For **AllUser Groups** on the right-side of the **Security Policy Assignment** screen, under **Allow Access** select **Yes** to grant access or select **No** to deny access.



Note: If all items in a menu group will have the same access rights, set the access rights on the highest level (for example; Purchases). If the access rights within a menu group will differ, set the rights on each specific menu (for example, Pay Invoices Due, Payments, etc).

4. Some menu groups allow you to specify add/delete/edit/view/void, etc. security policies. For **ALL User Groups** on the right-side of the **Security Policy Assignment** screen, under **Allow Access** select **Yes** to grant access or select **No** to deny access.



5. Click **Save** after all security policy assignments have been set.

## Frequently Asked Questions

**Q: Can a user change their own password?**

**A:** Yes. Select **File > Security > Change Password**. Then specify the old and new password. If Password Security Options have been setup, the password will be validated when saved. The user will be notified if the password does not meet the requirements.

**Q: A user tried to login multiple times with the wrong password and now their account is disabled/locked. Is there a way to enable it again?**

**A:** Yes. Login as the Administrator. Then select **File > Security > Database Users**. Right-click on the locked user and select **Enable User**.

**Q: Is there a way to see when a user last changed their password?**

**A:** Yes, we have a report available that species password changes. Select **Reports > Reports > Audit Reports > Passwords Changed**.

**Q: If a user forgot their password, how can I reset it?**

**A:** Yes. Login as the Administrator. Then select **File > Security > Database Users**. Right-click on the locked user and select **Set Password**.

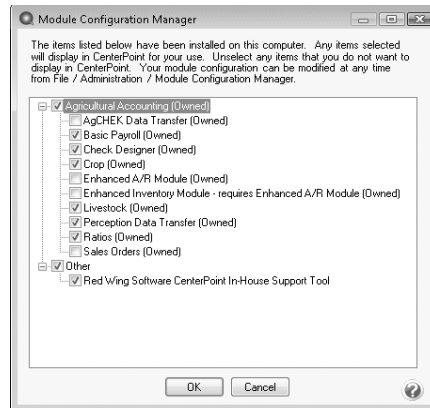
## Add a Module

This topic describes how to add a module to an existing install of CenterPoint, for example the Accounts Receivable, Inventory or Direct Deposit modules.

### Prerequisite

Before a module can be added to CenterPoint, the current version of CenterPoint must be installed and the module must be purchased before it can be configured for use. See the detailed Installation Instructions by selecting **Help > CenterPoint Help > Menu > Installation and Registration**.

1. Start CenterPoint.
2. If the **Module Configuration Manager** screen displays, click **OK**. The Module Configuration Manager screen will only display if you are installing CenterPoint for the first time, or if you are installing an update that contains a new module.
3. The CenterPoint product must be reregistered to recognize ownership of the additional module. Select **Help > Product Registration > CenterPoint Registration** to register. Note: For detailed registration instructions, refer to the *Register CenterPoint* topic by selecting **Help > CenterPoint Help > Menu > Installation and Registration > Register CenterPoint**.
4. At the **Registration** screen, select **Online**.
5. At the **Register Online Form** screen, click **Next**, and then **OK**.
6. Once the registration is complete, then you are ready to add the new module to your databases. Select **File > Administration > Module Configuration Manager**.



7. Select the additional module(s) you purchased, and click **OK**.
8. Close and restart CenterPoint. At this point all of the new menu items associated with that module will be displayed.
9. When new modules are added to CenterPoint, you should review the columns that are available to the transaction entry screens for customization. For example, if you are adding the Inventory module, you may want to add Unit Cost, Qty Available, etc. to the A/R and A/P Invoice Entry screens. For step-by-step instructions on how to add/remove columns from data entry screens, please refer to the Customizing the Columns Displayed in Transaction Entry Grids section of the *Shortcuts/Time Savers in Transaction Entry* topic by selecting **Help > CenterPoint Help > Menu > Customization and Navigation > Shortcuts/Time Savers in Transaction Entry**.

## Installing Windows Updates

This topic describes the process of installing Windows updates.

### [Install Windows Updates on the Windows 10 Operating System](#)

### [Install Windows Updates on the Windows 8 Operating System](#)



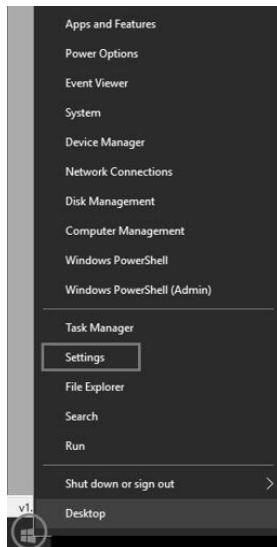
Note: Please see the System Compatibility section of our website for operating system information not listed above.



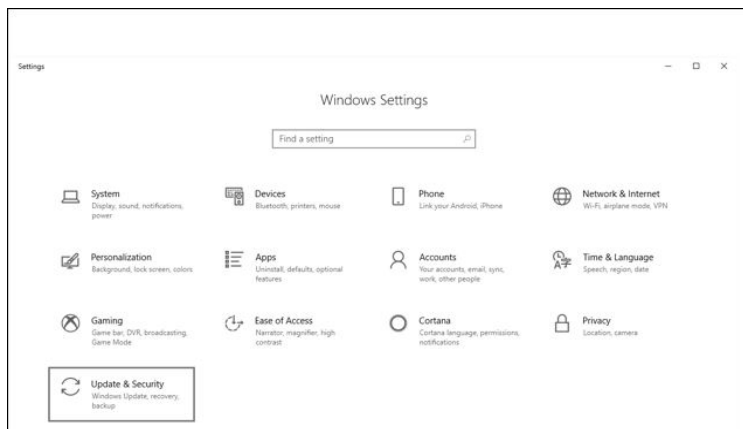
Note: Downloading and installing Windows updates can be a time-consuming process and it is unlikely that the amount of time it will take can be estimated by a Red Wing Software Support technician.

## Perform Windows Updates on the Windows 10 Operating System

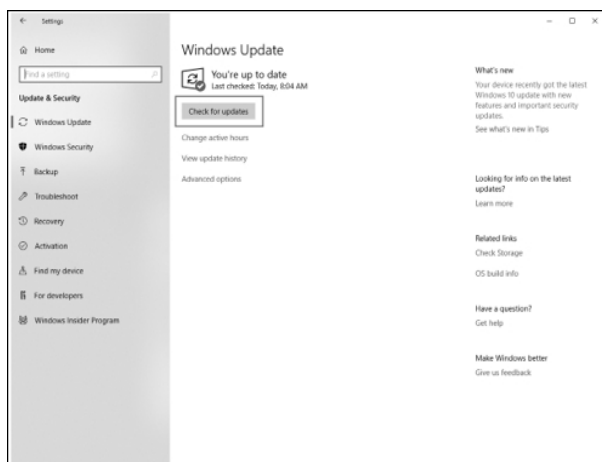
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



2. On the Windows Settings screen, select **Update & Security**.



3. Select **Check for updates** (If all updates have been installed as of the time you are checking for updates, a "You're up to date Last checked : Today 8:04am " message {this is an example message from 7/23/18}).

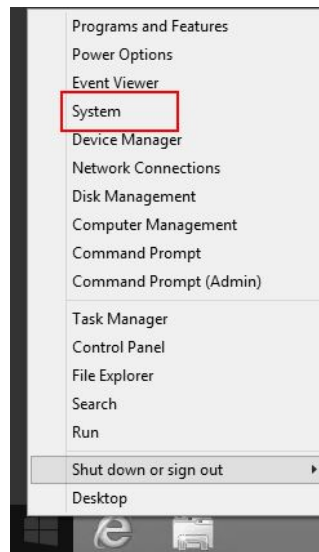


4. In the example above, the message indicated that the computer was up-to-date. However, after checking for updates there was an update that was required to be installed.

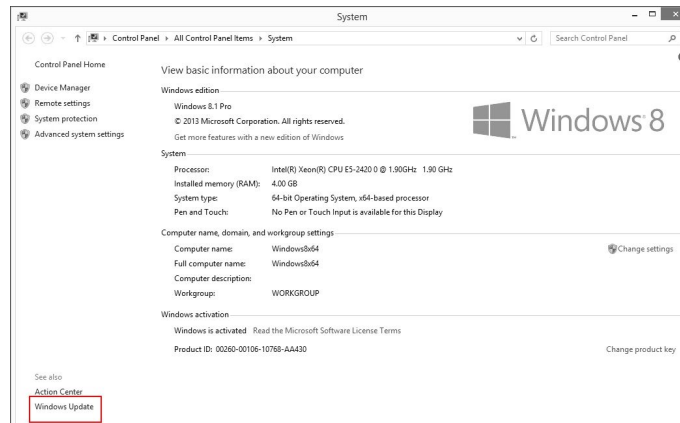


## Perform Windows Updates on the Windows 8 Operating System

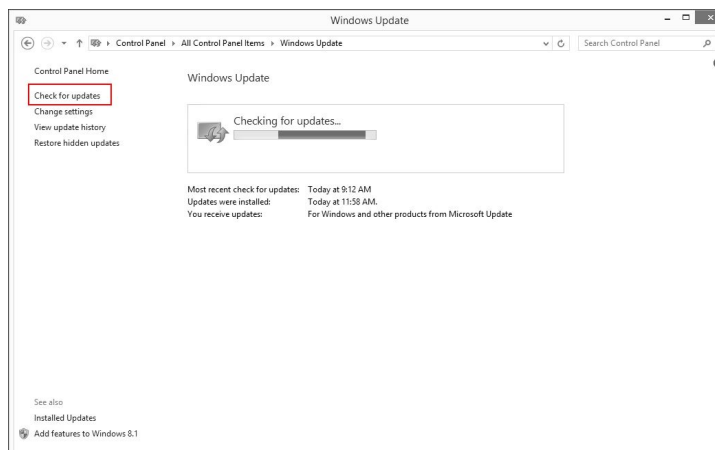
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



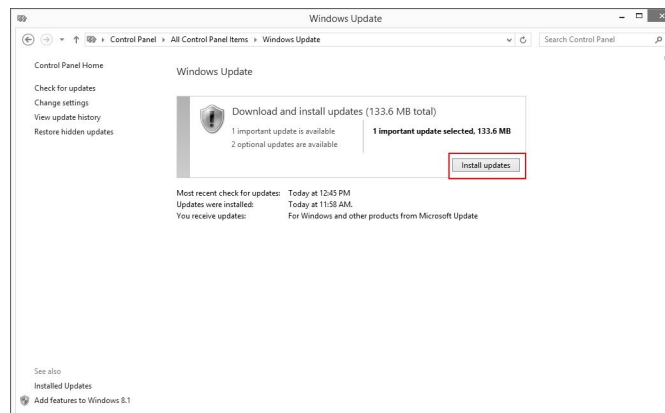
2. Select **Windows Update**.



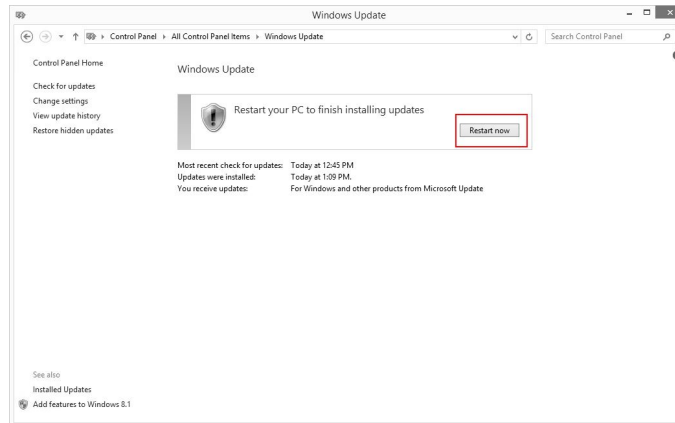
### 3. Select **Check for Updates**.



### 4. Click **Install Updates**.



### 5. When the Updates are successfully installed, click **Restart now**.



## Customization and Navigation

### About Databases

A Database is a collection of data and objects relating to a specific purpose or topic. For CenterPoint, a database represents the financial activity of a company. You can have as many databases as you need in CenterPoint, but each database is separate from the others and data is not shared between them.

Each database includes the financial data of one or more companies. A company is defined as a tax entity with financial activity. Multiple companies can share a database if they are part of the same operation. This allows the companies to share accounts and analyze the combined data. At the same time, each company maintains separate financial records.

If you have more than one company and ...

they do NOT share the same type of business activities,

they do NOT share the same type of accounts,

you do NOT wish to combine data from all companies in an analysis .....

it is recommended to create separate databases instead of separate companies within the same database

[Create a New Database](#)

[Copy a Database](#)

[Open a Database](#)

[Remove a Database](#)

[To Attach a Database](#)

[To Detach a Database](#)

### Create a New Database

1. Select **File > New > New Database Wizard**.
2. The setup wizard's on-screen text will walk you through the process of creating a new database.

## Copy a Database

The New Database Wizard creates a new blank database that may include sample accounts (if selected during the wizard). Another way to create a new database is to copy an existing database. This process will allow you to pick and choose which data you'd like to copy from the selected existing database. Balances and transactions will not be transferred, just maintenance items (accounts, names, employers, employees, etc.). For Payroll databases, you can choose to Keep Payroll History as Startup Payroll, select the year to Keep Payroll From As Startup Pay, and then choose to either keep or remove payrolls after the database starting date.

1. Open the database you want to copy.
2. Select **File > New > Copy Database**. Note: This menu option will not be available unless you have the database open that you want to copy.
3. A wizard will be displayed that will walk you through the process. Read the on screen instructions and make your selections. Click **Next** to move to the next step of the wizard.

## Open a Database

1. Select **File > Open**.
2. On the Open Database screen, select the database you want to open, and click **Open**.
3. If the Database Security Setting in File > Preferences > Security > Database Security was set to use database security, you will be prompted to enter your User Name and Password. Enter the appropriate information and then click **OK**.

## Remove a Database:

When you remove a database, all of the data contained in the database will be permanently deleted. Consider performing a backup on the database before you remove a database.

1. Select **File > Administration > Data Maintenance**.
2. On the left side of the screen, under **Databases**, select the database that you want to remove.
3. Click **Remove**.
4. Select the **Detach from Server** and **Remove Physical Database File** check boxes.
5. Click **Yes**. At the confirmation screen, select **Yes** again to detach and remove the database.

## Attach to a Database:

The attach process is normally used in a network environment to connect to databases that others on the network have created. The attach database could also be used if you received a copy of a CenterPoint database that wasn't backed up using CenterPoint.

1. Select **File > Administration > Data Maintenance**.
2. On the **Database Maintenance** screen, click **Add** in the bottom left corner.
3. Either select the database from the list or in the Search box, enter the first few characters of the database name until CenterPoint locates the database you want to add.
4. Click **OK**. Note: Please refer to the Network Installation Instructions for more information about adding a new server and adding databases to the server.

## Detach a CenterPoint Database:

You could detach from a CenterPoint database if you are no longer using a database but you do not want to delete the data in the database.

1. Select **File > Administration > Data Maintenance**.
2. On the left side of the screen, under **Databases**, select the database that you want to detach.
3. Click **Remove**.
4. Select the **Detach Database From Server** check box. Note: When you detach a database, all of the data contained in the database will remain in the data file. The database is detached from the SQL Server.
5. Click **Yes**. At the confirmation screen, select **Yes** again to detach the database.

## Managing Your Forms as you Move to CenterPoint

As you prepare to move to one of our CenterPoint programs, it's a good idea to check your existing forms (checks, invoices, etc.) to verify that they will or will not work in CenterPoint. Below we have listed the forms found in our legacy products and other products that data can be transferred from and noted if they will or will not work in CenterPoint. You'll find that some will work with CenterPoint but may not be perfectly aligned, so we recommend that you either purchase the Check Form Designer to align the forms or order new forms. Follow the Print Sample Forms section in this document with the listed menu selections to print a test on your forms to see if the alignment is acceptable to you. If you need to order new forms, we recommend Computer Forms Incorporated for Red Wing Software forms. They can supply laser checks, invoices, statements, deposit slips, envelopes, and other business forms. To order, simply open CenterPoint and select **Help > Order Checks & Forms** or [click here](#).

Legacy Software Form	CenterPoint	CenterPoint Payroll
AgCHEK Canadian Checks	Yes	
AgCHEK Checks	Yes	Yes
Controller Checks	No <sup>1</sup>	No <sup>1</sup>
Controller Laser Invoices	Yes	
Controller Payroll Checks		No
Controller Statements	No	
Perception Canadian Checks	No <sup>2</sup>	No <sup>2</sup>
Perception Checks	No <sup>2</sup>	No <sup>2</sup>
Perception Invoices	Yes	
Perception Statements	No	

Legacy Software Form	CenterPoint	CenterPoint Payroll
Profit Accounts Payable Checks	No <sup>3</sup>	
Profit Payroll Checks		Yes <sup>4</sup>
Profit Gold Accounts Payable Checks	No <sup>3</sup>	
Profit Gold Payroll Checks		Yes <sup>4</sup>
Red Wing DOS Payroll - Laser Checks		Yes
Red Wing DOS Payroll - Dot Matrix Checks		No
Red Wing Windows Payroll		Yes
JobBOSS Payroll		Yes <sup>5</sup>
QuickBooks Payroll		Yes <sup>6</sup>

<sup>1</sup> Controller checks will work, but they do not align perfectly. We recommend that you order new CenterPoint checks.

<sup>2</sup> Perception checks will work, but they do not align perfectly. We recommend that you order new CenterPoint checks.

<sup>3</sup> Profit and Profit Gold checks will work, but they do not align perfectly. We recommend that you order new CenterPoint checks.

<sup>4</sup> Profit and Profit Gold Payroll checks will work, but the stub designer must be used to move fields to the correct location.

<sup>5</sup> JobBOSS checks may if File > Preferences > Payroll > Printing - Checks preference is set to the Stub/Stub/Check format, and the stub designer is used to move fields to the correct location.

<sup>6</sup> QuickBooks Payroll checks may work, but the stub designer must be used to move fields to the correct location.

## Printing Sample Forms

- » Open CenterPoint.
- » When the Open Database screen displays, select the **CenterPoint Sample** or the **Payroll Sample** database and then click **Open**.
- » For each form listed in the table below, select the CenterPoint menu noted and then press **F1** and follow the instructions for printing the form.

Form	CenterPoint Menu
Accounts Payable Checks	Processes > Purchases > Print/Email Checks For Standalone Payroll: Processes > Pay Invoices Due

Form	CenterPoint Menu
Invoices	Processes > Sales > Print/Email Invoices
Receipts	Processes > Sales > Print/Email Receipts
Billing Statements	Processes > Sales > Billing Statements

## Database Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time.

Preferences can be set for lookups, right-clicks, accounts, database security, addresses, etc. There are numerous preferences that can be set in the system. A few of the most commonly used Preferences are described below.

### How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

**Current Settings:** Simply displays the settings that are currently being used.

**Global:** The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

**Application:** If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

**Database:** Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

**User:** Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

### What are some of the common Preferences that are used?

#### » Accounts (File > Preferences > Accounts > Account Settings)

##### » Account Settings:

- » **Set Account Number Mask** - Defines the account number mask (format) for the account number box, for example, how many characters in your Account Number. Setting a format secures account number conformity. The account number can be set to be required or not required. The format can be set to be numeric, an alphanumeric, or an alphabetic field.
- » **Account List Display** - Defines the way that the Setup > Accounts > List tab displays. If the Display As Flat List preference is set to Yes, the Account List will

display as a continuous list without the Account Type (Assets, Liabilities, Expenses, etc.) and Account Categories (Accounts Receivable, Purchased Crop Inventory, Postage Expense, etc.). If the Display As Flat List preference is set to No or Not Set, the Account List will display with Account Types and Account Categories .

» **General (File > Preferences > General)**

» **Address Settings -**

» **Zip Code \ Postal Code Lookup Selection** - Defines whether you want to use an automatic zip code/postal code lookup for addresses. For example, filling in the zip code/postal code will retrieve the city/province and state or a list of city/provinces and states.

» **Select The Default Format For Addresses** - Defines the default format for addresses of the United States, Canada, or Foreign/Free Form Addresses.

» **Background Image** - The background image setting determines whether you want an image to display when CenterPoint is opened. The image will replace the blank open background.

» **Backup** - The Backup On Exit preference defines whether you want to automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup Database) and the Display Last Backup Date preference default is set to display a Last Backup Performed: MM/DD/YYYY reminder notification in the upper-right corner of the main CenterPoint screen. The text will display in red when it has been 30 days since a backup was performed. The Backup screen can be displayed by clicking on the message. See the Backup a Database topic for information about performing a backup.

» **Base Settings**

» **Database Startup Preferences** - Determines if CenterPoint should automatically open a database when opened, if so, which.

» **Right Click Options** - Right-click settings are stored at the level you select. Shortcut menus display in transaction entry boxes or lists when you right-click. Right-clicks provide an easy way to set defaults in data entry fields, create new records, edit records, as well as various other tasks specific to the cursor location.

» **Close Program Warning** - This setting determines whether you will be warned when the program is closed. The warning that displays informs you that the program will close in five seconds and then count down from there and give you the opportunity to keep the program open.

» **Date Settings**

» **Date Range Preference**- Determines the way that dates are displayed in Date Range boxes and Period Range filters (usually used in Report filters). You can determine if the To date displays with the same date entered in the From date box or if the To date does not change when a date is entered in the From date box.

» **Fiscal Year End Month** - This preference also sets the month that your fiscal year ends so that CenterPoint can determine the date range for your fiscal year. This setting is used so you can select a date range of This Fiscal Year or Last Fiscal Year and the date range will display.

**» Defaults****» General**

- » Use Automatic Decimal Placement-** Defines the use of automatic decimal places. For example, select Yes to display the entry of 500 as \$5.00 or select No to display the entry of 500 as \$500.00.
- » Pressing Enter Acts Like Tab Key** - Defines the behavior of the Enter Key. For example, select Yes to set the Enter key to move from box to box in data entry screens just like the Tab key or select No to move from box to box in data entry screens with the Tab key.
- » Lookup Field Settings**

- » Define the behavior of fields that allow the selection of an item from a list** - Defines how entering data into the Lookup box searches the information in the associated list. For more information on customizing lookup options on a field-by-field basis, see the [Shortcuts/Time Savers in Transaction Entry](#) topic.

- » Initial Search Contents** - This preference allows you to set a global default value for all lookup controls on all screens. When an individual lookup field setting is changed for a specific screen, that setting is applied and then remembered for the individual setting.

**» Default Menu Preference**

- » Select Default Menu** - Use this preference to set your default menu selection that will display a default screen each time you open a database. For example, if the majority of your time in a day is spent in the Processes > Purchases > Payments screen, you can set that as your default menu selection so it opens every time you open a database.

**» File Attachments**

- » Display File Size Warning Message** - Scanning and attaching files to a transaction will increase your database size. Select Yes or Not Set if you want to be warned when a scanned/attached file exceeds 2MB, or select No if you never want to be warned about scanned/attached files that exceed 2MB.

**» Notifications**

- » Disable Notifications** - This preference allows you to determine if you want to display the notifications bar used to inform you of when an update or a tax table download is available for CenterPoint.

**» Online Update Settings** - Defines the way that you will be alerted of program updates.**» Check for Updates Location**

- » Internet** - Choosing this option will set the system to check for new system updates via the Internet.
- » Locally Shared location** - Used for networks. If one computer on the network is used to retrieve and download updates, all other computers can be set to look for those updates in a shared location on the network.

**» Run Updates At**

- » Application Startup** - Choosing this option will set the system to look for new updates when the CenterPoint application starts.

- » **Application Close** - Choosing this option will set the system to look for new updates when CenterPoint is closed.
- » **Online Update Method**
  - » **Manually Handle Online Updates** - Choosing this option sets the system to have you determine when the new updates should be downloaded from the Red Wing Software web site.
  - » **System Automatically Checks For Updates Based On Frequency Setting** - This option is the default setting. When this option is selected, the Select the Default Frequency For Automatic Updates box is enabled and then select the frequency at which you want to apply the updates.
- » **Local Location for Updates**
  - » Determine where downloaded update files are to be stored on the computer. Most will accept the default provided by Red Wing Software. The default location displays, to change the location, click **Select Path** to change the location.
  - » **Your local location for updates contains ## files and ## MB of data.** To view the contents of the Local Location for Updates folder and optionally remove downloaded online update installation files, click **View Updates Folder..**
- » **Reminders**
  - » **Reminder Manager Options** - CenterPoint has a feature called reminders that allows you to have the system remind you of certain events. These reminders can be things like "Backup Database," "Remind when Account Payable are Due," and "Tell me when an account balance gets to a certain level." This preference allows you to determine how and how often you want to check for reminders.
    - » **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened.
    - » **Check for New Reminders** – Allows you to set up whether or not you want CenterPoint to continue to check for new reminders while you work in the program.

#### Printing (File > Preferences > Printing > Checks)

- » Defines the printer used to print checks, the check format to use when printing checks, whether to Preview checks before printing, and whether to print the check number on the printed check.

#### Security (File > Preferences > Security > Database Security)

- » **Database Security** - Decide if the system should use security (requires the use of usernames and passwords to open CenterPoint). To password protect a database, the Database Security preference must be selected.

### Using Global Preferences

The Global Preferences are typically used when your system is a network. An administrator creates an application level preference that is stored in a file called preferences.xml. The preferences.xml file can then be copied to the server. The preferences.xml file on the server becomes the default for all users no matter what database they are using. If the user sets up their own settings, they override what is setup as the default.

1. At one workstation, select **File > Preferences** and set preferences the way that you want your CenterPoint users to see them. These should be set on the **Application** tab for all **Preferences**.

2. Click **Save** and then close out of CenterPoint.
3. From the File Explorer, find the location of your preferences.xml file. Right-click on the file and select Copy.  
The file is normally located at:  
     » C:\ProgramData\Red Wing Software\CenterPoint\Config\Program folder\*  
     \*The name of the Program folder will be Ag, Business, Municipal or Payroll, depending on which CenterPoint product is installed.
4. From file explorer in a location (a shared folder) on the server that the CenterPoint workstations can access, right- click and paste the preferences.xml file.
5. CenterPoint will need to be setup to use that shared preferences.xml file. At each workstations that you want to use the CenterPoint global preferences, go to **File > Preferences > General > Global File Settings > Database**. Click on the lookup button to the right of **select the location of the global preferences file** field. Locate the shared network folder used in step 4.
6. Highlight the **preferences.xml** file and click **Open**.
7. Once that file path is displayed in the text box, click **Save**.
8. Exit and restart CenterPoint to start using the global preferences.
9. Repeat step 5 -8 at each workstation that should use the shared Preferences.



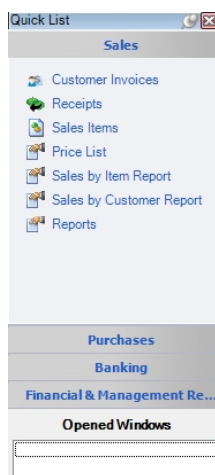
Note: If there are any Preferences set at the Application, Database or User level, they will override the settings in the global preferences file. If you would like to use only the global preference settings, then set all Application, Database and User level preferences to **Not Set**.

## Customize the Quick List

The Quick List is the user customizable menu that is on the left side of the main CenterPoint screen.

Red Wing Software has set up a default Quick List for you. The Quick List becomes a way for you to customize the menus in CenterPoint. You can customize it with groups that contain the most commonly used items in the software, to duplicate menu items in an order that makes sense to you, and to quickly launch menu selections without having to remember their locations. In the Quick List, you can move, resize, add items, change the way images display, or group items together in a logical sequence. It is completely customizable by you.

The Quick List is divided into groups with each group having an unlimited number of items. For example, Processes is the group and has items like Payments, Receipts, General Journal, etc. You can add any menu item as an item in a group. A user can also add a specific report to the Quick List.



[What Is the Quick List](#)

[Add a New Group to the Quick List](#)

[Add Menu Items to a Group](#)

[Add a Report to a Group](#)

[Remove an Existing Quick List Group](#)

[Rename an Existing Quick List Group](#)

[Move the Quick List](#)

[Move the Quick List Back to the Default Position](#)

[Display Options for the Quick List](#)

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## What Is the Quick List?

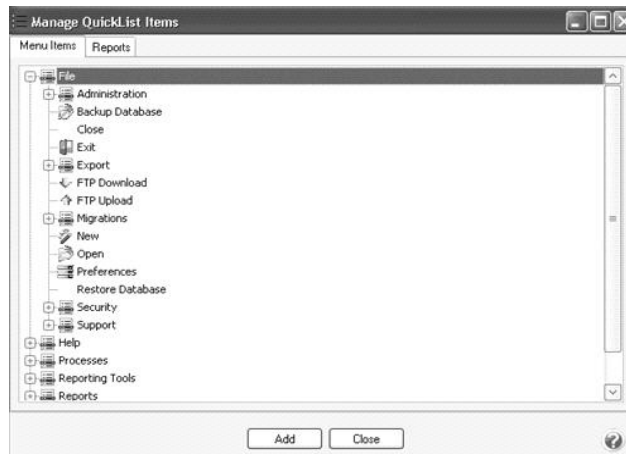
The Quick List is the user customizable menu that is located, by default, on the left-hand side of the screen.

### Add a New Group to the Quick List

1. Position your mouse over any area in the Quick List and right-click.
2. Select **Add Group** and enter a **Name** for the Group.
3. Click **OK**.

### Add Menu Items to a Group

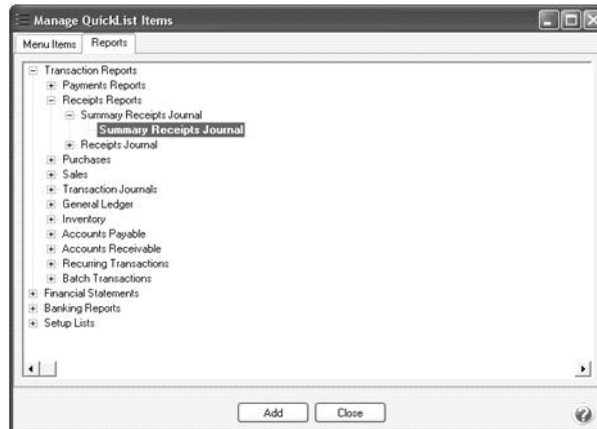
1. Position your mouse over the Group you'd like to add an item to.
2. Right-click and select **Manage Items**.
3. The **Manage Quick List Items** displays the CenterPoint menu on the **Menu Items** tab. Expand the menu you wish to access.



4. Select a menu item and click **Add**. Click **OK**.

## Add a Report to a Group

1. Position your mouse over the Group you'd like to add an item to. Right-click and select **Manage Items**.
2. The **Manage Quick List Items** displays the CenterPoint menu.
3. Select the **Reports** tab.



4. Select the report to add to the Quick List and click **Add**. Click **OK**.



Note: If you save your favorite reports to a network location (set in File > Preferences > Reports > General, under Network Reports), the Network tab will display in Quick List > Manage Items and you can select a network favorite report to display on the Quick List.

## Remove an Existing Quick List Group

1. Position your mouse over the existing Group that you'd like to remove. Right-click and select **Remove Group**.
2. Click **OK** on the **Confirm Group Remove** box.

## Rename an Existing Quick List Group

1. Position your mouse over the existing Group that you'd like to rename.
2. Right-click and select **Rename Group**.
3. The existing name will be displayed. Modify or replace the name for this Group and press Enter to complete the process.

## Move the Quick List

1. The Quick List will display, by default, on the left side of the screen as a vertical bar. But it can be moved. If it's moved to the top or bottom of the screen it will automatically switch to a horizontal bar.
2. To move the Quick List, simply "drag and drop" it to the location you'd like. This is done by left clicking on the blue bar of the Quick List, and dragging it to the appropriate location while still holding down on the left click. When it's in the appropriate location, release the left mouse button.

## Move the Quick List Back to the Default Position

1. Select **View > Reset Quick List Position**.

## Display Options for the Quick List

1. Right-click on the blue bar at the top of the Quick List and select one of the display options:
  - » **Dockable** – Attached to the side or top of the screen and does not ‘float.’ It remains visible at all times. It is not necessarily visible at all times if docked. A Quick List can be dockable and set to auto-hide at the same time.
  - » **Hide** – Hides the Quick List all together. To get the Quick List back, select View > View Quick List.
  - » **Floating** – This allows you to place the Quick List wherever you want on the screen. A Quick List can be floating and dockable however. If it is both, then it allows you to drag to other sides of the available window and redock it. If the Quick List is not set as dockable or floating, then it is truly a free standing list that you can placed anywhere on the screen.
  - » **Auto-Hide** – Makes the Quick List hide until you hover over it on the side of the screen that it is docked on. With this option, the entire screen is available for CenterPoint’s screens to fill.

## Dashboards

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The Dashboard allows you to view performance and financial information upon CenterPoint startup or with the Reporting Tools > Dashboard menu. The Dashboard provides a quick overview of your business and allows you to access the report that generated the information. The default Dashboard can be customized for your specific needs.

### [Set the Dashboard Preference \(One-time Setup\)](#)

### [View the Default Dashboard](#)

### [Create a New Dashboard Tile](#)

#### [Example 1: Add Dashboard Tile using Report Selection Filters](#)

#### [Example 2: Add Dashboard Tile using Additional Filters](#)

#### [Example 3: Add a Dashboard Tile as a Chart from a Report](#)

#### [Example 4: Add a Dashboard Tile from a Ratio](#)

### [Add a Dashboard Tile Similar to Another](#)

### [Edit a Dashboard Tile](#)

### [Change which Dashboard Tiles Display](#)

### [Display Report Properties for a Dashboard Tile](#)

### [Display the Associated Report for a Dashboard Tile](#)

### [Remove or Delete a Dashboard Tile](#)

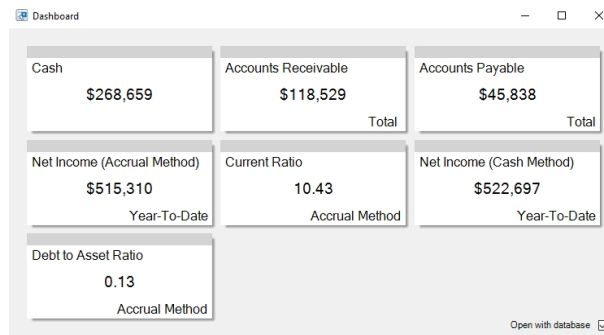
## Refresh Dashboard Tile Information

### Set the Dashboard Preference (One-time Setup)

1. Select **File > Preferences > General > Dashboard**.
2. Select the **Application** tab.
3. If you want to display the Dashboard when CenterPoint is opened, in the **Display on Startup** box, select **Yes**.
4. If you want your Dashboard information saved to a location other than the default "<Documents>\CenterPoint\Dashboard\", in the Location of saved dashboard tiles box, select an alternate location.
5. Click **Save**.

### View the Default Dashboard

1. If you have not set the Dashboard to display each time CenterPoint is opened, select **Reporting Tools > Dashboard**.

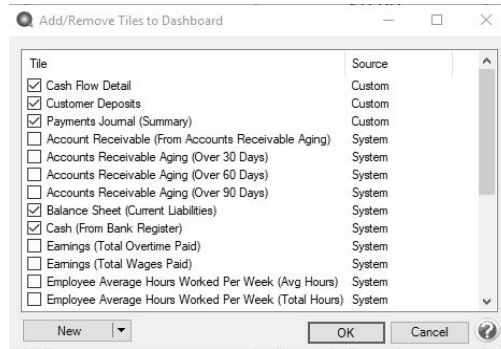



2. If you did not set the Dashboard to display upon CenterPoint start up, you can choose to open the Dashboard with this database and set the Display on Startup in File > Preferences > General > Dashboard by selecting the **Open with Database** check box.

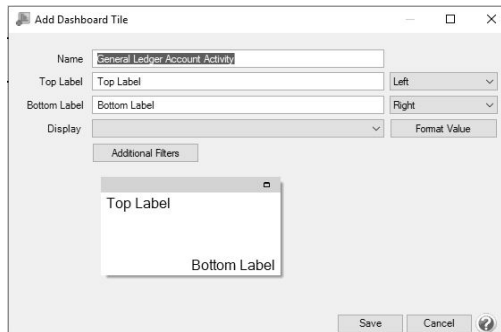
### Create a New Dashboard Tile

Example 1: Add Dashboard Tile using Report Selection Filters

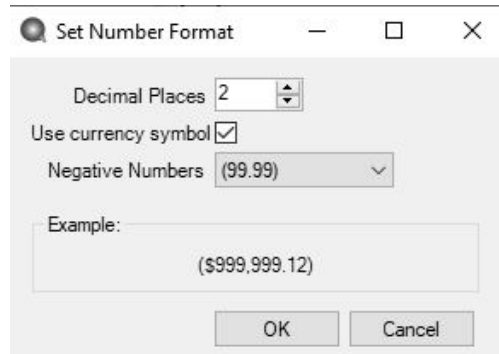
1. On the Dashboard screen, right-click and select **Add/Remove Tiles**.



- Click the drop-down arrow on the New button and then select **Report Tile**.
- The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Transaction Reports > General Ledger > General Ledger Activity.
- Define your Report Selection Filters and then click **Preview**. The report selections will be used to filter the dashboard tile you create. For example, if you filter the date to This Month, the tile will always display data for the current month or in this example, the report should be filtered to include only Account 700000 Utilities Expense.
- From the Preview toolbar, click the **Add to Dashboard** icon  to display the Add Dashboard Tile screen.



- The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
- In the **Top Label** box, enter the text you want to display in the upper portion of the Dashboard tile. For example, Utilities Expense. Then, select if you want the text to display from the left, in the center, or from the right side of the tile.
- In the **Bottom Label** box, enter the text you want to display in the lower right corner of the Dashboard tile. For example, From Account 700000. Then, select if you want the text to display from the **Left**, in the **Center**, or from the **Right** side of the Dashboard tile.
- In the **Display** box, specific information about the data the report displays will need to be defined so the Dashboard tile can display the information you want to view. For example, for the General Ledger Activity report the selections are Debits or Credits. In this example, the information viewed will be what has been spent in an Expense account, so Debits were selected.
- Click the **Format Value** button to display the Set Number Format screen.



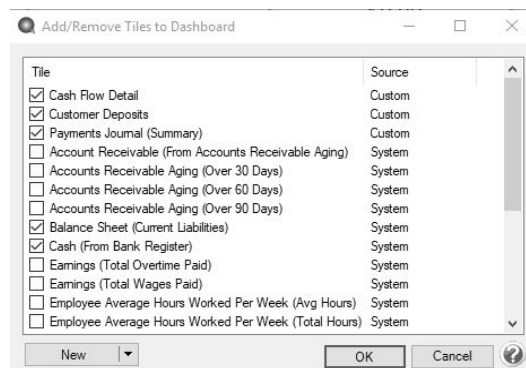
11. In the **Decimal Places** box, select the number of decimal places you want to view, select the **Use currency symbol** check box to add a \$ sign to totals, determine if **Negative Numbers** should display with a negative sign or in parenthesis, and then click **OK**.

4/10/2019	000682	Expense	All Area Telephone	399.46
4/10/2019	000694	Expense	Advanced Connect	54.10
4/23/2019	000700	Expense	Small Energy Corp Gas	215.49
4/23/2019	000702	Expense	CenterPoint Water & Sewer	15.00
4/23/2019	000704	Expense		38.86
4/25/2019	000706	Expense		144.00
4/25/2019	000708	Expense		122.68
5/16/2019	000717	Expense		365.26
5/16/2019	000727	Expense		15.00
5/16/2019	000728	Expense		233.30
5/17/2019	000733	Expense		37.01
5/17/2019	000734	Expense		234.13
5/22/2019	000737	Expense		19.95
5/22/2019	000741	Expense		144.78
6/4/2019	000746	Expense		54.10
6/26/2019	000756	Expense		533.73
6/26/2019	000757	Expense		37.01
6/26/2019	000760	Expense	Small Energy Corp Gas	292.54
6/26/2019	000762	Expense	CenterPoint Water & Sewer	15.00
6/26/2019	000763	Expense	Advanced Connect	19.95
<b>700000 Utilities Expense Totals</b>				<b>\$8,882.52</b>

12. Click **Save**. The new Dashboard tile will now appear on the Dashboard screen.

Example 2: Add Dashboard Tile using Additional Filters

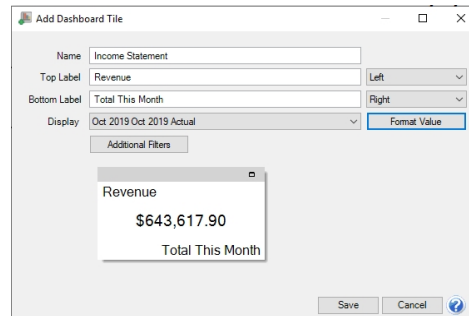
1. On the Dashboard screen, right-click and select **Add/Remove Tiles**.



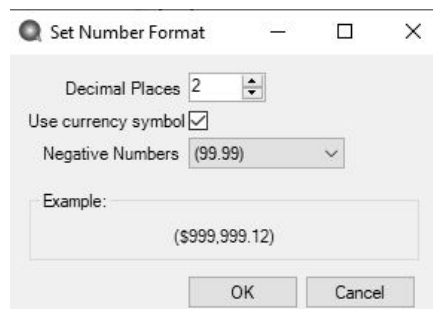
2. Click the drop-down arrow on the New button and then select **Report Tile**.
3. The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Financial Statements > Income Statement.

4. Define your Report Selection Filters and then click **Preview**. The report selections will be used to filter the dashboard tile you create. For example, if you filter the date to This Month, the tile will always display data for the current month.

5. From the Preview toolbar, click the **Add to Dashboard** icon  to display the Add Dashboard Tile screen.



6. The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
7. In the **Top Label** box, enter the text you want to display in the upper portion of the Dashboard tile. For example, Revenue. Then, select if you want the text to display from the left, in the center, or from the right side of the tile.
8. In the **Bottom Label** box, enter the text you want to display in the lower right corner of the Dashboard tile. For example, Total This Month. Then, select if you want the text to display from the **Left**, in the **Center**, or from the **Right** side of the Dashboard tile.
9. In the **Display** box, specific information about the data the report displays will need to be defined so the Dashboard tile can display the information you want to view. For example, for the Income Statement report the selection period was selected to display This Month. In this example, the information viewed will be for October 2019 Actual.
10. Click the **Format Value** button to display the Set Number Format screen.



11. In the **Decimal Places** box, select the number of decimal places you want to view, select the **Use currency symbol** check box to add a \$ sign to totals, determine if **Negative Numbers** should display with a negative sign or in parenthesis, and then click **OK**.
12. Click **Additional Filters** to select the specifics that you want to appear on the Report Tile. In this example, the total of the Revenue subset of accounts should be displayed.

**Additional Filters**

(Group) Type Name	(Group) Category	Account	Oct 2019 Oct 2019 Actual
Revenue	Resale of Other Purchased Items	Sale of Bushel Basket	1698.00
Revenue	Resale of Other Purchased Items	Sale of Honey	148.00
Revenue	Sales of Raised Crops	Sales of Soybeans	134559.20
Revenue	Change in Raised Crop Inventory	Change in Raised Apples	185568.30
Revenue	Change in Raised Crop Inventory	Change in Raised Crop Invent.	338800.00
Revenue	Sales of Other Raised Items	Sales of Contard Apples	43542.00

Include When: (Group) Type Name = "Revenue"

Remove Clear OK


CenterPoint Farm, CenterPoint Orchard  
Income Statement  
10/1/2019 to 10/31/2019  
Accrual

	Oct 2019 Oct 2019 Actual
<b>Revenue</b>	
<b>Resale of Other Purchased Items</b>	
Sale of Bushel Basket	1,698.00
Sale of Honey	148.00
<b>Sales of Raised Crops</b>	
Sales of Soybeans	134,559.20
<b>Change in Raised Crop Inventory</b>	
Change in Raised Apples	(185,568.30)
Change in Raised Crop Invent.	338,800.00
<b>Sales of Other Raised Items</b>	
Sales of Contard Apples	43,542.00
Sales of Golden Delicious	57,255.00
Sales of Honeycrisp Apples	253,184.00
<b>Revenue</b>	<b>\$643,617.90</b>

10/16/2019 1:11 PM Page 1 of 1

- Click **Save**. The new Dashboard tile will now appear on the Dashboard screen.

### Example 3: Add a Dashboard Tile as a Chart from a Report

- Select **Reports > Reports**, select a report that you want to view as a chart on the Dashboard. Define your report selection filters, and then click **Preview**.
- Click the **Add to Dashboard as Chart** icon . The Add Dashboard Tile screen displays.

**Add Dashboard Tile**

Name: General Ledger

X Axis: (Dropdown)

Y Axis: ☐ Debits ☐ Credits

Series: <none>

Group Dates: None

Additional Filters: Graph Type: Line

General Ledger Comparison

☐ Reverse X-Axis

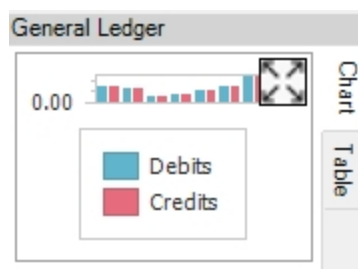
Save Cancel



- The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.

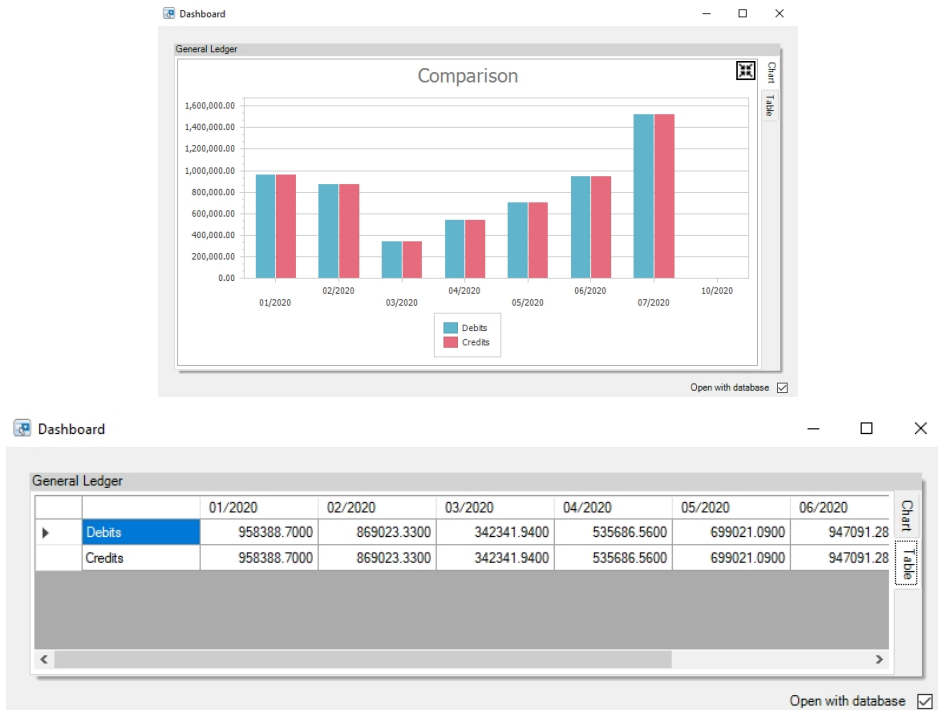
4. Select the information you want to display on the **X Axis** of the chart (horizontal rows axis). The information varies by report, for example the General Ledger report X Axis options are Group (Account Number), Group (Account), Group Row Type Name, Transaction Date, Transaction Number, or Name/ Description.
5. Select the information you want to display on the **Y Axis** of the chart (vertical column axis). The information varies by report, for example the General Ledger report Y Axis options are Debits and/or Credits.
6. The **Series** box assigns titles for the row and column grouping combinations. When a selection is made in the Series box, one color and series title is assigned to each row group (x axis) and column (y axis) combination. For rows, the Series box is limited to text/integer columns for grouping the rows. It is recommended to only include CenterPoint reports with Product Year (Tracking Number 1), Production Series or other Year columns in a Series title for all other reports, select **None**. Charts always display a column label in the series titles for columns. Colors are always assigned to each row grouping on the x-axis. However, when None is selected, the series titles are only the column (y-axis titles).
7. In the **Group Date** box, select from Month, Quarter, Year or None.
8. Click **Additional Filters** to select the specifics that you want to appear on the Report Tile.
9. Select a **Graph Type**, the options are:



10. Select the **Reverse X Axis** checkbox to reverse the order of the X-Axis.
11. Click **Save**.
12. The Dashboard Tile will be added to the Dashboard, for example:

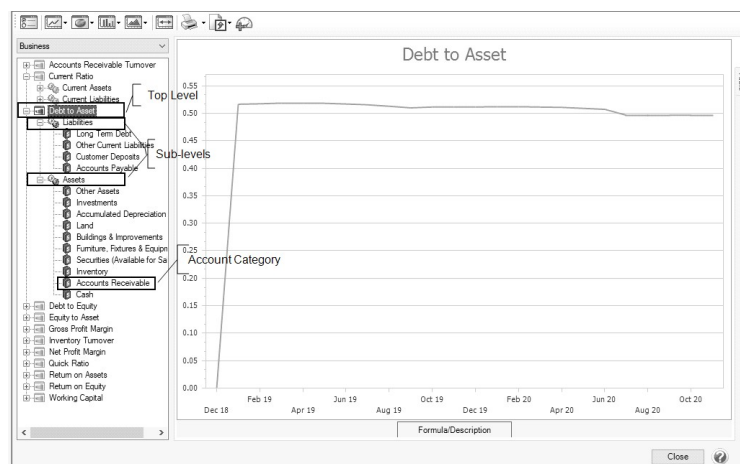



6. To Expand the Chart/Table, click . In the examples below, the Add Dashboard Tile screen was defined from the General Ledger report, X Axis set to (Group) Account, Y Axis set to both Debits and Credits, Series set to None, Group Dates set to Month, and Graph Type set to Bar. To collapse the Chart/Table, click .

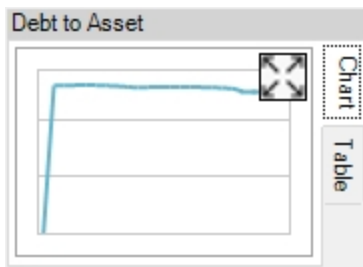


#### Example 4: Add a Dashboard Tile from a Ratio

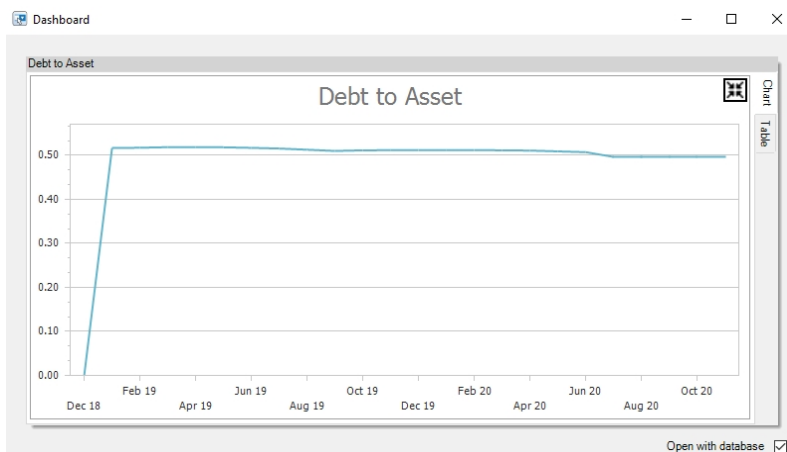
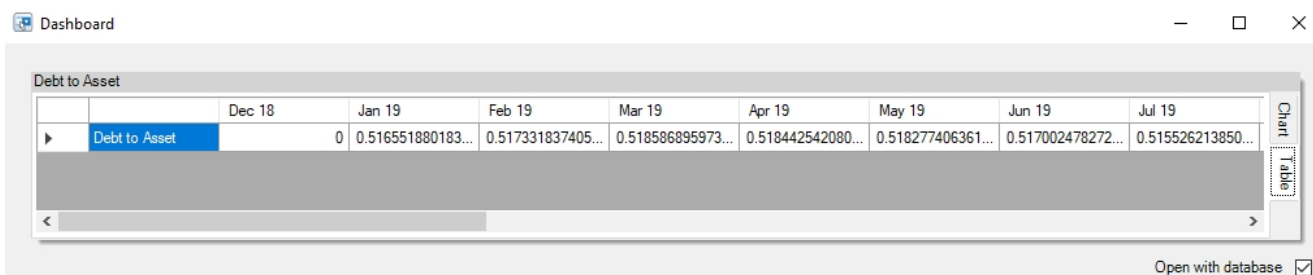
1. Select **Reports > Reporting Tools > Ratios**.
2. On the left side of the screen, select the top-level of the tree, sub-level, or account category of the tree (not the individual ratios), in the example below the top level is Debt to Asset, the sub-levels are Liabilities and Assets, and the account category level is Accounts Receivable..



3. Click the Add to Dashboard icon .
4. At the Tile Saved message, click **OK**.
5. The tile will be saved to the Dashboard, for example:



6. To Expand the Chart/Table tabs, click .

	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Debt to Asset	0	0.516551880183...	0.517331837405...	0.518586895973...	0.518442542080...	0.518277406361...	0.517002478272...	0.515526213850...

6. To collapse the Chart/Table. click .

## Add a Dashboard Tile Similar to Another

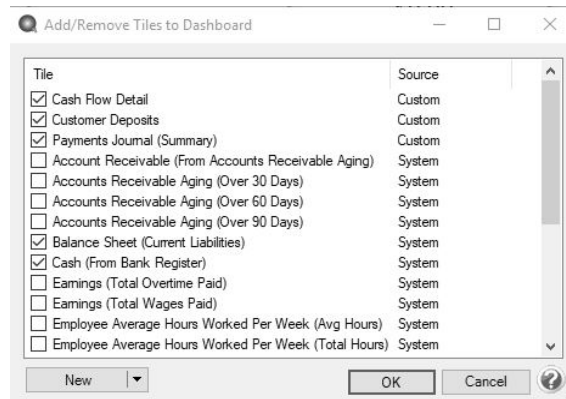
1. On the Dashboard screen, right-click on the Dashboard tile you want to use to define another Dashboard tile, and then select **Copy**.
2. Edit the existing information and Save the new Dashboard tile.

## Edit a Dashboard Tile

1. On the Dashboard screen, right-click on the Dashboard tile you want to change, and then select **Edit**.
2. On the Edit Dashboard Tile screen, change the necessary information.
3. Click **Save**.

## Change which Dashboard Tiles Display

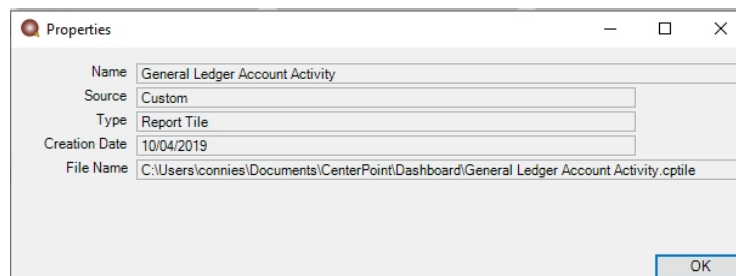
1. On the Dashboard screen, right-click in a blank space, and then select **Add/Remove Tiles**.



2. Select the Dashboard tiles you want to display on the Dashboard screen or unselect the Dashboard tiles you no longer wish to display on the Dashboard screen.
3. Click **OK**.

## Display Report Properties for a Dashboard Tile

1. On the Dashboard screen, right-click on the Dashboard tile you want to display information for, and then select **Properties**.



2. Click **OK**.

## Display the Associated Report for a Dashboard Tile

- » On the Dashboard screen, right-click on the Dashboard tile you want to display the associated report for, and then select **Open Report**.

OR

- » On the Dashboard screen, double-click on the Dashboard tile you want to display the associated report for.

### Remove or Delete a Dashboard Tile

- » To remove a dashboard tile from the Dashboard screen, on the Dashboard screen, right-click on the Dashboard tile you want to remove, and then select **Remove**.
- » To delete a custom dashboard tile(s) from the Dashboard screen and from the Add/Remove Tiles to Dashboard screen, on the Dashboard screen, right-click, and then select **Add/Remove Tiles**. On the Add/Remove Tiles to Dashboard screen, select the tile(s) to delete, and then click **Delete**.



Note: Only custom dashboards tiles can be deleted. A confirmation message will display informing you about how many tiles will be deleted. If the number is less than the number you have selected, there are some system supplied dashboard tiles selected.

### Refresh Dashboard Tile Information

- » Dashboard information auto-refreshes on a regular basis. If you enter transactions into CenterPoint and the auto-refresh does not occur immediately, right-click on the applicable Dashboard tile, and then select **Refresh**.

## Shortcuts/Time Savers in Transaction Entry

CenterPoint offers multiple ways to customize the setup and transaction entry screens. These modifications and processes will enable you to enter transactions more efficiently.

[Entering Dates](#)

[Using the Keyboard and Function Keys \(Hot Keys\)](#)

[Lookups](#)

[Using the Set as Default option](#)

[Setting Tab Stops](#)

[Customizing the columns displayed in the grid](#)

[Recall a Transaction](#)

[Recurring Transactions](#)

[Review Transactions](#)

[Display Read-Only Grid](#)

[Scanning and Attaching Documents](#)

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### Entering Dates

The Date field in transaction entry screens will default to today's date. The date can be changed by pressing F4 or clicking the calendar icon to display a calendar or by simply entering the correct date for the transaction.

There are various ways that the date can be entered.


- » If only the **day of the month is entered** in a Date field, the current month and year will automatically be used. For example, if it's February, 2023 and 25 is entered in a date field the system will auto-fill the date with 2/25/2023.
- » If the **month and day is entered** (02/25 for example), the system will auto-fill the current year. The month and day can be entered with or without a slash or hyphen as a separator. If it is entered without the separator, then two digits must be entered for both the month and day (0225).
- » Or the full month, day and year date can be entered (12/25/23). Again, the date can be entered with or without a separator. If entered without a separator, each field must be entered as two or four characters.




Note: After you enter the date, press Tab. The system assumes the month and year are the same as the workstation date.

## Using the Keyboard and Function Keys (Hot Keys)


The keyboard can be used to move through the transaction entry screen. Using specific keyboard keys and combinations provides a way for you to do things that would normally be done with the mouse.

- » Move the cursor to the next field by pressing **Tab**.
- » Move the cursor to the previous field by pressing **Shift + Tab**.
- » When you press **Enter** in a list box the selection is accepted, on a command button the action is performed, and acts like a Tab key if the Pressing Enter Acts Like Tab Key selection is set to Yes in the File > Preferences > General > Defaults preference.
- » Move up or down in list boxes by using the **Arrow** keys.
- » In a field with a list box, press the **Alt + Down Arrow** to display the list.
- » On a command button press the **Space bar** to perform the action or on a check box toggles the selection.
- » In a text field, pressing **Delete** removes the highlighted text.
- » In a text field, pressing **Home** positions the cursor at the beginning of the text field and pressing **End** positions the cursor at the end of the text field.
- » In a screen where the VCR buttons  are available (Names, Accounts, Employees, etc.) press **Alt + Home** to move to the first record in the list, press **Alt + End** to move to the last record in the list, press **Alt + ←** to move to the previous record in the list, or press **Alt + →** to move to the next record in the list.

There are a variety of function keys available in transaction entry. Using the function keys provides a way for you to do things that would normally be done with the mouse.

- » Any field that has a **Lookup** button  (for example, Pay to the Order of, Account, etc.) that can be selected with a click of the mouse button, can also be selected by pressing **F4** on the keyboard.
- » In numeric and amount fields, pressing **F9** will open a **calculator**. After using the calculator, press **F9** again to input the sum of the calculation into the field in CenterPoint.
- » Pressing **F4** in a **Date** field, will display a calendar that can be used to select the date.
- » **Hot keys** can be used instead of clicking on buttons with the mouse. The underscored letter on a button is a hot key. For example, the Save button in transaction screens has the letter S underscored. Pressing the **Alt** key + the letter **S**, will **Save** the transaction the transaction or **post** the transaction (on some transaction screens) without having to use the mouse to click on the Save or Post button. The Options button in transaction screens has the letter O underscored. Pressing the **Alt** key + the letter **O**, will open the menu for the Options button without having to use the mouse to click on the Options button.

## Lookups

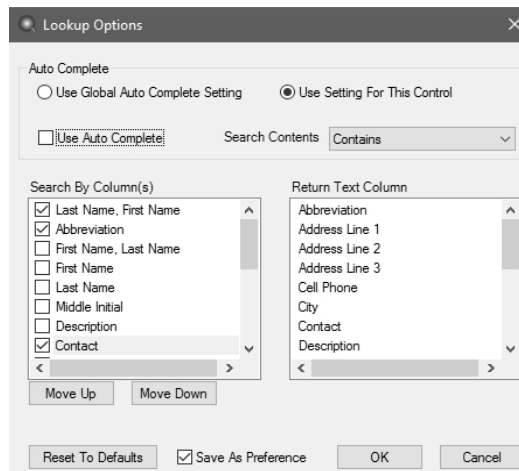
Many of the fields in transaction entry display a Lookup button  that provides you with a list of items that can be used for that field. The data in those lists can be searched to find the item you need. Unless custom lookup options have been specified for that field, CenterPoint will search the data based on the options selected in **File > Preferences > General > Defaults**.

The Lookup Settings in File > Preferences > General > Defaults define how entering data into the Lookup box searches the information in the associated list. The options for how the lists are searched are:

- » **Use Auto-Complete** - As you enter characters in a Lookup box, CenterPoint attempts to match the characters entered in a list. If a match is made, the record will automatically display. By selecting this option all lookup boxes by default will use the auto-complete feature. This selection can be overridden on a field-by-field basis throughout the system. Auto-complete fills in the field as you type. It looks for the first match of the characters typed in and fills the field with it. If that is not the match that you want, continuing to type in additional characters usually narrows it down to the selection you are looking for.
- » **Allow to Query For Items On Multiple Fields** - Enter characters and press the Tab key to display a filtered list of matched records. The query will attempt to match the characters in the name or abbreviation. If nothing is found, the query searches for the character string within the name or abbreviation. If this option is selected, you can have CenterPoint lookup a record based on multiple fields. For example, an account with an account number of 1234 and an abbreviation of ELEC and an account name of Electricity can be looked up by either typing in the number, abbreviation, or name. The auto-complete option only allows lookup on one field, so it would have to be either Number or Abbreviation or Name, but not any combination of them.
- » **Initial Search Contents**
  - » **Begins With** - will search only the first characters of the columns specified under Searched By Columns.
  - » **Contains** - will search the entire string for the match. For example, if the name is State of Minnesota and you enter State, a match is completed or if the name is Channel Fire Protection and you enter Fire, a match is completed.

Several custom lookup options are available for any field containing a Lookup button. The options will allow you to specify which fields to search for matches and how the information will be displayed. To access the Lookup Options, **right-click** in any **Lookup** field and select **Options**.

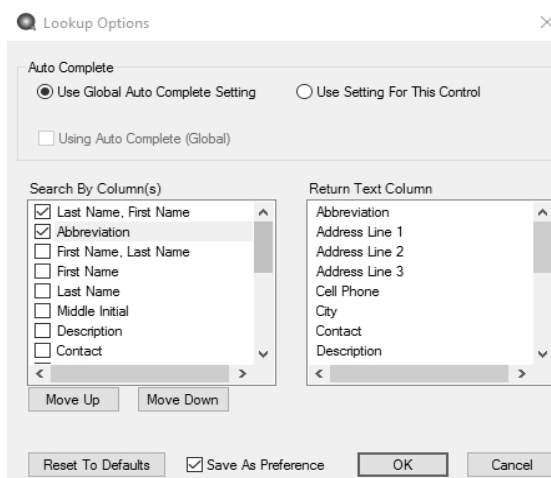
- » **To change the columns in the list that the lookup searches when data is entered on a field-by-field basis:**
  - » In the following example, the Customer lookup box will search the Contact column as well as the default Last Name, First Name, and Abbreviation columns for all customers that contain the data entered into the Customer lookup box
    1. From the Customer lookup box, right-click and select **Options**.
    2. Select **Use Setting For This Control**.



3. Under Search By Column(s), select **Contact**.
4. Select **Save asPreference** and click **OK**.

» **To change the initial search contents for lookups on a field-by-field basis:**

- » In the following example, during invoice entry, Items are searched by entering a specific word in the Item box.
1. From the Item lookup box, right-click and select **Options**.
  2. Select **Use Setting For This Control**.



3. In the **Search by Contents box**, select **Contains**.


The options available for customizing field-by-field lookups using the Search by Contents box are::

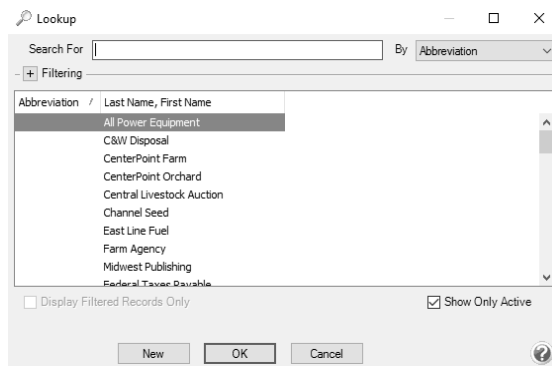
- » **Use Global Preference** - uses the Lookup Field Settings preferences set in File > Preferences > General > Defaults.
- » **Begins With** - will search only the first characters of the columns specified under Searched By Columns.


- » **Contains** - will search the entire string for the match. For example, if the name is State of Minnesota and you enter State, a match is completed.

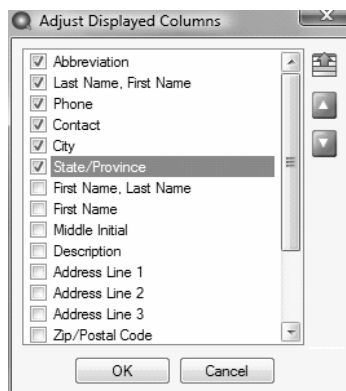
4. Select **Save as Preference** and click **OK**.

### Customizing the Lookup List:

When the Lookup button  is selected (by clicking on it with the mouse or pressing F4), the list of items for that field are displayed. The columns displayed in the Lookup screen can easily be customized.



1. After pressing **F4** or clicking on the Lookup button , **right-click** anywhere in the **Lookup** screen.
2. Select **Add/Remove Columns**.



3. Select each of the columns that you would like displayed in the Lookup screen for this field. Use the **Move Up** and **Move Down** arrows on the right to decide the order the columns will be displayed.
4. Click **OK**.

### Using the Set As Default option

If you typically use the same company or bank account in the transaction entry screens, these selections can be set as the default so that you do not have to select or enter the information for each transaction. To access this option, select the list item (Company, for example) that you want this screen to display automatically as the default for this

database, **right-click**, and then select **Set As Default**. This option is available in a variety of fields throughout the transaction entry screens.

## Setting Tab Stops

It is easy to customize your transaction entry screens by setting tab stops. Tab stops allow you to choose which fields the cursor stops at in each transaction entry screen. For example, if you never change the bank account or the batch, remove the tab stops so your cursor skips those data entry boxes.

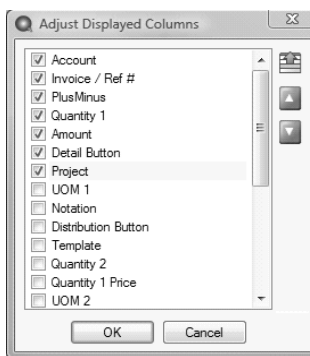
### To set tab stops

1. On any transaction entry screen, click **Options**, and then click **Set Tab Stops**.
2. On the Set Tab Stops screen, select the fields to stop at during transaction entry.
3. Click **OK**.

## Customizing the Columns Displayed in the Transaction Entry Grids

Each transaction entry screen includes a variety of columns organized in a grid. The columns displayed in this area, within each transaction entry screen and to the transaction detail grid (viewed by clicking the (+) sign to expand the journal entry), can be customized for the needs of your company. The selections can be changed at any time. In our example, we will customize the grid found in the Payments screen.

1. Position your mouse over any cell in the grid found in the bottom portion of the screen.
2. **Right-click** and select **Add/Remove Columns**.



3. The list displays all available columns that can be included in your data entry screen. Items that have a **check mark** will display in the grid. Remove or insert check marks as needed.
4. Use the **Move Up** and **Move Down** to arrange the order the columns will display on the main grid.

## Recall a Transaction

The Recall feature in CenterPoint can be used to save data entry time in any transaction entry screen. After entering a name on a transaction, clicking the Recall button automatically fills in all details from the last transaction including accounts, values, notations, and any details of the transaction. If the Recall button is selected again, the second most recent transaction for that name will be displayed. Recall is useful for activities that are the same amount and same details each transaction.



Note: You can select the way recalled transactions display by default on the Vendor Invoices (A/P), Payments, Receipts, and Customer Invoices screens to either Recall by Company or Recall by Company and Bank from the Options button.



Note: If a Recalled transaction is used and the transaction has inactive accounts included, a warning will display that includes a list of the inactive accounts. You can choose whether to display the warning in the future in File > Preferences > Accounts > Inactive Accounts.

The Recall functionality can be used by manually selecting the Recall button in a transaction entry screen or an individual Name can be set to automatically Recall Last Transaction in a specific transaction entry screen.

#### Manually Using the Recall Button in Transaction Entry:

1. On any transaction entry screen, after entering Name click **Recall** at the bottom of the screen to display the most current transaction entered for this name. Click **Recall** again to display the next most current, etc.



Note: When you click Recall, transactions are displayed in reverse chronological order.

2. The current date is assigned and if applicable, the check number is incremented based on its numbering sequence. Make any needed modifications to the transaction and click **Save**.

#### Setting Up a Name to Automatically Recall Last Transaction in a Specific Transaction Entry Screen

1. On any transaction entry screen, after entering Name click **Recall** at the bottom of the screen to display the most current transaction entered for this name. Click **Recall** again to display the next most current, etc.



Note: When you click Recall, transactions are displayed in reverse chronological order.

2. The current date is assigned and if applicable, the check number is incremented based on its numbering sequence. Make any needed modifications to the transaction.
3. Right click on the **Name** field and select **Transaction Settings > Recall Last Transaction** and click **Save**.
4. For each subsequent transaction entered in this screen for this name will automatically recall the previous entry.

#### Recurring Transactions

Monthly utility bills, insurance payments, annual rent payments are all examples of recurring transactions. These types of transactions can be identified in CenterPoint as recurring transactions, which eliminates the job of reentering the same details each time you need to process the transaction.


In the **Payments** and **Receipts** screen, the recurring transaction flag is set, after entering a transaction, but before clicking Save. For example, in the Payments screen; after the expense rows are entered and BEFORE you click Save, click the Recurring button at the bottom of the screen.

In **Customer Invoices** and **Vendor Invoices (A/P)**, an invoice is identified as a recurring entry by selecting a recurring batch in the **Current Batch** field.



Note: If a Recurring transaction is used and the transaction has inactive accounts included, a warning will display that includes a list of the inactive accounts. You can choose whether to display the warning in the future in File > Preferences > Accounts > Inactive Accounts.

Please refer to the various recurring transaction documents we have available in the Help for step-by-step instructions on the setup and use of recurring transactions. In the Help, in the **Search** bar, enter **recurring**, and then

click  to display the documents.

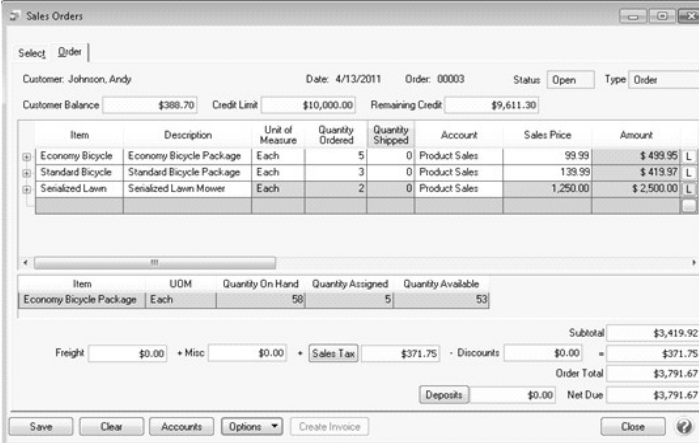
## Review Transactions

To review the last ten transactions entered on a transaction screen, click **Options**, and then click **Review Transactions**. Transactions can be modified from this screen by selecting the transaction and then clicking **Edit**.

To review transactions in a Transaction Search screen for a selected name, entry screen, and current year, right-click on the name and select **Review Transactions**.

## Display Read-only Grid

During invoice and sales order entry (Processes > Sales > Customer Invoices or Customer Invoices (Detail)) and (Processes > Sales > Sales Orders), many fields are available in the data entry grid. If you included all of the available fields, you would need to scroll left/right to view each of them. Another option is to display the Information Grid at the bottom of the screen. You can then select which fields display in the normal data entry grid (normally just those that you need to enter information into) and which fields display in the Information Grid at the bottom. The Information Grid will display additional information regarding the line that is selected in the data entry grid. To display the Information Grid, click the Options button and then select Show Information Grid. The grid can be customized to display all columns (except for button type columns) that the standard data entry grid displays, but they will be read-only. The grid can also be resized and will be saved so that the next time the screen is displayed the same columns are displayed on the read-only grid.



The screenshot shows the 'Sales Orders' window. At the top, there are fields for 'Select Order', 'Customer: Johnson, Andy', 'Date: 4/13/2011', 'Order: 00003', 'Status: Open', and 'Type: Order'. Below these are financial summary fields: 'Customer Balance: \$368.70', 'Credit Limit: \$10,000.00', and 'Remaining Credit: \$9,611.30'. The main data entry grid has columns: Item, Description, Unit of Measure, Quantity Ordered, Quantity Shipped, Account, Sales Price, and Amount. It contains three rows of items: 'Economy Bicycle' (5 units, \$499.95), 'Standard Bicycle' (3 units, \$419.97), and 'Serialized Lawn' (2 units, \$2,500.00). Below the data grid is an 'Information Grid' with columns: Item, UOM, Quantity On Hand, Quantity Assigned, and Quantity Available. It shows 'Economy Bicycle Package' with 58 on hand, 5 assigned, and 53 available. At the bottom, there are summary fields: 'Subtotal: \$3,419.92', 'Freight: \$0.00', 'Misc: \$0.00', 'Sales Tax: \$371.75', 'Discounts: \$0.00', 'Order Total: \$3,791.67', 'Deposits: \$0.00', and 'Net Due: \$3,791.67'. Buttons for 'Save', 'Clear', 'Accounts', 'Options', 'Create Invoice', and 'Close' are at the bottom.

## Scanning and Attaching Documents

Files can be attached to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices (both basic and detail), and General Journal Entries. Files can be attached by scanning the documents,

dragging and dropping existing files from your computer, or by selecting an existing file from your computer via the Scan and Paperclip buttons..



For detailed information about attaching documents to transactions, see the [Scanning and Attaching Documents](#) topic.

## Recurring Batches

This time-saving feature lets you enter transactions one time and then post them over and over. This is excellent for monthly, quarterly or other routine payments that remain basically the same. For example, setup a batch of recurring payment transactions to record payments that are automatically deducted from your bank account each month. Transactions are entered once and assigned to a recurring batch. At anytime you can post the recurring batch. Unlike a normal batch, recurring batches remain as an open batch after they are posted so you can easily post them again the following month. Because you can edit the transaction prior to posting each time, it is easy to change amounts or other details.

### [Create/Copy a Recurring Batch](#)

#### [Option A](#)

#### [Option B](#)

#### [Add a Transaction to a Recurring Batch](#)

#### [View Transactions in a Recurring Batch](#)

#### [Edit or Delete a Transaction in Recurring Batch](#)

#### [Post a Recurring Batch](#)

#### [Edit a Recurring Batch](#)

#### [Delete a Recurring Batch](#)

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## Create a Recurring Batch

There are two processes that can be used to create a new recurring batch.

### Option A:

1. On the **Processes** menu, click **Batch Transactions**.
2. Click **New**. Or if this batch is similar to an existing batch, select the existing batch and click **Copy** instead of New.



Note: When the copy button is used, the transactions found in the original batch will also be copied to the new batch.

1. On the Batch Maintenance screen, in the **Comment** box, enter a description that will identify one batch from another. For example, Monthly ACH Payments.

2. In the **User** box, enter the name of the user responsible for this batch. This is an optional field.
3. Select the **Recurring** check box.
4. Click **OK** and **Close**.

**Option B:**

1. While entering a transaction, right click in the **Current Batch** field and select **New**.



Note: There are a few transaction screens that do not have a current batch field; for example Sales Orders.

2. Enter the **Description**, **User** and select the **Recurring** check box.



Note: User is an optional field.

3. Click **Save**.

**Add a Transaction to a Recurring Batch**

A transaction added to a recurring batch will not affect any account balances until the recurring batch has been posted.

1. While entering a transaction, select the appropriate recurring batch in the **Current Batch** field.



Note: If your recurring batches are not displayed in Current Batch list, right click in the Current Batch field and select Display Recurring Batches.

2. Enter the remainder of the transaction as you normally would. If you would like the transaction to be printed when the batch is posted, (for example, a check from the payments screen) be sure to select the "Print this Check" box.
3. Click **Save**.

**View Transactions in a Recurring Batch**

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to view transaction activity for.
3. Click the **Transaction Activity** tab. Verify the transaction activity.



Note: If a security restriction has been set for the transaction screen, the user will not be able to access the transaction screen from Transaction Search. See the Users and Security topic for information about creating users, user groups, and setting security policies.

4. Click **Close**.

**Edit or Delete a Transaction in a Recurring Batch**

The edit process allows you to correct an entry that was added to a batch. The edit process can also be used if the amount of the transaction changes each month. In that case, the transaction the amount will be updated each

month prior to posting the batch. The edit option can also be used to select the print box for payment or invoice transactions (if it wasn't selected when the transaction was entered).

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to edit a transaction in.
3. Click the **Transaction Activity** tab.
4. Select the transaction you want to edit, and then click **Edit**.
5. Change the transaction, and then click **Save**.



Note: The transaction can be deleted from this screen by clicking **Delete**. At the "Are you sure you want to delete the transaction?" message, click **Yes**.

6. Click **Close**.

## Post a Recurring Batch

Transactions entered with a batch assigned, do not affect account, vendor or customer balances until the batch is posted. Transaction that you selected to print either checks or invoices will print immediately after you select to post a batch. Recurring batches will remain on the Batch Transactions Open Batches tab for later use.

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to post, and then click **Post**.



Note: When a group of unprinted recurring transactions is being posted (but are not printed), CenterPoint will assign new sequence numbers for each numbering sequence that has an advancing format. The next number for the first transaction will be assigned from the numbering sequence in the transaction and then will be incremented by 1 for each successive recurring unprinted transaction.

## Edit a Recurring Batch

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to change, and then click **Edit**.
3. On the Batch Maintenance screen, edit the appropriate text. If you want to change this batch to a non-recurring batch, clear the Recurring check box.
4. Click **OK** and **Close**.

## Delete a Recurring Batch

When a recurring batch is deleted, the entire batch including all of the transactions are removed with this procedure. If the batch had been posted previously, those posted entries will continue to stay in the system and affect balances.

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to delete, and then click **Delete**.
3. At the "Are you sure you want the item deleted" message, click **Yes**.
4. Click **Close**.

## Filtering the Account List in Transactions

Your account list includes all Assets, Liabilities, Equities, Expenses, Cost of Goods, Other Expenses, Revenue, and Other Revenue accounts. You will typically not need to see all accounts in the individual transaction screens. For example, in the Payment screen you might only need to see Expenses and Liabilities. The filter on the Lookup screen allows you to manage the accounts you wish to see. Filters can be used in reports, transactions, and transaction search. Each screen can have its own default filter.

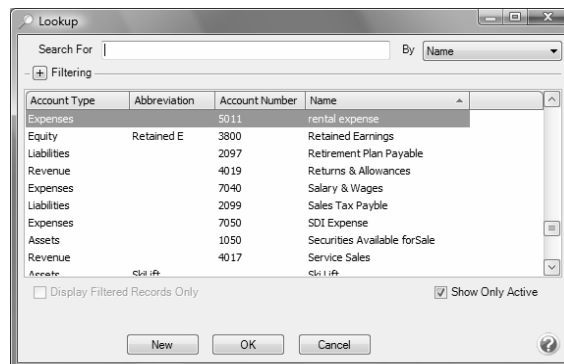
In the examples below, we will be creating a basic filter in the Payment screen so the account list only includes expense accounts and then explaining how to use custom filters to filter on multiple items.


### [Set Up a Basic Filter](#)

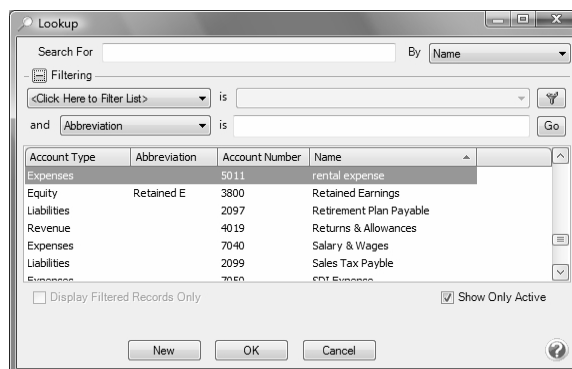
### [Set Up a Custom Filter](#)

## Setup a Basic Filter

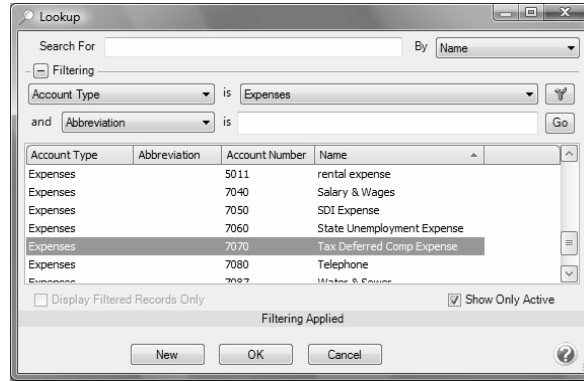
1. Select the **Payments** screen.
2. Click the Lookup button  in the **Account** field. The list of accounts display.



3. Expand **Filtering** at the top of the Lookup screen by clicking on the . By default, no filtering is applied so all accounts are included in the list.





- Click the down arrow on the field indicating **<Click Here to Filter List>**. The list displays the preset filters for accounts. Select **Account Type** for this example, as our goal is to display only expense accounts.
- After selecting Account Type, select **Expenses** in the **is** field to the right. A yellow bar at the bottom indicates "Filtering Applied" when a filter is in use.

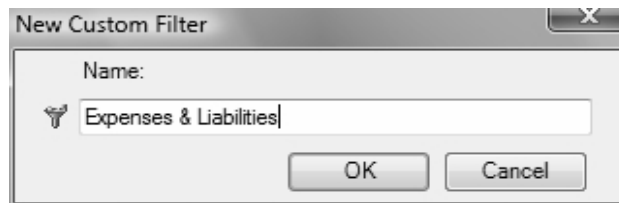


- If you would like the Account field in the Payments screen to always default to the expense accounts only, then right click on **Account Type** and select **Set as Default**.
- Click **OK** to exit the account Lookup screen.

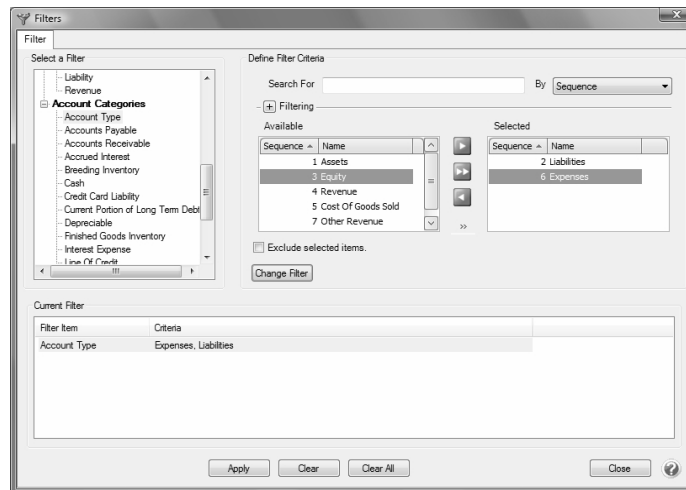
## Set Up a Custom Filter

If you would like your filter to include more options, a custom filter can be created. For example, maybe you'd like to include not only expense accounts in the payments screen but liability accounts also. This can be accomplished by setting up a custom filter. In this example, we will create a custom filter that includes only expense and liability accounts in the account lookup in payments.

- Follow steps 1-3 in the Setup a Basic Filter instructions above.
- Click on the green Custom Filter button  on the upper right side of the Lookup screen.
- In the **Custom Filters** screen, click on the New button .
- In the **Name** field, type in something that will identify this filter to you, for example **Expenses & Liabilities**, then click **OK**.



- Under **Select a Filter** on the left side of the Filters screen, scroll down to the **Account Categories** section. Select **Account Type**.
- In the **Available** column on the right side of the screen, move the **Expenses** and **Liabilities** account types to the **Selected** column on the right side of the screen using the green arrow buttons.



7. Click **Add Filter**, and then click **Apply** and **OK** to add your new custom filter to the predefined list of filters.
8. If you would like the Account field in the Payments screen to always display the Expense and Liability accounts, right-click on the filter **Expense & Liabilities**, and then select **Set as Default**.
9. Click **OK** to exit the Account Lookup screen.

## How to Track Transactions to Projects

Projects allow you to maintain revenue and expenses for specific jobs or projects. For example, a landscaping firm may have jobs that start in the fall and finish in the spring. By using projects, you can track the profit for each landscape job, even though they span more than one fiscal year. Assigning a project to your transactions provides an easy way to track the cost of the project. CenterPoint Payroll records can also assign projects to your labor costs. CenterPoint Payroll projects provide a way to classify earnings, employer contributions, and employer taxes for reporting. Each detail line for an earning can be assigned to a project. Employer contribution and tax expenses are distributed proportionately according to earnings assignments.

Assigning a project to your transactions provides an easy way to track the cost of the project.

### [Step A: One Time Setup \(Add Project field to Transaction Entry screens\)](#)

### [Step B: Create a Project](#)

### [Step C: Assigning Projects During Transaction Entry](#)

### [Step D: Report on the Project](#)

## Step A: One Time Setup (Add field to transaction entry screens.)

The easiest way to assign a project to a transaction is to first display the project column in each of the transaction screens that will be using projects. The project column can be added in payroll transaction (Time Sheets and Pay Employees) screens also. In this example below we'll be adding the Project column to the **Payments** screen. The project field can be added to any transaction screen CenterPoint using the same right-click process.

1. Select **Processes > Purchases > Payments**.

Account	Invoice / Ref #	Amount	
		\$ 0.00	Detail

2. Right click anywhere in the grid area (where you see Account, Invoice/Ref #, Amount, etc)and click **Add/Remove Columns**.
3. Using the scroll bar, find and select the **Project** field. Use the arrow up and down buttons to move the Project field to the location you prefer.
4. Click **OK** and the **Project** field will now display on the main payments screen.

Account	Invoice / Ref #	Amount	Project
		\$ 0.00	Detail

5. Follow steps 1-4 for each transaction screen that will be using projects.

## Step B: Create a New Project

1. On the **Setup** menu, click **Projects**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to 24 characters that you can easily identify the project.
4. In the **Name** box, enter up to 50 characters of required information that describes the project.
5. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information for the project, for example, suite number or post office box number. This information is needed for adequate certified payroll reporting.

6. The third address line has a format option preceding it. There are four options for the format of the third line of the address:

- » City, State, and Zip Code (US Addresses).
- » City, Province, Postal Code (Canadian Addresses).
- » Address Line 3 (Free format line)
- » Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

Choose the correct format.

7. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses (File > Preferences > General > Address Settings), in the **Zip/Postal Code** box enter the zip code or postal code.. If your preferences are not set to use the lookup, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.



Note: To set a City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address, right-click and select Clear Default.

8. Select a **Responsibility**, options are: Contractor, Sub Contractor, and Other. This information is needed for adequate certified payroll reporting.
9. Enter a **Project Number**. This information is needed for adequate certified payroll reporting.
10. Select the **Project Complete** check box if this project is completed. This information is needed for adequate certified payroll reporting.
11. To add notes to this project, click **Additional Notes**, enter the notes, and then click **OK**.

»



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. Leave the **Active** check box selected until the project is no longer active.
13. Click **Save**.



Note: To return to the List tab without saving the project, click Cancel. To close the Project Maintenance screen without saving the project click in the upper-right corner.

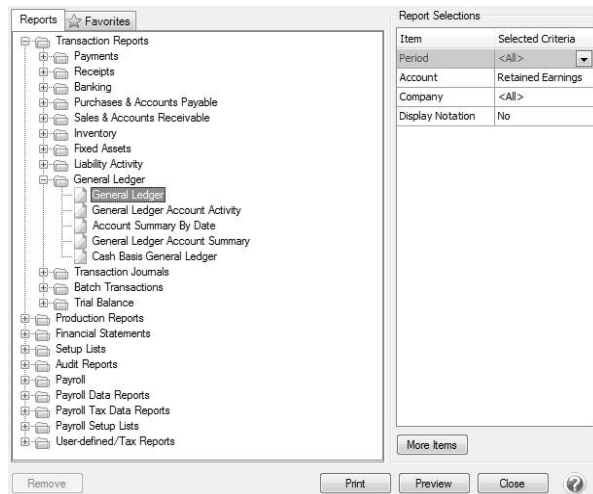
14. Repeat steps 2-6 for each project needed.

### Step C: Assign a Project During Transaction Entry

1. Each time a transaction is entered that should be tracked to a project, specify the project on the appropriate detail line(s).



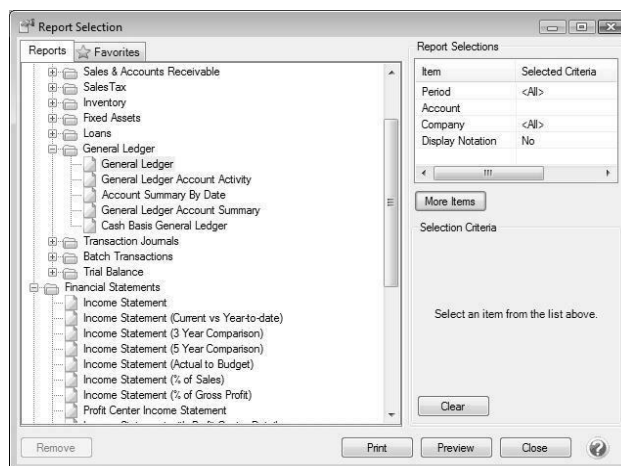
Note: See Step 1 for instructions on how to add the Project field to the grid.



### Step D: Filtering Reports by Project

Numerous reports (sales, general ledger, financial reports, etc.) in CenterPoint can be filtered by project. A report will have the Project field available in "More Items" if it can be filtered by project.

1. Select a report to filter by Project. In our example, we will use the General Ledger report. Select **Reports > Reports > Transaction Reports > General Ledger**.



2. On the right side of the screen in the **Report Selection** area, click on the **More Items** button to display additional **Report Selection Items**.



3. Using the scroll button find and select the **Project** field.
4. Click **OK**.
5. The **Report Selections** for the General Ledger will now include the Project field. Use that field to specify a project or projects to include in the report.

## Buttons and Fields Overlapping or Not Available

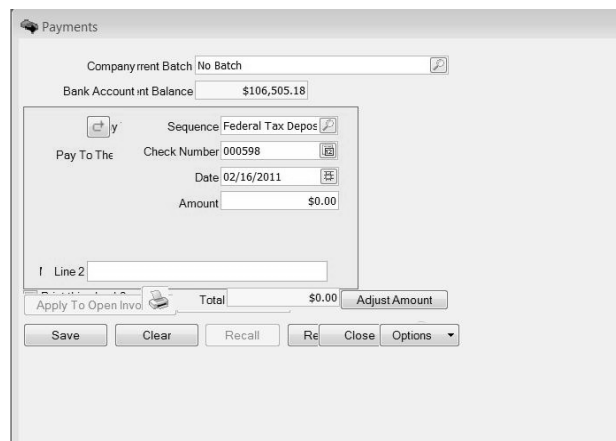
You may run into a situation where not all of your buttons and fields are available in transaction screens. This is caused by a display setting within the operating system itself. Follow the instructions below to change display settings back to the default.

### [Example of Buttons Overlapping](#)

### [Make Changes to the Operating System to Correct the Issue](#)

#### Example of Buttons Overlapping:

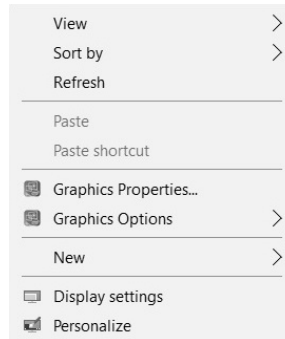
This is an example of how overlapping buttons and fields will display in CenterPoint:



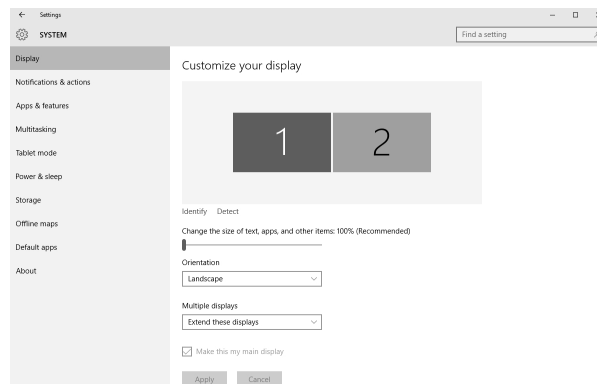
### Make Changes to the Operating System to Correct the Issue

#### Windows 10 Operating System

1. Exit out of CenterPoint and all other programs on your computer.
2. At the main desktop, **right-click** in any space not populated by an icon.



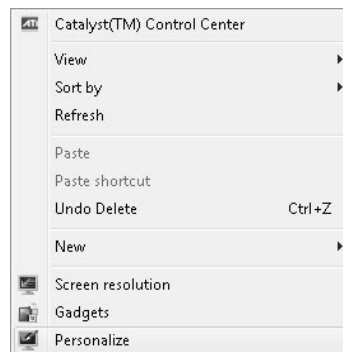
3. Select **Display settings**.
4. Change the slider below **Change the size of text, apps, and other items** to **100% (Recommended)**.



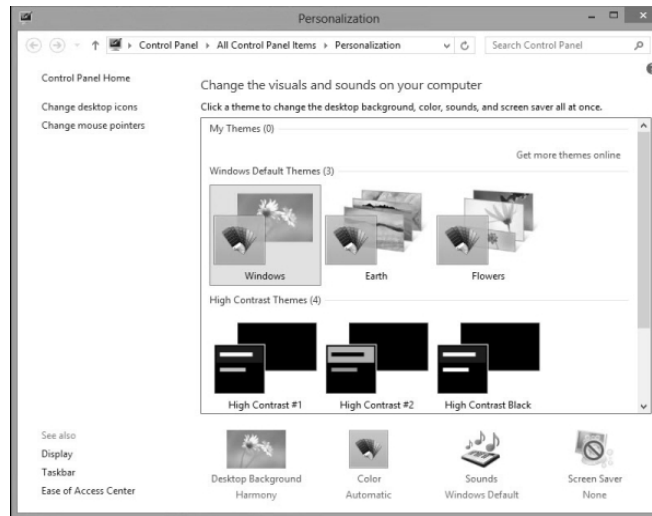
5. Click **Apply** and the red **X** to close. You may be prompted to reboot your computer. Once the computer has been restarted, the screens within CenterPoint will begin displaying properly again.

## Windows 8 Operating System

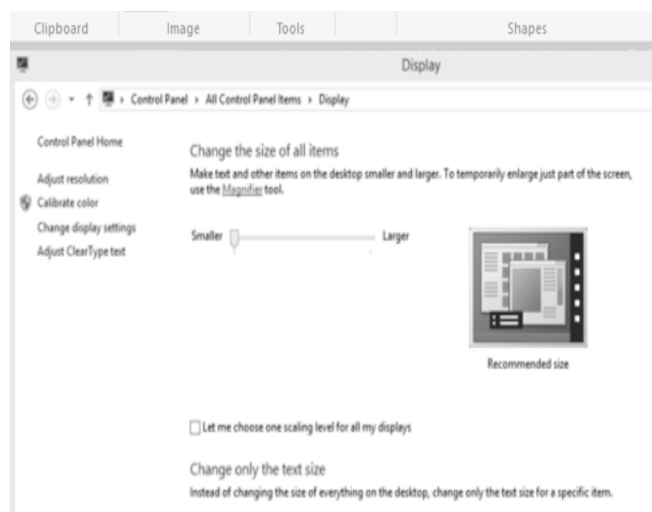
1. Exit out of CenterPoint and all other programs on your computer.
2. At the main desktop, **right-click** in any space not populated by an icon.



3. Select **Personalize**.
4. At the **Personalization** screen, select **Display** (in the lower left corner).



5. Within the **Display** screen, select **Smaller - 100% (default)**.



6. Click **Apply** and the red **X** to close. You will be prompted to reboot your computer. Once the computer has been restarted, the screens within CenterPoint will begin displaying properly again.

## Create Separate Printer Preferences for Check Printing

There are instances where you want to set up your printer differently for printing in CenterPoint than you do in other programs. For example, normally you print on paper from tray 1, but when printing checks, you want to pull from the check stock you have in tray 2, or you print documents two-sided to conserve paper, but need checks to print single-sided. It is possible to create a copy of your printer in Windows so you can set different preferences than you use by default. This copied printer can then be assigned as the printer for check printing in CenterPoint so checks are

printed using the other preferences. If you are unfamiliar with adding printers or are on a network, we recommend contacting your network administrator or IT department.

[Step 1 - Create a copy of your printer](#)

[Step 2 - Set the Printing Preferences for the copied printer](#)

[Step 3 - Assign the Printer to be used in CenterPoint](#)

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**Step 1 - Create a copy of your printer:**

1. From the **Windows Start Menu**,
  - » Microsoft® Windows® 10 - Right-click the **Windows Start Menu**, select **Settings**, and then select **Printers & scanners**.
  - » Microsoft Windows 8 - Right-click the **Windows Start Menu**, select **Control Panel**, and then select **Devices and Printers**.



Note: The View By selection should be set at Small Icons.

2. Click **Add a Printer or scanner** (Windows 10) or **Add a Printer** (Windows 8) and follow the wizard to add a copy of your printer, giving it a new name. If you are unfamiliar with adding a printer or are on a network, see your IT department for assistance.

**Step 2 - Set the Printing Preference:**

1. On the **Devices and Printers** (Windows 10 or 8) screen, right-click on the copied printer and choose **Printing Preferences**
2. Set the preferences you want to use in CenterPoint, such as the tray or single-sided printing. The options available will differ depending on your printer.
3. Click **Apply**, then **OK** to save your preferences.

**Step 3 - Assign the Printer to be used in CenterPoint:**

1. In CenterPoint, select **File > Preferences**.
  - » To change your printer for accounts payable checks, select **Printing > Checks** and then click on the **Application** or **Database** tab. Select the new printer to print checks to. Click **Save**.
  - » To change the printer for payroll checks or advices, select **Printing > Payroll Checks** or **Payroll Advices**. Click on the **Database** tab. Select the new printer to print checks to. Click **Save**.

## Form Designers

The form designers allow you to customize invoices, sales orders, checks, and check stubs. The Invoice Form Designer is included with CenterPoint accounting packages. If the Sales or Purchase Order modules are purchased, the Sales/Purchase Order Form Designer is included. The Check, Check Stub and Payroll Check Stub Designers are available as add-on modules. Contact the Red Wing Software Sales Team for more information on the various forms designers.

This document describes how to make several common customizations to an existing invoice using the Invoice Forms Designer. The same processes can be used to make similar changes to checks, check stubs and payroll checks stubs, sales orders or purchase orders using the other forms designers.

Included in this topic is instructions on how to:

[Open an Existing Form to Edit](#)

[Add a Field](#)

[Resize a Field](#)

[Remove a Field](#)

[Move a Field](#)

[Change the Font](#)

[Add a Text Field](#)

[Add a Line Field](#)

[Import a Logo](#)

[Add a Page Number to a Form](#)

[Formatting Check Stubs](#)

[Preview and Print a Form Design](#)

[Save a Customized Form](#)

[Use a Customized Form for Another Database](#)

[Using a Custom Form to Print](#)

[Information Specific to the Payroll Check/Stub Designer](#)

[Information Specific to the Check/Stub Form Designer](#)

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## Open an Existing Form to Edit

We recommend you start creating your custom form by opening an existing form that can be modified and then saved with a different name. System-supplied forms display in blue and cannot be overwritten. Custom forms display before system-supplied forms in alphabetical order.

1. Select **Setup > Forms Designer > Invoice Form Designer** (or one of the other form designers).
2. Select **File > Open**.

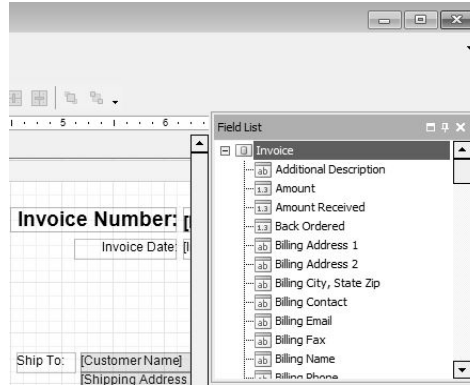


Note: When a forms designer is open, there will be two File menus, select the lower File menu.

3. Choose the existing form you wish to edit and click **Open**.

## Add a Field

1. The Fields list on the upper right side of the screen will list all of the fields that can be added to this form. Find the field you wish to add in the **Fields** list.

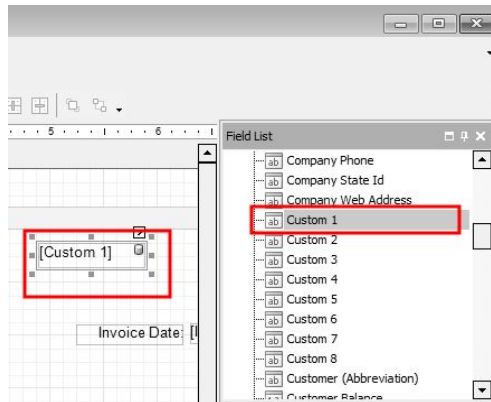


2. Then simply drag and drop the field to the desired location on the form.



Note: "Drag-and-drop" functionality is used often when customizing forms. Drag-and-drop is the action of selecting an object by "grabbing" it and dragging it to a different location. This is done by following these steps:

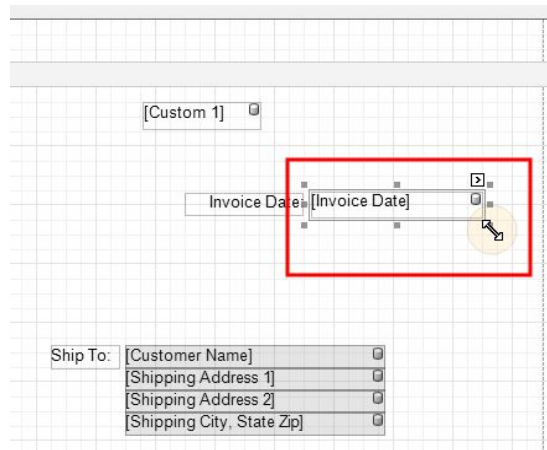
- » Press, and hold down, the left button on the mouse, to "grab" the object.
- » While continuing to hold down the left button the mouse, "drag" (move) the object to the desired location,
- » "Drop" the object by releasing the left button on the mouse.



3. When the field is selected on the form it will be displayed in a darker rectangle with squares around the rectangle as you see above. The squares at each corner and center points can be used to resize the field. Click on one of the boxes and drag it to change the size of the field.

## Resize a Field

1. Single click on a field on the form. When the field is selected, it will be displayed with small squares around the rectangle around the selected field. as you see below.



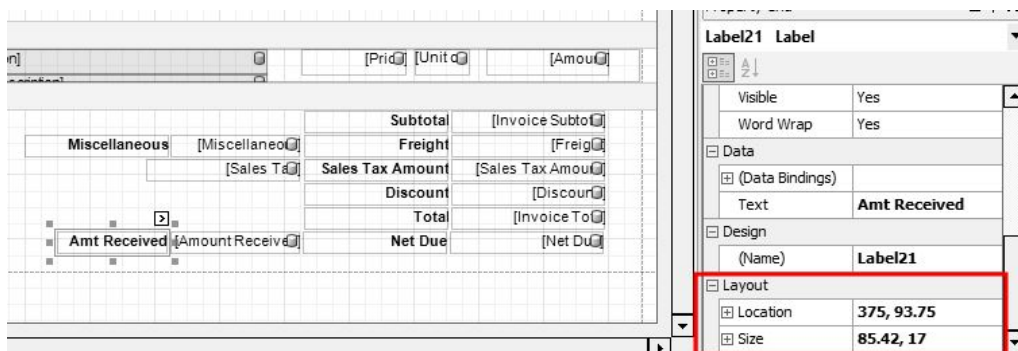
- Click on one of the boxes and drag it to change the size of the field. The same process can be used to resize lines, pictures, text fields, etc.

### Remove a Field


- Single click on the field you wish to remove from the form.
- Press the **Delete** key on your keyboard.

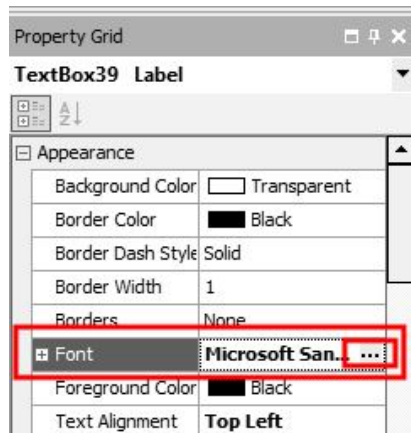
### Move a Field

- Click on the field you wish to move.
- Drag-and-drop the field to the desired location.
- You can fine tune the location and size by adjusting the **Layout** settings on the right.

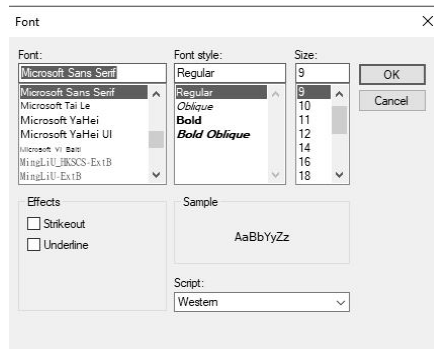


### Change the Font


- Click on the field you wish to change to select it.
- To the right, the font and size are displayed in the **Appearance** section. Click in the font field to display the lookup button, click .

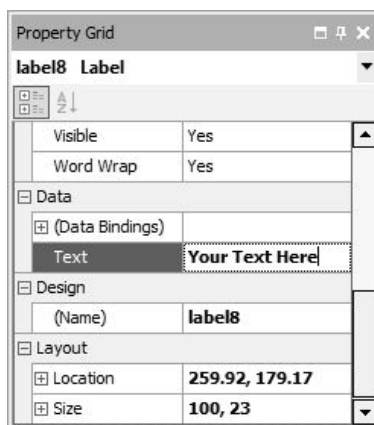


3. The Font screen will display. Select your desired **Font**, **Style**, and **Size**. Click **OK**.




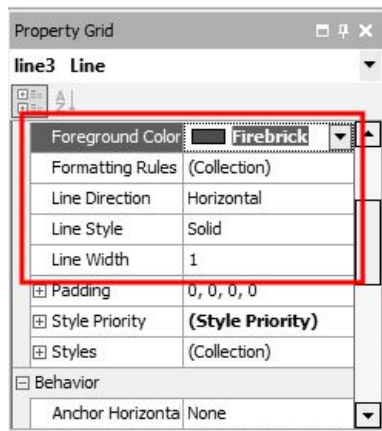
## Add a Text Field (Label)

1. Click on the  button in the toolbar. Your cursor will change to a + .
2. Click in the form to specify where you want the text located and drag to the size needed.
3. With the field selected, change the text in the **Data** section to the right.



## Add a Line

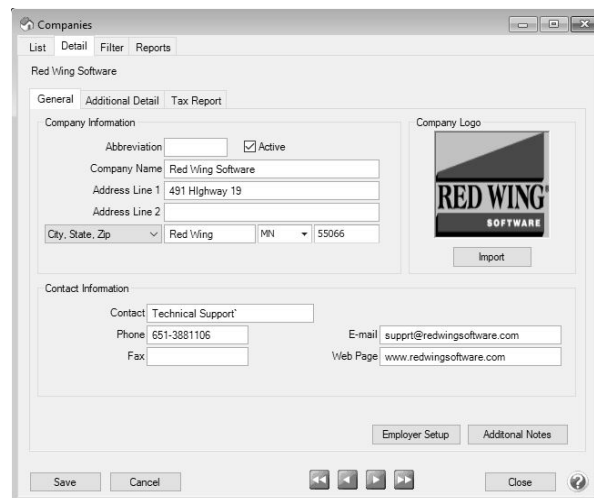
1. Click on the  button in the toolbar.
2. Click in the form where the line should be located and drag to draw a line.
3. Drag-and-drop to move the line to your desired location.
4. To the right, the Foreground Color, Line Direction, Line Style, and Line Width of the line are displayed in the **Appearance** section. Click in any field and click the drop-down arrow to change the selection.



## Import a Logo


Prior to adding your logo to the form itself, you must import the logo into the Company information section on the Detail tab in Setup > Companies.

1. Select **Setup > Companies**. **Edit** your company.



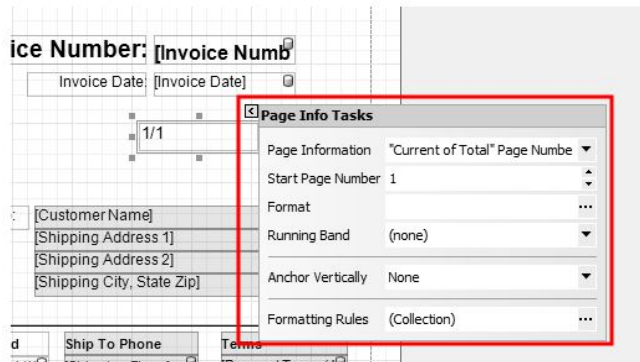
2. Click on the **Import** button. Browse to the image file for your logo. Click **Open**.
3. Click **Save**.
4. The logo is then added to the form using the form designer. Follow the **Add a Field** instructions to add the **Company Logo** field to the form.


## Add a Page Number to a Form

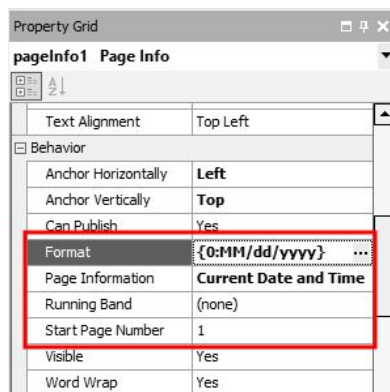
1. Click on the on the toolbar  button in the toolbar.
2. Click in the form where the page number should be located and drag to draw a box to add the page number field.









3. To modify the way the page number displays:
  - » Click the carat (the page number box must be selected for the carat to display):




- » **Page Information** - Allows you to determine if the page number should be roman numeral lowercase or uppercase, display as the user name, current date and time, page count, or page number with the total number of pages.
- » **Start Page Number** - Allows you to specify the page number you wish to display first.
- » **Format** - If you selected Current Date and Time, click , under Category select **DateTime**, and then on the Standard Types tab, select the format of the date time, for example MM/dd/yy, MM/dd/yyyy, etc.
- » Or, to the right, the Page Information, Start Page Number, and Format are displayed in the **Behavior** section.



## Formatting Forms

- » To align a field to the left, select the field and select **Format > Justify > Left** . A field can also be aligned to the center, right, or justified by selecting **Format > Justify > Center**, **Right**, or **Justify** .
- » To align multiple fields horizontally to the left, select all of the fields by holding the CTRL key down while making the selections, and then clicking the Left icon  . Fields can also be aligned horizontally to the center or right by selecting the fields and clicking the Center or Right icon  .
- » To align multiple fields vertically to the top, select all of the fields by holding the CTRL key down while making the selections, and then clicking the Top icon  . Fields can also be aligned vertically to the center or bottom by selecting the fields and clicking the Middle or Bottom icon  .
- » To make multiple fields the same width, select the fields and click the tWidths icon  . Fields can also be made the same height or size by clicking the Height or Both icons  .

## Preview and Print a Form Design

To Preview the form, select **View > Preview** . An example of the form will display applied to the layout specified in **File > Preferences > Printing > Customer Invoices**(or the form you are designing, for example Checks, Sales Orders, Purchase Orders, etc.). CenterPoint will generate some random content on the form so you can determine if the information on the form is accurate. This content is not from your database. You can print the preview by clicking the **Print** icon  . To return to the designer, select **View > Designer**.

## Save a Customized Form

1. Once your desired changes have been made, select **File > Save As...** within the Form Designer.
2. Specify a **Name** for your customized form.



Note: You cannot overwrite the system supplied forms.

3. Click **Save**.

## Use a Customized Form in Another Database

1. Open the Forms Designer in the database with the custom form.
2. Select **File > Open** and select the customized form.
3. Select **File > Save File As...**



Note: You must select Save File As... option, not the Save As option.

4. Browse to a location to save the file, such as your Desktop. Note where you are saving the file to, as you'll need to find the file later. Click **Save**.
5. Open the Forms Designer in the database you wish to add the custom form to. Select **File > Open File**.

6. Browse to the location used in Step 2 and select the custom form file. Click **Open**.
7. Select **File > Save As...** to save the custom form in the new database.

## Using a Customized Form to Print

To begin using a customized form:

### Customer Invoices

1. Select **Processes > Sales > Customer Invoices**.
2. Enter the invoice as you normally would. On the **Select** tab, click the **Printer** button. Then select the custom form from the drop down box. Continue entering the invoice as you normally would.
3. If you'd like the system to default to this form (instead of having to select it manually each time), then your form preference should be updated.
  - a. Select **File > Preferences > Printing > Customer Invoices** or **Customer Invoices (Detail)**
  - b. Select the **Database** tab and in the **Select Form Type** field, select your custom form.
  - c. Click **Save**.

### Accounts Payable Checks/Stubs

1. Select **Processes > Purchases > Pay Invoices Due**.
2. Select the invoices for payment as you normally would. Click the **Printer** button. Then in the **Check Type** or **Stub Type** fields, select the custom forms from the drop down box. Continue printing the checks as you normally would.
3. If you'd like the system to default to these forms (instead of having to select it manually each time), then your form preference should be updated.
  - a. Select **File > Preferences > Printing > Checks**.
  - b. Select the **Database** tab and in the **Select Check Type** and/or **Select Stub Type** field, select your custom form.
  - c. Click **Save**.

### Payroll Check/Stub

1. Select **Processes > Pay Employees**.
2. Process payroll as you normally would.
3. When you print checks, in the **Check Type** and/or **Stub Type** fields, select your custom form.
4. If you'd like the system to default to these forms (instead of having to select it manually each time), then your form preference should be updated.
  - a. Select **File > Preferences > Printing > Payroll Checks** or **Payroll Advices**.
  - b. Select the **Database** tab and in the **Select Check/Advice Type** or **Select Stub Type** field, select your custom form.
  - c. Click **Save**.

## Information Specific to the Payroll Check/Stub Designer

### Check Settings

To set the layout of your check form, open a form and then select **File > Form Settings**.

Select one of the following layouts:

- » Check/Stub/Stub
- » Stub/Check/Stub
- » Check/Detail
- » Stub/Stub/Check
- » Stub/Check/Address
- » Detail/Check

### Check Stub Settings

To set the number of lines that will print on a check stub before an overflow sheet is generated, select **File > Form Settings**.

Under **Max Lines Before Overflow**, select the number of lines for the **Small Stub** (used when multiple check stubs are on a form) or **Large Stub** (used when one check stub is on a form).

You can also set the way the detail will be summarized on the Check Stub Settings screen under **Summarize by**. By default, the detail is summarized by **Earning and Rate** which means that you will see one line for each unique combination of earning and rate on a check. Selecting other options will break-down the stub detail further, for example; you may want to see a break-down by the departments the employee worked in. Note: When YTD amounts are calculated for the stub, Rate is not included in the break-down, even if it is selected on this screen. This is because over time Rate could fluctuate depending on the earning, i.e. Commission. Breaking down YTD by Rate could quickly result in much detail being printed on the stub which could be the result in more frequent use of overflow sheets.

Under **Other**, clear the **Include Year-To-Date Earning Detail** check box to remove year-to-date earning payment detail information from the check stub. If you use a number of different earnings over the course of a year, this may reduce/eliminate overflow sheets. Note: This does **not** affect year-to-date earning totals.

### Data Fields

- » **Direct Deposit Amount** - If you intend to use a custom stub for direct deposit advices, you will need to include the Direct Deposit Amount fields on the custom stub. These fields will not print on checks, but will print on Direct Deposit Advices.
- » **Earning Work Date (Time Sheet)** - If you want to include the date an employee worked on the pay period stub line, include the Earning Work Date (Time Sheet) field in your check stub form design. This Data Field represents the date for which a time sheet associated with an earning on the stub was entered. If the earning isn't the result of a time sheet, the work date will not print on the stub. If you want to include the Earning Work Date (Timesheet) field on the check stub, you also need to select the Work Date (Timesheet) under Summarize by in Setup > Forms Design > Check Stub Form Designer > File > Settings so that the earnings are printed by work date. Only current earnings will display work date information, year-to-date information will not be summarized in this way. Year-to-date values will be displayed for each unique combination of summary fields excluding Work Date, in this example, Earning and Rate.
- » **Memo Line** - If you want to include the Memo Line text entered in Pay Employees on your employees' pay stub, you must include the Memo Line data field on your selected check stub.

- » **Average Hourly Rate** - The check stub designer includes two selections for Average Hourly Rate, one under Data Fields and one under Bilingual Labels. The Average Hourly Rate data field contains the sum of all current earning Amounts divided by the sum of all current earning Hours Worked.

## Information Specific to the Check/Stub Form Designer

### Check Settings

To set the layout of your check form, open a form and then select **File > Form Settings**.

Select one of the following layouts:

- » Check/Stub/Stub
- » Stub/Check/Stub
- » Check/Detail
- » Stub/Stub/Check
- » Stub/Check/Address
- » Detail/Check

### Check Stub Settings

To set the number of lines that will print on a check stub before an overflow sheet is generated, open a form and then select **File > Settings**.

Under **Max Lines Before Overflow**, select the number of lines for the Small Stub (used when multiple check stubs are on a form) or Large Stub (used when one check stub is on a form).



**Note:** When an overflow sheet is required during printing, all information in the stub is cleared and replaced with a message informing the recipient that a separate overflow sheet should be attached.

Under **Format**, in the Summarize box, select **No** if you are using the Standard (Detail) check stub or any check stub you've saved as a custom check stub from the Standard (Detail) check stub and you want to include all check stub detail or select **Yes** if you are using the Standard (Summary) check stub or any check stub you've saved as a custom check stub from the Standard (Summary) check stub and you want to summarize the check stub detail to show only one line per invoice.

### Data Fields

- » The Quantity 1/2, UOM 1/2 (Abbreviation), UOM 1/2 selections can be used on detail check stubs or on single line summary stubs.

## Using the Form Manager

The Forms Manager menu option allows you to import and print custom check/stub designs created with the Check/Stub Designer module. Only check/stub designer formats can be imported into the Form Manager. In order to create new check formats you need to either own the check designer module or obtain a custom check format from Red Wing Software or a Red Wing Software partner.

### Import a Form Designed with the Check/Stub Designer

### Using an Imported Form to Print Checks, Check Stubs, or Payroll Check Stubs

**Prerequisite:** The check/stub designs must be saved using the Save File As.... option in the Check/Stub Designer module which creates a .rpx file to be imported with the Form Manager.

## Import a Form Designed with the Check/Stub Designer

1. Select **Setup > Forms Designer > Form Manager**.
2. Select the type of form you want to import that was designed using the Check/Stub Designer: **Check**, **Check Stub**, or **Payroll Check Stub**.
3. Click **Import**.
4. Browse to the location that the previously created form was saved to, select the file, and then click **Save**.



Note: Once the form is imported into the Form Manager, it is used the same as any other form designed by the Check/Stub Designer.

## Using an Imported Form to Print Checks, Check Stubs, or Payroll Check Stubs

To begin using an imported form, you can either select it when you print your checks/stubs like any other form or specify it in your preferences as the default form. For example, to use a form imported into the Form Manager from the Print/Email Checks/Invoices screen:

1. Select **Processes > Purchases > Print/Email Checks/Invoices** screen.
2. In the **Checks** box, select the imported form.
3. Click **Print**.

or

To use a form imported into the Form Manager to print payroll check stubs:

1. From the **Processes > Pay Employees > 6. Print Checks** tab:
2. Click **Post & Print**.
3. In the **Stub Type** box, select the imported form.

If you'd like the system to default to the imported form, your form preferences should be updated. Default forms can be set in **File > Preferences > Printing** for the following preferences:

- » **Checks**
- » **Payroll Checks**

## Scanning and Attaching Documents

This document describes the setup and processes used to scan and attach files to transactions and setup screens. Files can be attached to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices (both basic and detail), and General Journal Entries. Files can be attached by scanning the documents, dragging and dropping existing files from your computer, or by selecting an existing file from your computer.

### Prerequisite

A scanner must have TWAIN compatibility to be used with CenterPoint. A scanner that does not have TWAIN compatibility can be used to scan a document and save it to your computer and then attached by following the [Attach Documents to Transactions or Setup Screens](#) section in this document.



If you use the Red Wing Cloud Service, scanners that are setup on a local computer can be accessed by the cloud service for direct scanning into CenterPoint. Contact the Red Wing Software Sales department to set up your Red Wing Cloud environment to accept scans and see the Frequently Asked Questions section of this document for additional information.

### [Step A: Set File Attachments Preference \(One Time Setup\)](#)

### [Step B: Attach Documents to Transactions or Setup Screens](#)

#### [Attach Documents with One-Click Scanning](#)

#### [Attach Existing Documents](#)

#### [After Documents are Scanned or Attached](#)

### [Step C: Finding Transactions with Attachments](#)

### [Step D: Viewing Attachments on Setup Screens](#)

### [Step E: Maintaining Attachments](#)

### [Frequently Asked Questions](#)

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## Step A: Set File Attachments Preference (One-Time Setup)

CenterPoint gives you the option of storing your attachments in a file repository or to your database. Red Wing Software recommends using the File Repository, but there are benefits and downsides to both options. Choose the option that will work best for your organization.

- » **File Repository** – Attachments stored in the file repository are saved in a specified location on your local computer or network. Files are encrypted so they can only be viewed from within CenterPoint. The benefit of a file repository is that the attachments will not increase your database size. If you are using SQL Server Express your database is limited to 10 GB. Potential negatives are ensuring the location chosen has proper permissions set so all users have the access they need. Also, if the files are moved for any reason, you will need to update CenterPoint with the new location, or CenterPoint will not be able to find the files. File attachments can be backed up from **File > Backup > Backup File Repository**. For additional information, please see the [Backup or Restore File Repository](#) topic.
- » **Database** – Attachments stored in the database are saved with the rest of your CenterPoint data. The benefit is that the files cannot be lost and will always be accessible within CenterPoint. The potential negative is that a large number of attachments could quickly enlarge your database size past the 10 GB maximum for SQL Server Express. If you use a full version of SQL Server, there is no maximum database size.

1. Select **File > Preferences > General > File Attachments**.

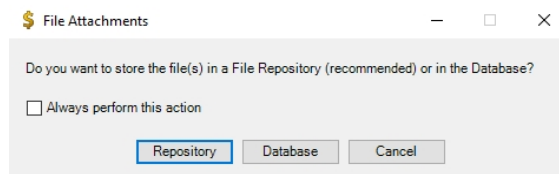
## Display File Size Warning Message

Scanning and attaching files to a transaction or a setup screen will increase your database size if you choose to store the files to the database. If you are using SQL Server Express your maximum database size is 10GB and if you are using the full version of SQL Server your database does not have a maximum size. It is suggested to scan your documents in black and white instead of color to decrease each scan's total size. You can choose to display a warning message that reminds you when scanned or attached files exceed 2MB with this preference.

2. In the **Display File Size Warning Message** box, select Yes or Not Set if you want to be warned when an attached file exceeds 2MB, or select No if you never want to be warned about attached files that exceed 2MB. Note: If you receive the warning message when attaching a file and decide that you do not want to display the warning message again, select the Don't show this message again check box and the Display File Size Warning Message preference will automatically be changed to No.

## Store Attachment Files In

3. In the **Store File Attachments In** box:
  - » Leave the default value of **Prompt Me** if you want CenterPoint to ask you each time you attach a document where you want to store the attachment with the following message. If you choose the Always perform with this action check box and then click the action, the preference will be set with that action.



- » Select **File Repository (Recommended)** to automatically store an encrypted version of your attachment in a location on your computer or server you specify in the Location of File Repository preference in step 4.
- » Select **Database** to store your attachment in your CenterPoint database.

## Location of File Repository

4. In the **Location of File Repository** box, select a server drive (UNC path), for example: \\SERVER\Share\.
5. If you currently have attachments that are stored in your CenterPoint database and you want to move the files to your File Repository location specified in step 4, click **Transfer Database Attachments** and at the *This will move any attachments stored in the database into the file repository location specified. Do you want to continue* message, click **Yes**.
6. Click **Save**.



Note: If you transfer database attachments, to reclaim the space previously allocated to the attachment files stored in the database which are now stored in the file repository:

1. Perform a database backup from **File > Backup Database**.
2. Select **File > Administration > Database Utilities > Shrink Database**. A screen will display with statistics about your allocated disk space and available free space.
3. To reclaim the unused disk space, click **Shrink**.



4. At the *Shrink the database to reclaim unused disk space, are you sure?* message, click **Yes**.
5. Click **OK**. The statistics about your disk space will be updated accordingly.

## Step B: Attach Documents to Transactions or Setup Screens

Documents can be attached on the to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices (both basic and detail), and General Journal Entries. This document will use the Payments screen for the examples. Files can be attached by scanning the documents, dragging and dropping existing files from your computer, or by selecting an existing file from your computer.

Attach Documents with One-Click Scanning

### One-Time Scanner Setup

Scanner setup is only required for the one-click scan and attach option. You can attach via drag and drop or select existing documents from your computer without having a scanner set up.

1. Connect a scanner to your computer and verify it is operational.
2. Select **File > Scanners**.
3. Click **New**.

4. In the **CenterPoint Name** box, enter a required name (up to 50 characters).
5. The **Available Scanners** box will display all the scanners available to your computer. Select the scanner you want to configure. If your scanner is connected to your computer and is operational, but does not appear in this list, please refer to the Prerequisite statement at the top of this document.
6. The **Source** box will default to **AutoFeeder**, if your scanner is a flat bed scanner, select **Flatbed**.
7. The **File Type** box will default to **Document\_PDF** (scanned documents will be saved as PDF files), if you want the scanned documents to be saved as an image file instead, select **Image\_PNG**.



**Note:** The Source and the File Type determine whether a single file or multiple files are created when scanning multiple documents.

- » All image file types create one file per document.
- » When the Source = Flatbed, a single file is created for each document page.
- » When the Source = Feeder and the File Type = Document\_PDF, one file is created from multiple page documents.

8. The **Color Mode** box will default to **Black & White** (scanned documents will be saved in a smaller file size in black and white), if you want the scanned document to be saved in a large file size in color instead, select **Color**.
9. In the **Scan File Name**, enter a default file name for your scanned documents. The file name will originally display as Scan. CenterPoint automatically appends a unique identifier to the default name when your document is attached to the transaction. For example, ScanC793.pdf or ScanE072.png.
10. The scanner will use the default settings from File > Scanners in CenterPoint unless you select the **Show scanner dialog** check box to display your scanner's settings screen for each scan to change the scanner's setup. Changes made in this screen will not be saved in File > Scanners.
11. Click **Save**.
12. Click **Close**.



Note: You may choose to set up more than one scanner profile using the same scanner with different options. For example, one set to black and white and another for color.

### One-Click Scanning

1. Follow the One-Time Scanner Setup section in this document.
2. From a setup screen or a transaction screen, enter your applicable information.
3. Insert the document(s) to be scanned into your scanner.
4. Click the **Scanner** button.



- » If you chose to display your scanner's setup screen, it will display and allow you to make changes to this scanned document. Most likely, you will need to initiate the scan from the scanner setup screen. The scanned document will be attached automatically.
- » If you did not chose to display your scanner's setup screen, the scanned document will be attached automatically.



Note: A warning message will display if the scanned document exceeds 2MB. If you do not want to see the message in the future, select the Don't show this message again check box. The Display File Size Warning Message preference can be changed from File > Preferences > General > File Attachments.

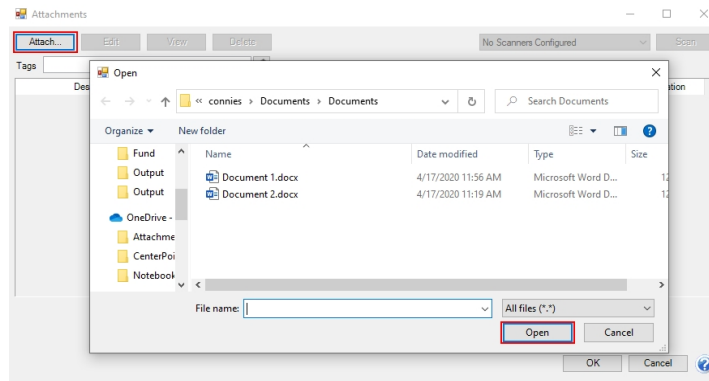
- » After you attach a document, the Paperclip button will display with a yellow background.
    - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
    - » To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
    - » To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter the tag(s) name and then tab off of the box or press Enter.
    - » For customer invoice or sales order transactions, select the **Email** check box to indicate that when the invoice or sales order is emailed that the attachment will also be emailed.
5. Continue with the [After Documents are Scanned or Attached](#) section in this document.

### Attach Existing Documents

1. From a setup screen or a transaction screen, enter your applicable information.
2. Click the **Paperclip** button.



3. The Attachments screen displays. Either drag and drop files from your computer on to the Attachments screen or click the **Attach** button to select the files.

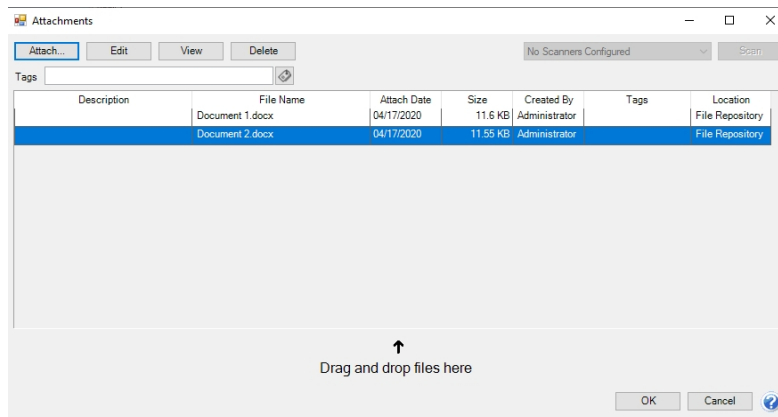


- » After you attach a document, the Paperclip button will display with a yellow background.
    - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
    - » To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
    - » To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter the tag(s) name and then tab off of the box or press Enter.
    - » For customer invoice or sales order transactions, select the **Email** check box to indicate that when the invoice or sales order is emailed that the attachment will also be emailed.
4. Continue with the [After Documents are Scanned or Attached](#) section in this document.

### After Documents are Scanned or Attached

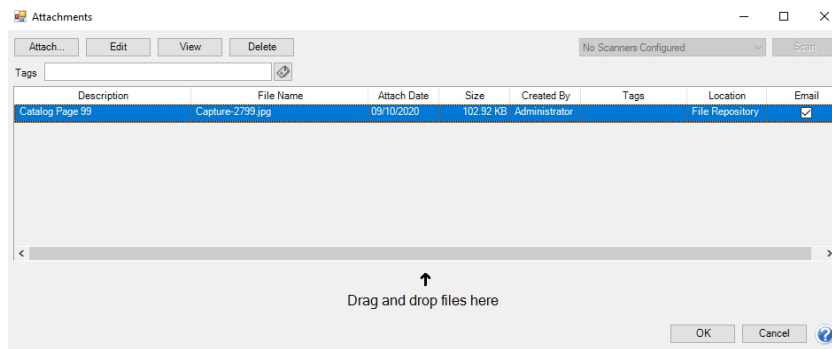
After you scan, drag and drop, or attach a file, the Attachments screen automatically displays as follows:.

- » From Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Receipts, and General Journal Entries.

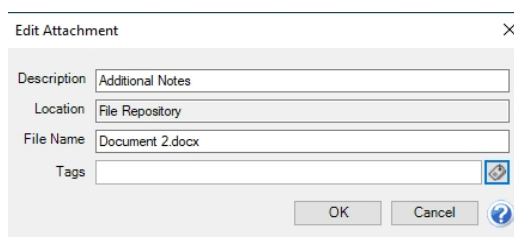


OR

From the following Transaction screens: Sales Orders, Sales Order - Quick Entry, Customer Invoices (both basic and detail), and Customer Invoices - Quick Entry:





- » For customer invoices and sales orders only, to indicate that the attachment should be emailed when a customer invoice or sales order is emailed, select the **Email** check box.
- » To add an optional description for an attachment, select a document and then click **Edit**. Click **OK**.



- » Tags can be added to attachments to organize them by keyword and make it easier to find specific sorts of attachments later. For example, you might create a tag called W4 for employee attachments or a tag called SalesTaxExempt for Customers. Tags are limited to a single word with no spaces. You can add multiple tags to the same attachment. There are two methods to add tags to an attachment.

The screenshot shows a dialog box titled "Edit Attachment" with a close button (X) in the top right corner. Inside the dialog, there are four input fields: "Description" with the text "Additional Notes", "Location" with "File Repository", "File Name" with "Document 2.docx", and "Tags" with "Notes, Review, Application". To the right of the Tags field is a small icon of a document with a tag. At the bottom of the dialog are three buttons: "OK", "Cancel", and a help icon (question mark in a circle).

- » **Method 1: Enter Tags separated by commas.**
  - » On the attachments screen, select a document and click **Edit**. In the **Tags** box, enter tags separated by a comma, then click or tab off the Tags box.
  - » Tags that have been used before will be added to this attachment.
  - » If you enter a tag that has not been entered before you will be prompted, "The following Tag(s) were not found. Would you like to add them now?" Click **Yes** to add the tags and assign them to this attachment. Click **No** to skip adding the new tag.
- » **Method 2: Select from a list of tags**
  - » On the Attachments screen, select a document and click **Edit**. Click the Tags icon  to open the Tags selection window. Use the arrow buttons to move the tag(s) for this attachment from the Available Tags list to the Selected Tags list on the right. If you would like to use a tag that is not on the list, click **New** to create a new tag.

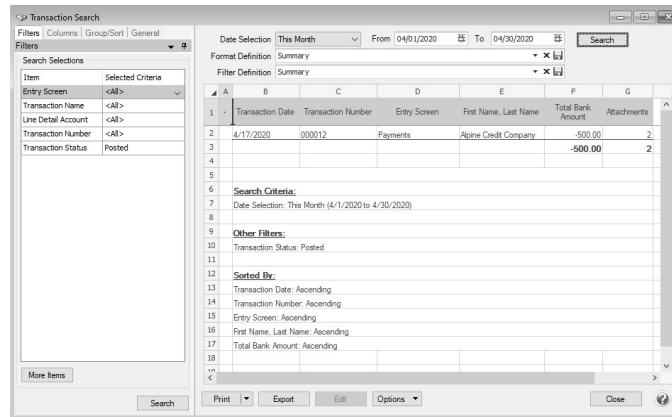
 **Note:** To see a list of all tags, go to **Setup > File Attachments > File Attachment Tags**. From this maintenance screen you can:

- » Create new tags.
- » Edit existing tags.
- » Delete tags you no longer use (deleting a tag will remove it from any attachment where it was assigned).
- » Combine tags, if for example, the same tag is entered with different spelling.

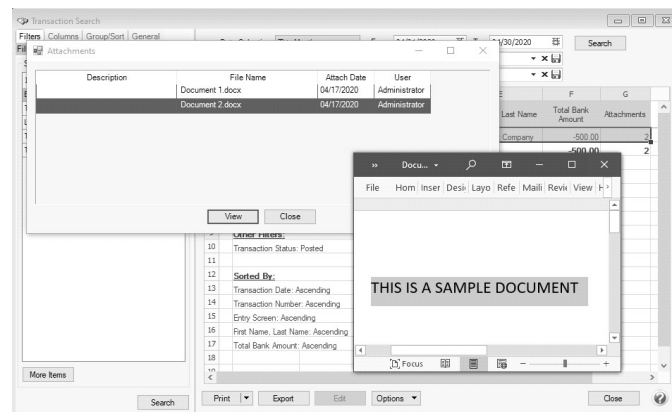
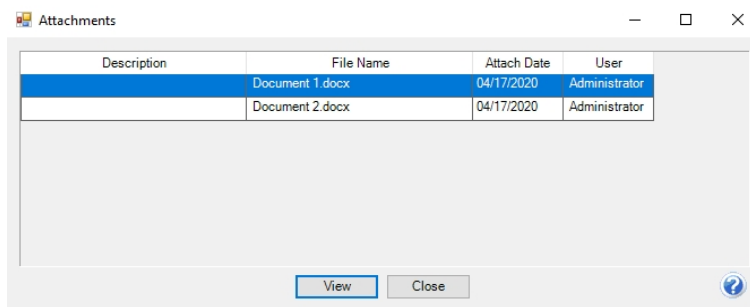
## Step C: Finding Transactions with Attachments


### Transaction Search

1. Select **Processes > Transaction Search or Reporting Tools > Transaction Search**.
2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.
3. Select any of the other Search criteria to specify how you want the Search results to display.
4. Select the **Columns** tab:
  - » Leave the **Level** field set as **Transaction Summary**.
  - » Place a check mark in the **Attachments** check box and any other columns you want to include in the search results and then determine the order the columns should display in. Use the arrow up and down buttons to order the columns.
5. Click **Search**.



6. An **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.
7. To view the documents attached to the transaction, right-click on the transaction and select **View Attachments**. Select the document you want to view, and then click **View**.



8. Click **Close**.
9. If you'd like to save these selected columns as a format that can be used again (without having to manually select and reorder), click on the save  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.

#### Purchase Order Maintenance

1. Select **Processes > Purchases > Purchase Order Maintenance**.
2. Right-click and select **Add/Remove Columns**.
3. Select **Attachments** and click **OK**. An Attachments column will be added to the Purchase Order List tab.
4. A new **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.
5. Select the document you want to **View**, **Edit** or **Delete**. Additional documents can be attached to the purchase order by clicking **Attach**.
6. Click **OK** and then click **Close** to return to the Purchase Order Maintenance List tab.

#### Sales Orders

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Right-click and select **Add/Remove Columns**.
3. Select **Attachments** and click **OK**. An Attachments column will be added to the Sales (Edit/Fill/Invoice) List tab.
4. A new **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.
5. Select the document you want to **View**, **Edit** or **Delete**. Additional documents can be attached to the purchase order by clicking **Attach**.
6. Click **OK** and then click **Close** to return to the Sales (Edit/Fill/Invoice) List tab.

### Step D: Viewing Attachments on Setup Items

#### Setup Screens

1. Select the appropriate setup screen, for example Setup > Employees, Setup > Customers, etc.
2. Select a record and then click **Edit**. Click the green arrows to move through your records.
3. Records with a yellow Paperclip button indicate that the record has an attachment.
  - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
  - » To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
  - » To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter the tag(s) name and then tab off of the box or press Enter.

### Step E: Maintaining Attachments

With the ability to attach files in CenterPoint, there may be a need to view or delete the documents separately from the transaction or setup screen. The File Attachments Maintenance screen is used to display attachments for specific screens, date range, tags, and user. The attachment can then be viewed or deleted.



**Note:** The File Attachment Maintenance screen has a security policy that can set to allow access to the screen. If a user has access to the Customers, Vendors, Names or EmployeeSetup screens via those security policies, they will be able to select those screens in step 2 below, otherwise the screen selection will not display.

1. Select **Setup > File Attachments Maintenance**.
2. Select a specific **Screen** to display attachments for or **All** to display all attachments for all screens.
3. In the **From/To** boxes, enter a date range to display attachments for.
4. In the **Created By** box, select a specific user to display attachments for, or leave blank to search for all users.
5. To filter for attachments with a specific tag(s), in the **Tags** box, enter or select a tag(s) to display attachments for, or leave blank to search for all tags.
6. Click **Search**.

7. Select the attachment you want to view or delete. Click **View** or **Delete**.
8. Click **Close**.

## Frequently Asked Questions

### Q. How do I set up scanning in my Cloud environment?

**A:** Contact the Red Wing Software Sales department to set your environment to allow scanning. Once you are notified by Red Wing Software that your Cloud environment is set to allow scanning, continue with the instructions below.

1. Download and install a local TSScan client on any computer you will be scanning from by selecting the appropriate operating system link below. The files are small and complete installation without notification.
  - » **Windows:** <https://centerpoint.redwingcloud.com/ClientInstalls/TSScanMSI.msi>
  - » **Mac:** <https://centerpoint.redwingcloud.com/ClientInstalls/TSScanMacClient-10.12.zip>



Note: If you access your Cloud environment from a saved RDP, contact Red Wing Software Technical Support to create an updated RDP file.

2. Follow Steps A - E of this document.



Note: The recommended storage location for file attachments in the Cloud environment is in the data repository on the S: drive. The S: drive is a shared storage space for all Cloud users in your environment. Please contact Red Wing Software Technical Support to set up the data repository on the S: drive.

## Batch Transactions

Normally when transactions are entered and saved in CenterPoint, the save process posts the transactions and they affect the account, customer and vendor balances immediately. But there are times where you may want to enter a group of transactions and not have it affect balances until a later time. In those cases, the transactions are entered into a batch. Batch and real-time transactions use the same data entry screens. Each transaction screen has a Current Batch field that can be used to batch transactions.

Batch transactions are saved to a specific name and contain transactions that will be posted at a later time, when you select to post them. Batch transactions print and post at the same time.

Batch transactions can consist of both and non- transactions. A non-batch will be removed from the Batch Transaction Open Batches tab when it is posted.

### [Create/Copy a Batch](#)

#### [Option A](#)

#### [Option B](#)

### [Add a Transaction to a Batch](#)

### [View Transactions in a Batch](#)

### [Move Transactions to a Different Batch](#)

### [Edit or Delete a Transaction in Batch](#)

### [Determine the Print Order of Transactions in a Batch](#)

### [Post a Batch](#)

### [Edit a Batch](#)

### [Delete a Batch](#)

## Create a Batch

A batch is used to group unposted transactions together. There are two processes that can be used to create a new batch.

### Option A:

1. On the **Processes** menu, click **Batch Transactions**.
2. Click **New**. Or if this batch is similar to an existing batch, select the existing batch and click **Copy** instead of New. Note: When the copy button is used, the transactions found in the original batch will also be copied to the new batch.
3. On the Batch Maintenance screen, in the **Comment** box, enter a description that will identify one batch from another. For example, Checks to be Printed.
4. In the **User** box, enter the name of the user responsible for this batch. This is an optional field.
5. Select the **Recurring** check box if this batch is a batch that will be posted again at a later date.
6. Click **OK** and **Close**.

**Option B:**

1. While entering a transaction, right click in the **Current Batch** field and select **New**. Note: there are a few transaction screens that do not have a current batch field; for example Sales Orders.
2. Enter the **Description**, and **User**. Note: User is an optional field.
3. Select the **Recurring** check box if this batch is a batch that will be posted again at a later date.
4. Click **Save**.

**Add a Transaction to a Batch**

A transaction added to a batch will not affect any account balances until the batch has been posted.

1. While entering a transaction, select the appropriate batch in the **Current Batch** field.
2. Enter the remainder of the transaction as you normally would. If you would like the transaction to be printed when the batch is posted, (for example, a check from the payments screen) be sure to select the "Print this Check" box.
3. Click **Save**.

**View Transactions in a Batch**

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to view transaction activity for.
3. Click the **Transaction Activity** tab. Verify the transaction activity. Note: If a security restriction has been set for the transaction screen, the user will not be able to access the transaction screen from Transaction Search. See the Users and Security topic for information about creating users, user groups, and setting security policies.
4. Click **Close**.

**Move Transactions to a Different Batch**

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to view transaction activity for.
3. Click the **Transaction Activity** tab. Note: If a security restriction has been set for the transaction screen, the user will not be able to access the transaction screen from Transaction Search. See the Users and Security topic for information about creating users, user groups, and setting security policies.
4. Select the batch that you wish to move to another batch.
5. Right-click and select **Change Batch**.
6. In the **Current Batch** box, enter or select the batch that you wish to move the transaction to.
7. Click **OK**.
8. Click **Close**.

**Edit or Delete a Transaction in a Batch**

The edit process allows you to correct an entry that was added to a batch. The edit option can also be used to select the print box for payment or invoice transactions (if it wasn't selected when the transaction was entered).

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to edit a transaction in.
3. Click the **Transaction Activity** tab.

4. Select the transaction you want to edit, and then click **Edit**.
5. Change the transaction, and then click **Save**.
6. Note: The transaction can be deleted from this screen by clicking **Delete**. At the "**Are you sure you want to delete the transaction?**" message, click **Yes**.
7. Click **Close**.

### Determine the Print Order of Transactions in a Batch

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to edit a transaction in.
3. Click the **Transaction Activity** tab.
4. Click the **Print Order** button.
5. Select the order you want the transactions in the batch to print. The options are: Abbreviation, Created Time, First Last Name, Last First Name, Transaction Date, or Transaction Number.

### Post a Batch

Transactions entered with a batch assigned, do not affect account, vendor or customer balances until the batch is posted. When you click Post, transactions that you selected to print either checks or invoices will display a screen that allows you to determine the next check or invoice/receipt number, the printer selection, and the same form selection as on the original transaction. The printer defaults to the default settings, but you can select a different printer to use on all documents of that type in the batch. The selections are not remembered after you click Print. Batches that are not marked as Recurring will be removed from the Batch Transactions Open Batches tab after being posted.



Note: To view the last date a recurring batch was posted, a Last Posted column can be added to the List tab by right-clicking and selecting Add/Remove Columns.

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to post, and then click **Post**.
3. If this batch is not a recurring batch, determine if you want to **Use Original Transaction Entry Dates** or **Post ALL Transactions in this Batch with the Same Transaction Date** and then enter the **Date**.
4. If you selected to print any of the transactions in the batch, the Print Batch screen displays.
5. Enter the next Check or Invoice/Ref #.
6. The same printer selection displays as appeared on the original transaction form. The printer defaults to the default settings, but you can select a different printer to use on all documents of that type in the batch.
7. Click Print. The selections are not remembered.
8. Batches that are not marked as Recurring will be removed from the Batch Transactions Open Batches tab after being posted.

### Edit a Batch

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to change, and then click **Edit**.
3. On the Batch Maintenance screen, edit the appropriate text.
4. Click **OK** and **Close**.

## Delete a Batch

When a batch is deleted, the entire batch including all of the transactions are removed with this procedure.

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to delete, and then click **Delete**.
3. At the "**Are you sure you want the item deleted**" message, click **Yes**.
4. Click **Close**.

## Reminders

### Reminders

CenterPoint has a feature called reminders that allows you to have the system remind you of certain events. These reminders can be things like "Backup Database," "Remind when Account Payable are Due," and "Tell me when an account balance gets to a certain level." This preference allows you to determine how and how often you want to check for reminders.

### Reminder Manager Options

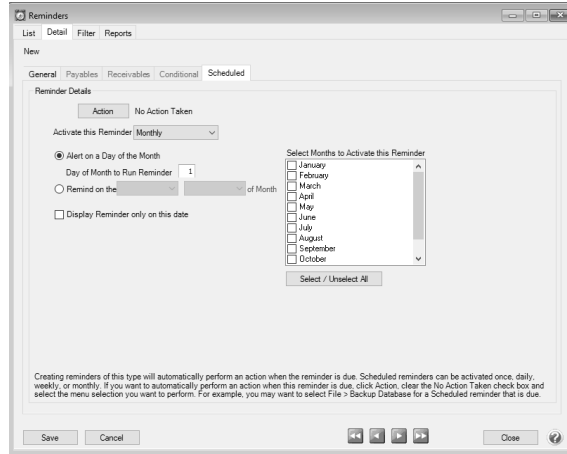
- » **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened. The options are Never, Always, and Only When Tasks are Due.
- » **Check for New Reminders** – Allows you to set up whether or not you want CenterPoint to continue to check for new reminders while you work in the program. The options are either Yes or No. If Yes is selected, you can also set the frequency at which you want the CenterPoint to check for new reminders.

### Scheduled Reminders

Scheduled reminders can be activated once, daily, weekly, or monthly. For example, if you'd like the system to remind you to post a recurring batch of automatic withdrawal transactions, you would set that reminder up as a scheduled reminder on the date they are withdrawn. The Scheduled Reminder can be set to automatically perform an action when a reminder is due.

### Create a Scheduled Reminder

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Scheduled Reminders**. In the **Description** box, enter a details about the reminder.
5. Click the **Scheduled** tab.



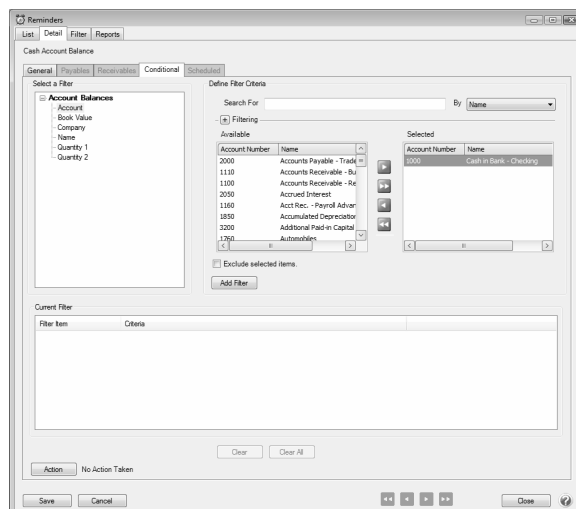
6. Under **Reminder Details**, if you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Batch Transactions when this scheduled reminder is due.
7. In the **Activate this Reminder** box, select the frequency that you want this reminder activated for; Once, Daily, Weekly, or Monthly.
8. Depending on the option selected in the Activate this Reminder box, complete the additional details requested. Such as, Alert on a Day of the Month, Run Every # weeks, Display Reminder only on this date, etc.
9. If Daily or Monthly is selected in the Activate this Reminder box, the **Select All/Unselect All** button can be used to help select the days/months the reminder is activated.
10. Click **Save** to save the reminder and return to the List tab, or click **Close** to save the reminder and close the Reminders screen.

## Conditional Balance Reminders

The Conditional Balance Reminder applies a filter to a specific condition that can then display a reminder only when the condition is met. For example, if you want to be reminded when a customer's balance is greater than a set dollar amount, or if you want to be reminded that you owe a specific vendor a dollar amount.

### Create a Conditional Balance Reminder

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Conditional Balance Reminders**.



5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Conditional** tab.
7. Under **Select a Filter**, select a filter to apply a condition to, for example, select Name or Account. Accounts can easily be moved from Available to Selected, using the green arrow buttons.
8. Under **Define Filter Criteria**, select the **Account** for this reminder.
9. Click **Add Filter**.
10. If you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Sales > Receipts or Processes > Purchases > Pay Invoices due or Reports > Reports for a Conditional reminder that is due.
11. Click **Save** to save the reminder and return to the List tab, or click Close to save the reminder and close the Reminders screen.

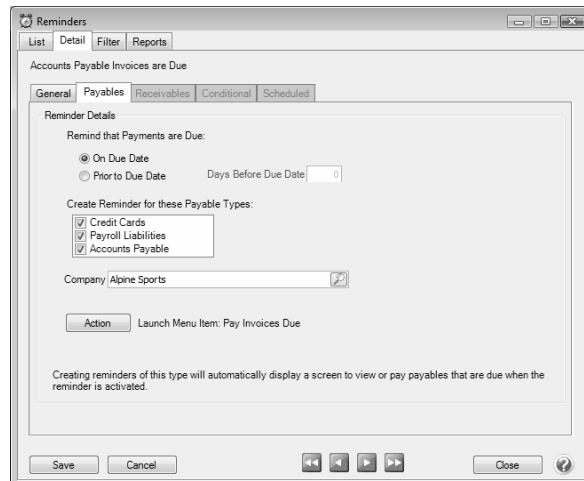
## Payable Reminders

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables).

### Create a Payables Due Reminder

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables.)

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Payable Reminder**.
5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Payables** tab.



7. Under **Remind that Payments are Due**, select **On Due Date** to be reminded when an Accounts Payable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Payable Invoices are Due.
  - » If you selected **Prior To Due Date**, enter the number of days prior to when Accounts Payable invoices are due that you want to be reminded.
8. Under **Create Reminder for these Payable Types**, select the type of Accounts Payables you want to be reminded for.
9. In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.
10. If you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Purchases > Pay Invoices Due for an Accounts Payable reminder that is due.
11. Click **Save** to save the reminder and return to the List tab, or click Close to save the reminder and close the Reminders screen.

## Chapter 2 - Financials and Ledger

### Setup

#### Companies/Funds

A company/fund is a tax entity that has financial activity. Your operation may have more than one tax entity. Companies/Funds allow you to keep each tax entity's records separate, and at the same time share accounts and analyze the combined data. Companies/Funds must be in the same database to combine data. You can have many companies/funds in one database if they are part of the same operation. If you have more than one company/fund and they do not share the same type of business activities or accounts, or they do not wish to combine data for analysis, it is recommended that you create separate databases for each company/fund. You can have as many databases as needed. A company/fund stores individual account balances and maintains the active status of names, accounts, etc. A company/fund is required.

Should you create separate companies/funds or separate databases?

CenterPoint has the ability to maintain more than one company/fund in a database. The advantage that this gives you is the ability to produce reports for more than one company/fund combined. This is important when you have two companies/funds set up for tax purposes, but both are the same type of companies/funds and producing the same products. To see the overall profitability of raising/selling any one particular crop or type of livestock/license/inventory item, you would want to combine the detail from multiple companies/funds on one report. Multiple companies/funds within a database share Setup lists, therefore, the setup items created in one company/fund are available to the other companies/funds in that database. If you do not want to use that item in the other company/fund, it can, in most cases, be made inactive for that company/fund.

#### Create a New Company/Fund

##### Prerequisite

You must have a database created before you can add a company/fund. Select File > New > New Database Wizard to create a new database.

1. On the **Setup** menu, click **Company/Fund**. Click **New**.



Note: If the company/fund to be added is similar to an existing company/fund, you can highlight the similar company/fund and click **Copy** instead of New.

2. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the company/fund by.
3. In the **Company/Fund Name** box, enter up to 30 characters of required information that describes the company/fund.
4. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number.
5. The third address line has a format option preceding it. There are four options for the format of the third line of the address:

- a. City, State, and Zip Code (US Addresses).
- b. City, Province, Postal Code (Canadian Addresses).
- c. Address Line 3 (Free format line)
- d. Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province. Country Codes can be selected from a list when using Foreign Addresses.

6. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the **Zip/Postal Code** box enter the zip code or postal code. If a list displays, select the appropriate city/state or city/province from the list. If your preferences are not set to use the automatic Zip Code/Postal Code Lookup for addresses, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.



Note: To set a City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code, Address 3 Foreign Address, right-click and select Clear Default.

7. In the **Contact** box, enter up to 30 characters of optional contact information for this company/fund.
8. In the **Phone** and **Fax** boxes, enter up to 25 characters of optional phone/fax information for this company/fund.
9. In the **E-mail** box, enter up to 30 characters of optional e-mail address information for this company/fund.
10. In the **Web Page** box, enter up to 30 characters of optional Web (URL) address information for this company/fund.
11. Under **Company/Fund**, click **Import** to locate an image file (.bmp, .gif, .jpg, .png, etc.) for use as your company/fund logo. When you select the image, it appears in the image preview box. The logo can then be added to the Purchase Order Form Designer in Setup > Forms Designer > Purchase Order Form Designer to include the logo in the header of plain paper billing statements. Then, you must select Yes in the Show Company/Fund Logo report selection filter when printing plain paper statements in Processes > Sales > Billing Statements for the logo to print in the header.
12. To add notes to this company/fund, click **Additional Notes**, enter the notes, and then click **OK**.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

13. Click the **Additional Detail** tab.
14. Under Tax Reporting Information, in the **Federal Tax Id** box, enter up to 15 characters of optional federal tax identification information that will print on government reports in CenterPoint.

15. In the **State Tax Id** box, enter up to 15 characters of optional tax state identification information that will print on government reports in CenterPoint.
16. In the **Company/Fund Type** box, select a type, for example C Corporation, Limited Liability Company, Limited Liability Partnership, etc. This is an information field only.
17. In the **Fiscal Year End** box, select the month your fiscal year ends. December will automatically display. Some of the reports in CenterPoint can be run on a fiscal year basis; selecting the fiscal year end will allow the system to calculate the fiscal year start. If you have the add-on Depreciation module installed and active, the depreciation schedules for all assets for the selected company/fund are recalculated as the schedules are based on the fiscal year.
18. Specify the **Distribution Frequency**. Often, profit or production center details are unknown at the time a transaction is entered. These details can be assigned "later" to the appropriate profit, production center, or production center details. This option allows you to specify the frequency distributions can then be processed.
19. In the **Inventory Valuation Method** box, select the method of purchased inventory reduction if you will be purchasing to resell merchandise or livestock. The methods are: First in First Out (FIFO), Last in First Out (LIFO), or Average Cost. Purchased inventory that is purchased for the purpose of resale and is not capitalized is recorded as an increase in an inventory at the time it is purchased. The expense for that inventory purchase does not get recorded for tax purposes until the item is sold. When the item is sold, CenterPoint determines how much expense to record based on the inventory valuation method listed here. An inventory can include many items purchased at several different intervals and for several different prices. Choosing FIFO, records an expense equal to the first item purchased is the first item expensed. Choosing LIFO will record an expense equal to the last item purchased first. Last, an Average method will take the average price of the inventory and multiple it by the quantity sold to come up with the expense amount.
20. In the **Retained Earnings Account** box, select the account you want your retained earnings to post to (only accounts in the retained earnings account category will display in the Lookup list) for this company/fund, or type the retained earnings account. Typically, increases and decreases to this account should be equal to the differences between the revenue generated for a specified period and the expenses paid. This field is required in order for any transactions to be posted.
21. Under Depreciation Information, in the **Depreciation Frequency** box, select how often you record depreciation transactions. The options are Monthly, Quarterly, or Annually. One feature of CenterPoint is the ability to have the system calculate a depreciation journal entry for you for each of your fixed assets. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they aren't duplicated in any one period.
22. If you own the Depreciation module, select the **Calculate book and tax depreciation separately** check box if you want the tax depreciation calculated annually on the fiscal year boundary and the book depreciation calculated on the frequency you selected in the Depreciation Frequency box.
23. In the **Ending Book Depreciation** box, select the month that ends this reporting cycle if the Depreciation Frequency you selected is Quarterly or Annually.
24. Click the **Tax Report** tab. In the **User Define Report Used for Tax Reporting** box, click and select the report that you want to use for tax reporting for this company/fund, for example, 1040-Sched F/Schedule C/Six Month Published Report.



Note: If the Calculate Modified Cash Balances check box is selected when the User Defined Report Used for Tax Reporting is changed, a message displays to remind you that changes will not be reflected on the Modified Cash Balance Sheet until you click **Repost Balances**. A backup should be performed before reposting.



Note: In order for a transaction to affect cash basis tax information three things need to happen:

- » The account needs to be assigned to a line on the report.
- » Transaction type for the transaction needs to be made a column on the report.
- » The report line that included the account in the transaction needs to be checked in "Rows to Display in this Column" in the column that includes the transaction type.

The transaction activity that is to be considered cash basis tax will be included either on the Income Statement or the Balance Sheet based on whether the Row that the account is assigned to is marked as "Transactions in this row are taxable". Account activity on rows that are checked appear on the Income Statement. Account activity on rows that are not checked are posted to the Balance Sheet.

25. Verify the **Calculate Modified Cash Balances** check box. For new databases created with the New Database Wizard and databases that were transferred from Controller, this box will automatically be selected. If this box is selected, a balance sheet will be generated that coordinates with your tax return. The report is called a Balance Sheet Cash Value. CenterPoint can maintain three balances for your Balance Sheet Accounts. Book Value is the actual undepreciated value for all of your accounts or fixed assets, Market Value is usually the same as book value for all accounts except for inventory and fixed assets. A Market Value Balance Sheet would typically give a better picture of the actual value of your current assets than a Book Value Balance Sheet would. The most common use for modified cash balances is to generate a Balance Sheet that coordinates with your tax return. If recording modified cash values, then identifying a tax report is required.
26. If you are using modified cash balances, select the **Beginning Period** to start the calculation. All available periods since the start of the database will display in reverse chronological order. To change the order to chronological, right-click and select Sort Ascending.
27. Click the **Account List** tab to display a list of all postable accounts for this company/fund. Active accounts display on the right side of the screen. To deactivate an account(s) for this company/fund, select the account (s) from the right side of the screen and move to the left side of the screen. When you activate/deactivate accounts from the Account List tab, they will also be changed in Setup > Accounts > Accounts accordingly and vice versa.
28. Click **Save** to save the company/fund and return to the List tab, or click Close to save the company/fund and close the companies/funds screen.

### Edit an Existing Company/Fund

1. On the **Setup** menu, click **Companies/Funds**.
2. Select the company/fund you want to change, and then click **Edit**. Note: If you change the information in the Name box, past company/fund information is automatically linked to the new name.
3. The Company/Fund Detail General tab appears. Edit or view the company/fund detail.
4. Click **Save** to save the company/fund and return to the List tab, or click **Close** to save the company/fund and close the companies/funds screen.

## Combine Two Existing Companies/Funds

1. On the **Setup** menu, click **Companies/Funds**. Highlight the company/fund to be combined into another company/fund and click **Combine**. Note: When the combine process is complete, this company/fund will be removed from the database.
2. Within the **Combine** screen, select the company/fund to combine it into and click **OK**. Note: When the combine process is complete, the data for both companies/funds will be in this company/fund.
3. A confirmation message will be displayed. Click **Yes** to combine the two companies/funds and return to the List tab. Click **No** to cancel the process.

## Deactive/Activate a Company/Fund

1. On the **Setup** menu, click **Companies/Funds**.
2. Select a **Company/Fund**, right-click and select **Activate** or **Deactivate**. Note: A company/fund can also be activated/deactivated by selecting the company/fund and clicking Edit. Select or deselect the Active check box. Then click **Save** to save the company/fund and return to the List tab, or click Close to save the company/fund and close the companies/funds screen.

## Accounts Preference

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

### How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

**Current Settings:** Simply displays the settings that are currently being used.

**Global:** The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

**Application:** If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

**Database:** Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

**User:** Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

## Accounts Settings Preferences

### Set Account Number Mask

Defines the account number mask (format) for the account number box , up to 22 non-literal characters maximum. Setting a format secures account number conformity. The account number can be set to be required or not required. Masks can be set to be numeric, an alphanumeric, or an alphabetic field.

1. In the box at the bottom of the mask descriptions, enter # to set a required number placeholder. For example, ##### represents an account number format that is required that uses four numbers such as 5410.
2. Or, in the box at the bottom of the mask descriptions, enter 9 to set a number placeholder that is not required. For example, 9999 represents an account number format that is not required that uses four numbers such as 7891.
3. Or, in the box at the bottom of the mask descriptions, enter A-Z to set a alphanumeric placeholder that is required. For example, aaaa represents an account number format that is not required that uses four alphanumeric characters such as AB10.
4. Or, in the box at the bottom of the mask descriptions, enter a-z to set a alphanumeric placeholder that is not required. For example, aaaa represents an account number format that is not required that uses four alphanumeric characters such as AB10.
5. Or, in the box at the bottom of the mask descriptions, enter ? to set a required alphabetic placeholder. For example, ???? represents an account number format that is required that uses four alphabetic characters such as LAND.
6. Or, in the box at the bottom of the mask descriptions, enter & for any character including spaces. For example, 99&9999 would represent an account number format that is not required that uses two numbers, a space, and four additional numbers such as 10 1234.
7. All other characters are literal characters that display as themselves. 22 non-literal characters maximum.

### Account List Display

.This preference sets the way that your accounts will display in Setup > Accounts > Accounts on the List tab. The default for CenterPoint Accounting is to display the Account list as a flat list. If you choose not to display a flat list (will display as an expandable/collapsible tree list), you will see the account types and account categories in the Accounts list.

### Expand All Accounts and Item Lists

Defines how your Account List displays.

- » If you did not choose to display your Account List as a flat list in the Accounts preference, you can choose to automatically expand all accounts/items when displaying the account lists by setting this preference. If you choose to not automatically expand all accounts/items when displaying the accounts lists, this option displays a condensed list that can be expanded by clicking the (+) sign to the left of an account.

## Distributions Preference

Check Distribution Checkbox by Default

This preference determines if the Distribution column that displays on the **Processes > General Journal Entries** screen is selected by default if there is a distribution for the account/company used in the transaction. If the Distribution column remains selected, the distribution will take place. If you choose to remove the selection at the time of the transaction, the distribution will not be implemented.

## Inactive Accounts Preference

When inactive accounts are included in Recalled and Recurring transactions

This preference allows you to determine if you want a warning message to display when a Recalled or Recurring transaction is entered that includes inactive accounts.

When inactive account is selected in a transaction

This preference allows you to determine if you want a warning message to display when entering AP or AR Invoices, Cash Payments, Cash Receipts, and General Journal transactions, and the account selected is inactive for the company/fund chosen at the top of the screen. If this preference is set to Not Set, a warning message will not display.

## Internal Accounts Preference

Use Internal Accounts

Defines if you wish to use internal accounts. Internal accounts can be suppressed on financial reports produced for external purposes and are used to consolidate transfer of funds between multiple companies in one database. For example, you can mark certain accounts as internal that are used for analysis internally but can be left off of financial reports that are produced for external purposes.

- » If you want to use internal accounts, in the Use Internal Accounts box, select **Yes**. If you do not want to use internal accounts, select **No**.
- » If you use internal accounts and change the Internal Accounts preference to No, a message will inform you that there are accounts designated as Internal Accounts. You will need to set the Internal Accounts Setting for Use Internal Accounts to Yes to change that designation in the future.
- » If you chose to use internal accounts, and you wish to display internal accounts on financial statements, set the **Display Internal Accounts** filter to **Yes** when you print the Balance Sheet or Income Statement (the first time you use this filter, you will need to click **More Items** and select the filter from the Report Selection Items screen). If you do not want to include internal accounts on the financial statement, set the **Display Internal Accounts** filter to **No**.

## Multiple Bank Accounts Preference

### Multiple Bank Accounts in Subdivision

Defines an option to determine if you want to display a warning message that informs you about multiple bank accounts in one journal entry for cash entries other than bank transfers. This option is used for databases entering transactions for more than one company/fund in a single transaction. The reason you would not want to include multiple bank accounts in a journal entry would be because the system would have a hard time determining which entries were actually offset to cash and might skew the cash flow report.

- » Under Multiple Bank Accounts in Subdivision, in the Allow multiple bank accounts in a subdivision box, select Yes to allow multiple bank accounts in one journal entry for cash entries other than bank transfers without receiving a warning message or enter No to not allow multiple bank accounts in one journal entry for cash entries other than bank transfers and receive a warning message.



Note: If you choose to create the transaction without displaying the warning message, there may be certain cash reports with erroneous data.

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## Accounts

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Accounts are used to define the structure of your financial system and track and categorize specific types of transactions. Accounts are used in transactions to describe the movement of resources within your company/fund and to record and summarize the increases and decreases of their balances. You can add or change accounts at any time.

In this topic, we'll provide steps for:

- » [Create an Account](#)
- » [Using Sub Accounts](#)
- » [Creating Accounts that Automatically Calculate Amounts in Transaction Entry](#)

Maintenance Options for Existing Accounts:

- » [Edit/Change Existing Accounts](#)
  - » [Delete Accounts](#)
  - » [Change the Status \(hide\) Existing Accounts](#)
  - » [Combine Existing Accounts](#)
- 

### Create an Account:

1. On the **Setup** menu, point to **Accounts**, and then click **Accounts**.
2. Click **New**.

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the account by.
4. If you will be identifying your accounts with numbers, in the **Number** box, enter a number that the account can be referenced by. Account Numbers are optional.



Note: The length and format (mask) of the account number are set in File > Preferences > Accounts > Account Settings.

5. In the **Name** box, enter up to 30 characters of required information that describes the account.
6. In the **Type** box, click and select an account type. Account Types are the highest level in the account hierarchy and are predefined. Account types determine the order your accounts print on financial statements. When an existing account is edited, the Account type cannot be changed.
7. In the **Category** box, select an appropriate account category. Account categories are the second highest level in the account hierarchy and are predefined. They define many of the characteristics of an account - the template used, the location on reports, balance details, etc.
8. If data posted to this account is to be summarized at a higher level on reports, the account that it is to be summarized at should be identified in the **Subaccount** box. Subaccounts of an another account must be in the same account category. A main account can have multiple subaccounts. Subaccounts can also have subaccounts, but you can only ever have three levels of accounts. For example, Fuel Expense is the main account, Gasoline is a subaccount of Fuel Expense and Regular, Dyed, and Diesel are subaccounts of the Gasoline subaccount. You can view the account hierarchy under Account Hierarchy on the right side of your screen. In the **Subaccount of** box, click and select a subaccount, or type a subaccount. If a subaccount is added to a parent account and the parent account has a balance, a confirmation message will display that warns you that the balance of the existing account will be moved to the subaccount and asks if you want to continue.
9. In the Quantity 1 and Quantity 2 boxes, if the account that you are creating can be identified with a quantity value, click and select an optional unit of measurement, or type a unit of measurement. For example, you might select gallons for a Fuel Expense account.
10. When an account is a subaccount of another account, view the hierarchy under Account Hierarchy. You can choose to view the hierarchy by account name, account number, or abbreviation.
11. To add notes to this account, click **Additional Notes**, enter the notes, and then click **OK**.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. To activate/deactivate an account for a specific company/fund, from the List tab, right-click on the account, select/unselect the check box next to the company/fund you want to activate/deactivate the account in or to activate the account in all companies/funds click Activate All and to deactivate the account in all companies/funds, click Deactivate All. When you activate/deactivate accounts from Setup > Accounts > Accounts, the account will also change on Setup > Companies/Funds > Account List tab accordingly.
13. Click the **Detail** tab. The information on the Detail tab changes based on the properties of the account category assigned to the account. Complete all required fields (for example, Offset Account).

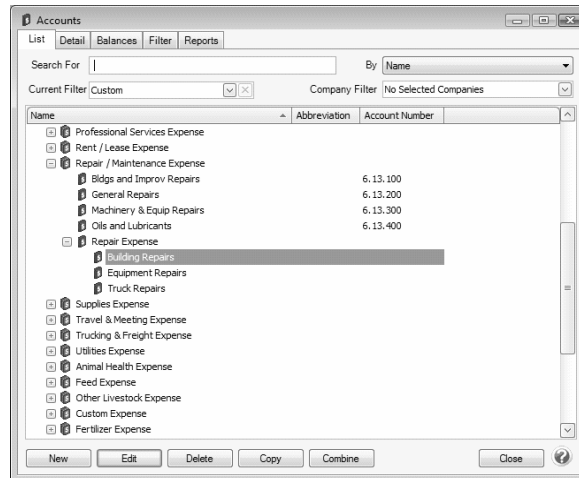


Note: The fields included on the Details tab differ depending on what account category is assigned to an account.

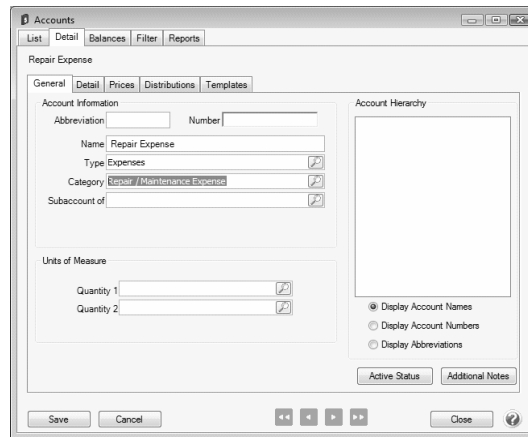
14. If you want to view balances for an account or enter beginning balances for an account, click the Balances tab. The period will default to the current period. Select a period you want to view balances for or click Beginning Period to enter beginning balances. For information about entering beginning balances, see the [Enter Beginning Balances](#) topic.
15. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

## Using Subaccounts

Subaccounts allow you to group similar accounts and gives you the option to summarize or detail those account balances on financial reports. The use of subaccounts is optional. When using subaccounts, the summarizing account and all detail accounts are setup as Accounts. In the example displayed below, the Building Repairs, Equipment Repairs and Truck Repairs are all subaccounts of the Repair Expense account.



1. Using the steps in the above *Creating an Account* section, create a main account that will be used to summarize a group of sub-accounts. This main account is referred to as a Level 1 account. In our example, we'll setup an account called "Repair Expense".



2. Follow the *Creating an Accounts* steps again to create subaccounts of this new account. Prior to clicking Save on the new subaccounts specify the Level 1 account (in our example, Repairs Expense account) in the **Subaccount** field. Subaccounts are referred to as a Level 2 account.

Accounts

List Detail Balances Filter Reports

Truck Repairs

General Detail Prices Distributions Templates

Account Information

Abbreviation Number

Name Truck Repairs

Type Expenses

Category Repair / Maintenance Expense

Subaccount of Repair Expense

Units of Measure

Quantity 1

Quantity 2

Account Hierarchy

Repair Expense

Display Account Names


Display Account Numbers

Display Abbreviations

Active Status Additional Notes

Save Cancel Close

3. When adding any additional accounts that should be part of the "Repairs" group, assign the Repairs Expense account in the **Subaccount** of field.

 Note: you can also create Level 3 accounts (subaccounts of subaccounts) by creating an account that has a subaccount assigned in the **Subaccount of** field.

List Detail Balances Filter Reports

Search For

Current Filter Custom

Name	Abbreviation	Account Number
Labor Expense		
Management Expense		
Administrative Expense		
Benefits Expense		
Dues & Subscription Expense		
Fuel Expense		
Insurance Expense		
Marketing Expense		
Postage Expense		
Professional Services Expense		
Rent / Lease Expense		
Repair / Maintenance Expense		
Bldgs and Improv Repairs		6.13.100
General Repairs		6.13.200
Machinery & Equip Repairs		6.13.300
Oils and Lubricants		6.13.400
Repair Expense		
Building Repairs		
Equipment Repairs		
Truck Repairs		
2001 Chevy 1 ton Truck		
2005 Ford F250		

Printing Financial Statements With or Without Subaccount Details

When printing Financial Statements, the **Detail Level** field in **Report Selections** allows you to decide how much detail to include on the reports when using subaccounts.

Report Selections	
Item	Selected Criteria
Period	07/01/10 to 07/31/10
Production Center	<All>
Production Year	<All>
Detail Level	Level 3 Accounts
Display Account Categories	Yes
Display Subtotals	No
Reporting Method	Accrual
Company	<All>
Profit Center	<All>

- » If **Level 3** is selected in the **Detail Level** field, all accounts and their balances will be displayed.

<b>Repair / Maintenance Expense</b>	
General Repairs	150.32
Machinery & Equip Repairs	8,917.42
<b>Repair Expense</b>	
Building Repairs	8,522.00
Equipment Repairs	5,012.12
<b>Truck Repairs</b>	
2005 Ford F250	1,245.24



Note: In this example, if we had selected Level 2 instead, the 2005 Ford F250 would not have been displayed as it's a Level 3 account (subaccount of a subaccount).

- » If **Level 1** is selected in the **Detail Level** field, only the level 1 accounts will be displayed. All subaccount balances be summarized to the Level 1 account.

<b>Repair / Maintenance Expense</b>	
General Repairs	150.32
Machinery & Equip Repairs	8,917.42
Repair Expense	14,779.36

## Accounts that Automatically Calculate Amounts in Transaction Entry

An account can be setup with a price assigned to it so that instead of entering in the amount during a transaction, you can enter the quantity and have the amount calculate based on the account price set up for the account. Additionally, you can record a different price for each customer or vendor that this account is used for. This process is normally done on revenue/income accounts.

1. Using the steps outlined above in *Creating an Account*, create a new or edit an existing sales account.
2. Prior to saving the new account, select the **Prices** tab.

The screenshot shows the 'Accounts' window with the 'Prices' tab selected for the 'Corn Sales' account. The 'Account Prices Detail Information' section contains the following fields:

- Company Name: CenterPoint Farms
- Unit Of Measure 1 Price: \$3.50
- Unit Of Measure 2 Price: \$0.00
- ☐ Set Prices By Name

At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows.

3. Specify a price in the **Unit of Measure 1 Price** field.
4. If you prefer, select the **Set Prices by Name** field so that you can specify different prices depending on whom the product is sold to.

The screenshot shows the 'Accounts' window with the 'Prices' tab selected for the 'Corn Sales' account. The 'Set Prices By Name' checkbox is now checked, and a table is displayed below it:

Name	UOM 1 Price	UOM 2 Price
Maggie Becker	\$ 3.75	\$ 0
Farmer's Coop	\$ 3.50	\$ 0
	\$ 0.00	\$ 0

The 'Company Name' remains 'CenterPoint Farms'. The 'Unit Of Measure 1 Price' is still \$3.50 and 'Unit Of Measure 2 Price' is \$0.00. The 'Save', 'Cancel', and 'Close' buttons are at the bottom.

5. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

## Maintenance Options of Existing Accounts:

Edit/Change an Existing Account

All information on an existing Accounts can be modified. All history and balances will stay with the Account.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Edit** (or simply double click on the appropriate Account). Edit the details as needed.
3. Click **Save** to save the Account and return to the List tab, or click **Close** to save the Account and close the Account screen.

## Delete an Existing Account

The delete button completely removes a Account from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Account that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

## Change the Status of an Existing Account

Accounts that are no longer being used, but have history, can be deactivated.



Note: Accounts may not be deactivated if there are active lower level accounts or active items. On transaction screens, the list of Accounts will only include active names. Filters can be created in reports, lists, etc. to only include active Accounts. Accounts can be active for some companies/funds, and not for others. Accounts may not be activated if the higher level account is inactive.

1. Select **Setup > Accounts > Accounts**.
2. Right-click on the appropriate Accounts and select **Activate/Deactivate**. Select the companies/funds the Accounts is inactive in, and then click **OK**.

## Combine Two Existing Accounts

The combine button allows you to combine two existing Accounts. For example, if the same Account was inadvertently setup twice and both used on transactions. The combine button allows you to combine all history and balances for the two Accounts and remove one of the Accounts. **Note:** We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be combined with another and click **Combine**. The Account selected in this step is the item that will be removed after the two Accounts are combined.
3. In the **Combine** screen, select the Account it should be combined into and click **OK**.

## Profit Centers/Departments

Profit centers/Departments describe the various areas or divisions of your operation that generate income. It can also be used for department tracking. Profit center/Department detail is for analysis purposes, it does not affect tax information. When you look at the profit/loss of your operation for any given time span, profit centers/departments give you the power to pinpoint the status of each specific part of your operation.

A profit center/department is not assigned to an account, but instead the profit center/department can be assigned to each line of any transaction, using any account.

[Create a Profit Center/Department](#)

[Edit/Change an Existing Profit Center/Department](#)

[Delete an Existing Profit Center/Department](#)

## Change the Status (Activate/Deactivate) of an Existing Profit Center/Department

## Combine Two Existing Profit Centers/Departments

---

### Create a Profit Center/Department

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Click **New**.



Note: If you would like to create a new item by copying an existing one, highlight the profit center/department to copy from and click **Copy**. If the copy option is used, all fields listed below will auto-filled with the information from the original profit center/department, but can be modified.

3. In the **Abbreviation** box, enter optional information that you can use to easily identify the profit center/department by.
4. In the **Name** box, enter required information that describes the profit center/department.
5. In the **Type** box, click and select the type of profit center/department.
6. To add notes to this profit center/department, click **Additional Notes**, enter the notes, and then click OK.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

### Edit/Change an Existing Profit Center/Department

All information on an existing profit center/department can be modified. All history and balances will stay with the profit center/department

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be changed and click **Edit** (or simply double click on the appropriate profit center/department. Edit the details as needed.
3. Click **Save** to save the profit center/department and return to the List tab, or click **Close** to save the profit center/department and close the profit center/department screen.



Note: To return to the List tab without saving the profit center/department, click **Cancel**.

### Delete an Existing Profit Center/Department

The Delete button completely removes a profit center/department from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a profit center/department that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.

2. Select the profit center/department to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

### Change the Status of an Existing Profit Center/Department

Profit centers/Departments that are no longer being used, but have history, can be deactivated. On transaction screens, the list of profit centers/departments will only include active profit centers/departments. Filters can be created in reports, lists, etc. to only include active profit center/departments.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Right-click on the appropriate profit center/department, and select **Activate** or **Deactivate**.

### Combine Two Existing Profit Centers/Departments

The Combine button allows you to combine two existing profit centers/departments. For example, if the same profit center/department was inadvertently setup twice and both used on transactions. The Combine button allows you to combine all history and balances for the two profit centers/departments and removal of one of the profit centers/departments. Note: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be changed and click **Combine**. The profit center/department selected in this step is the item that will be removed after the two profit centers/departments are combined.
3. In the **Combine** screen, select the profit center/department it should be combined into and click **OK**.

## Enter Beginning Balances

### **CenterPoint Accounting - Beginning Account Balances Video- Duration: 16 min 51 sec**

After a database is established in CenterPoint with vendors, customers, accounts, etc. you must enter beginning balances so the program can provide accurate financial reporting. Follow the steps below to enter those beginning balances.

[Balance Sheet Accounts](#)

[Beginning Balance Sales Item](#)

[Accounts Payable](#)

[Accounts Receivable](#)

[Inventory](#)

[Fixed Assets](#)

[Accumulated Depreciation](#)

[Starting CenterPoint Mid-Year](#)

**Prerequisite:** The database must be created (normally this is done using the New Database Wizard) and all setup (customers, vendors, fixed assets, accounts, etc) must be complete.

## Balance Sheet Accounts

For all balance sheet accounts (**EXCEPT** Accounts Payable, Accounts Receivable, Inventory, and Fixed Assets) beginning balances are entered through **Setup > Accounts > Accounts > Balances** tab.

1. Select **Setup > Accounts > Accounts**, and then select the **Balances** tab.
2. Beginning balances are entered in a spreadsheet type format. On the upper-left hand side of the screen, select the appropriate **Company/Fund**.
3. On the upper-right hand side of the screen, click the **Beginning Period** button. All beginning balances must be entered in the beginning period of the database.
4. Select **Assets** and right-click. Select **Expand All** to view all individual items. You can also expand to view individual items by clicking the plus sign.
5. Click the **Options** button and verify that **Book Value** is selected.
6. Enter the beginning balance in the **Book Value** column. If the Market Value is the same as the Book Value, leave it blank. Click **Save** after completing all of your book values for your asset items. If you need to adjust Market Values, click the **Options** button at the bottom of the screen and select **Market Values** and then enter in all of the adjusted market values and click **Save**.
7. Complete steps 3-4 again for **Liability** and **Equity** accounts.



**Note:** Do NOT enter beginning balances for Retained Earnings as the system will automatically create it based on the beginning balances entered for other accounts.

8. Optional: Preview or print a Balance Sheet (**Reports > Reports > Financial Statements > Balance Sheet**) to review that balances were entered correctly.

Accounts Payable, Accounts Receivable, and Inventory

Beginning balances for Accounts Payable, Accounts Receivable, and Inventory will be entered as transactions. Entries should have a date prior to the beginning date of your database.

### Prerequisite

To enter invoices for beginning balances, it will be necessary to setup a Beginning Balance sales item and the beginning balances need to be entered to the Beginning Balance sales item. Please see the steps below.

### Setup Beginning Balance Sales Item

1. Select **Setup > Sales > Items**.
2. Click **New**.
3. In the **Abbreviation** box, enter an abbreviation that will help you easily identify the Beginning Balance sales item. For example, BegBal.
4. In the **Name** box, enter a name for the Beginning Balance sales item. For example, Beginning Balance.
5. Leave the **Type** box as a **Non-Tracked Item**.
6. In the **Sales Group** and **Sales Tax Category** boxes, select **General**.
7. Click the **Accounts** tab and enter your **Retained Earning Account** in the **Sales, Returns & Allowances** and **Expense** account boxes.

8. Click **Save**.
9. Click **Close**.

### Accounts Payable

1. Beginning balances for Accounts Payable will be entered from **Processes > Purchases > Vendor Invoices (A/P)**.
2. Create an invoice using the Beginning Balance sales item for each vendor that is currently unpaid. The date on the transaction should be prior to the beginning date of your database.
3. To ensure accurate cash and accrual reports, the Beginning Balance sales item should be used in the detail of the transaction. As these entries are being entered prior to your beginning date of your database, the Beginning Balance sales item won't be affected in your actual books. The same Beginning Balance sales item can be used when entering each vendor's beginning balance invoice.



**Note:** For more accurate aging of accounts payable vendor invoices, enter a separate transaction for each unpaid invoice with the original invoice date, invoice number, and dollar amount.

4. Optional: Print or preview a Vendor Aging Report (**Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Vendor Aging**) to verify that all invoices were entered correctly.

### Accounts Receivable

1. Beginning balances for Accounts Receivable will be entered from **Processes > Sales > Customer Invoices**.
2. Create an invoice for each customer using the Beginning Balance sales item that currently owes you for previous sales. The date of the transaction should be prior to the beginning period of your database.
3. The Beginning Balance sales item should be used in the detail of the transaction.




**Note:** If you would like these beginning balances to reflect accurately on your aging report, all unpaid invoices should be entered as individual invoices with their original invoice number, invoice date, and dollar amount. This is crucial if you are going to be calculating finance charges on unpaid invoices.

4. Optional: Print or preview an Invoice Aging report (**Reports > Reports > Transaction Reports > Sales & Accounts Receivable > Accounts Receivable Aging**) to verify that all customer invoices were entered correctly.

### Inventory

If you purchased and installed the Inventory module, see the **Entering Beginning Balances for Inventory** document in the Help on our website at [www.redwingsoftware.com](http://www.redwingsoftware.com) select **Menu > Accounting Software -**

**CenterPoint Accounting > Help**. In the **Search** bar, enter **Enter Beginning Balances for Inventory**, click , and then select the document to display detailed instructions.

### Enter Beginning Balances for Fixed Assets

If depreciable assets are being tracked, their beginning balances are added from **Setup > Fixed Assets > Fixed Assets**. The individual fixed assets do not display on a balance sheet. They are summarized by the general ledger accounts associated to the fixed assets.

1. Beginning balances for Fixed Assets will be entered from the **Setup > Fixed Asset > Balances** tab screen.
2. On the upper-left hand side of the screen, select the appropriate company/fund. Click **Beginning Period**.
3. Right-click on **Assets** and select **Expand All** to view all individual Fixed Assets.
4. Click the **Options** button and verify that **Book Value** is selected.
5. Enter the beginning balance in the **Book Value** column (this should be the value that they went on the depreciation schedule at). If the Market Value is the same as the Book Value, leave it blank. When you save the book value, it will be copied to the Market Value column if the market value is blank. Market values can be adjusted after all book values are entered and saved.
6. Click **Save** after completing the book values for the fixed asset items.
7. If you need to enter Market Values (the value at which the asset can be sold today), click the **Options** button at the bottom of the screen and select **Market Values**, enter the market value for each of the assets that you just completed book value for, and then click **Save**.

### Enter Beginning Balances for Accumulated Depreciation (usually entered from a depreciation schedule)

1. Select **Setup > Accounts > Accounts**.
2. Select the **Balances** tab.
3. On the upper-left hand side of the screen, select the appropriate company/fund. Click **Beginning Period**.
4. Right-click on **Assets** and select **Expand All Child Groups Under Assets**.
5. Select the appropriate **Accumulated Depreciation account** that you want to enter the balance for, and then click the **Detail Balances** button at the bottom of the screen.
6. When maintaining fixed assets in CenterPoint, it is best to enter your beginning accumulated depreciation values by fixed asset so that a Fixed Asset Balances report can accurately report the remaining undepreciated value of an asset. In the grid that displays after you click the Detail Balances button, select each fixed asset in the **Associated Account** field and enter the beginning accumulated depreciation of that asset in the **Book Value** column using a negative number. Each fixed asset should have its own row in the grid.
7. Click **Save**.

### **Starting CenterPoint Mid-Year**

If CenterPoint is started mid-year, then you should also enter balances to record current year year-to-date income and expenses. These balances are entered as a General Journal entry. To make current year reporting more accurate, a separate entry can be entered for each month instead of one year-to-date entry.

1. Select **Processes > General Journal Entries**,
2. Select the appropriate **Company/Fund**.
3. The **Date** entered will depend on if you are entering one year-to-date entry or an entry for each period in the current year. If one year-to-date entry is being used, then the date should be the month you are starting with CenterPoint. Otherwise, the date will be the month the balances are for.
4. In the **Transaction Type** box, select **General Journal (Cash/Accrual)**.

- In the grid below, enter a separate line for each Income and Expense account that currently has a balance. Enter the balance amount in the appropriate Debit or Credit column.



Note: An income account with a positive balance should be entered in the credit column. An expense account with a positive balance should be entered in the Debit column.

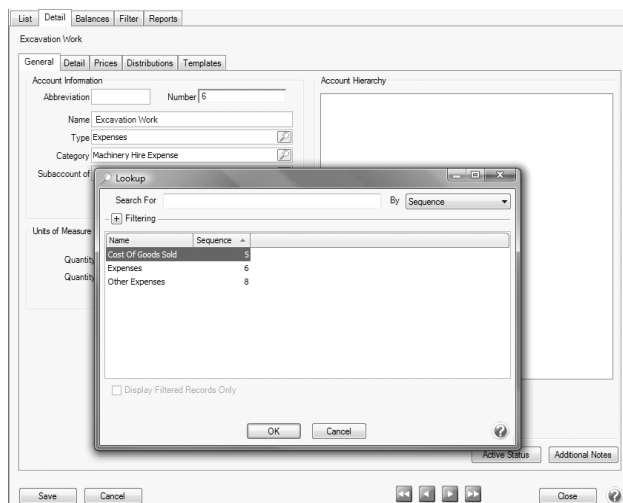
- After all income and expense accounts with balances are included in the grid, enter one last line using the Retained Earnings account. The amount entered should represent the same amount that you see in the **Difference** field at the bottom of the screen. If the Difference is a positive amount, it should be entered in the Debit column. A negative Difference should be entered in the Credit column.
- In the **Notation** field, enter an appropriate comment explaining that these are year-to-date income and expense balances.
- Click **Save**
- Optional: Print or preview an Income Statement report (**Reports > Reports > Transaction Reports > Financial Statements > Income Statement**) to verify that all Income and Expenses were entered correctly.

## Change the Type on an Existing Account

Accounts in CenterPoint define the various activities in your operation. Each account is assigned to an account type. The account type defines the account position on financial statements or other reports grouped by Account Type. The account types Revenue and Other Revenue have the same effect on the balance sheet in that they increase Equity. The Account Types Expenses, Other Expenses, and Cost of Goods have the same effect on a balance sheet in that they decrease Equity. Their position on an income statement is different.

You may have account activity that you would like moved to a different section of the income statement. The account type assigned to an account can be changed to another account type if they have the SAME financial effect on the balance sheet. So an Other Expense account can be changed to a Cost of Goods or an Expense account. An Other Revenue account can be changed to a Revenue account.

- Select **Setup > Accounts > Accounts**.
- Select the account you wish to edit.
- Click **Edit**.



4. On the **Detail** screen, in the **Type** box, click the lookup icon.
5. From the Lookup screen, select the **Type** you want to change to.
6. Click **OK**.
7. Select the **Account Category** for the new Type.
8. Click **Save**. The account and all its activity will be moved to the new Type position in the report.

## Processing

### General Journal Entries

General Journal entries record activity between accounts using a debit/credit transaction entry screen. Adjusting entries at the end of the month or at the end of a year are common examples of General Journal Entry. The General Journal screen allows the entry of debits/credits to multiple accounts. Before the transaction can be saved, the total debits and credits must balance.

This topic identifies the methods of recording General Journal Entries:


- » [Enter a General Journal Entry](#)
- » [Modify the Journal Entry Grid](#)
- » [General Journal Entry Options](#)

### Enter a General Journal Entry


1. On the **Processes** menu, click **General Journal Entries**.

Account	Debits	Credits	Line Description
4010 Product Sales	\$ 2,500.00	\$ 0.00	product distributed to resellers as a trial
6010 Advertising	\$ 0.00	\$ 2,500.00	product distributed to resellers as a trial
7085 Electricity & Gas	\$ 1,000.00	\$ 0.00	move \$\$ from electric to phone expense
7080 Telephone	\$ 0.00	\$ 1,000.00	move \$\$ from electric to phone expense

Debit Total: \$3,500.00  
Credit Total: \$3,500.00  
Difference: \$0.00

2. In the **Company/Fund** box, enter the company/fund name that this general journal is for.
3. If you have recurring general journal transactions for this company/fund, click the  right-arrow icon and select the recurring transaction from the Set Recurring Transaction screen, and click **Save**. The transaction will display at which time it can be verified or changed using the steps below.



Note: Recurring general journal entries can be created from a balanced general journal entry displayed on your screen by clicking **Recurring**, entering a **Description**, determining if amounts and quantities are saved, and then clicking **Save**. The transaction can be retrieved by clicking  and selecting the transaction by the Description it was saved with.

4. In the **Name** box, enter an optional name this general journal is for.



Note: If a vendor name is entered in the **Name** box (at the top of the screen), and the vendor qualifies to receive a 1099, the General Journal entry will be included on the 1099. If you have multiple vendors that need the detail from the General Journal Entry included on their 1099, separate General Journal entries must be entered for each vendor.

If a Name column is added to the data entry grid, and vendor names are included on each detail line in the grid, the detail will not be included on the 1099.

To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Name** box, and select **Review Transactions**.

5. In the **Transaction Type** box, select the default General Journal (Cash/Accrual), General Journal (Accrual), or Tax Adjustments. .

» **General Journal (Cash/Accrual)** - Normally this transaction type is selected. These journal entries will affect the cash income statement. This transaction type might also be used to identify transactions that are intended to correct or reclassify previous entries. If, for instance, you had previously entered several transactions that increased the value of a fixed asset only to find that your accountant felt they should have been entered as an expense, you could assign this transaction a transaction type of General Journal (Cash/Accrual).

» Since many reports in CenterPoint can be filtered by transaction type, this gives you the ability to include or exclude these cash/accrual transactions on various reports. Your tax reports are prepared using a user-defined report. You could choose to include General Journal (Cash/Accrual) transactions for some or all accounts and choose not to include other General Journal transactions. This would affect your tax reports, your cash basis Income Statement, and your General Tax Summary reports. You can also use the filter tool in Transaction Search to find transactions by transaction type displaying only transactions that were assigned the transaction type of General Journal (Cash/Accrual).

» **General Journal (Accrual)** - In certain industries where an entry is needed that does not affect a cash income statement, the General Journal (Accrual) type can be selected.

» **Tax Adjustments** - Can be used to identify transactions that are intended to be tax adjustments. These transactions post like the General Journal (Cash/Accrual) transaction type and since reports can be filtered by transaction type, this gives you the ability to include or exclude the adjustment transactions on various reports. An Adjustments column can be added to the Schedule F and Lacerte reports to display these journal entry transactions.

6. In the **Transaction Number** box, a sequence number will be assigned automatically.
7. In the **Date** box, enter the transaction date.




**Note:** The transaction grid on a General Journal screen varies from the other transaction screens. On other transaction screens, each line in the grid can represent an entire journal entry. On the General Journal grid, each line represents a single account. There is no Detail screen. The detail for each account is entered on the grid. The Distribution column allows you to determine if a distribution should be implemented for the account you enter on the line of the grid. If you always want a distribution to be implemented if a distribution is setup for an account, you can set a preference to always have the Distribution column selected. To set this preference, select File > Preferences > Accounts > Distributions > , select the Distribution tab, and then change the Check Distribution check box by Default to Yes. If the check box is checked during the Save of the transaction the amount associated with the account on that line will be distributed according to the distribution assigned to that account.

8. In the **Account** box, select or enter the account that will be debited/credited.
9. Enter the value for the account in either the Debit or Credit column.
10. Repeat these steps 8-9 until all affected accounts are included and your total Debits and Credits are in balance.



**Note:** If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

11. To save this transaction as a recurring transaction, click **Recurring**, enter a **Description**, determine if you want to Save amounts and quantities, and then click **Save**. To view the recurring transactions for a company/fund, click the  right-arrow icon next to the **Company/Fund** box.
12. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
13. When the transaction is complete, click **Save**.
14. To print the journal entry, click the **Printer** icon, select the **Print** check box, select the **Printer** (if other than your Windows default printer), number of **Copies**, and select the **Report** that you want your journal entry to print on, for example General Journal, Sales Journal (Detail), etc, or one of your favorite reports. Note: After defining the above for this journal entry, if you want future journal entries to print as your default for this screen, right-click the **Printer** icon and select **Set as Default**.

## Modify the Journal Entry Grid

### Modify the Columns Displayed

The General Journal Entry grid can be customized for your specific data entry situation.

- » One of the columns you may want to include on the grid is the **Line Description** that will allow you to make an entry about each line in the grid. To add the line description, right click on the grid, select Add/Remove Columns, then select the Line Description box and click OK. A column for Line Description can be added to the following General Ledger reports: General Ledger, General Ledger Account Activity, Cash Basis General Ledger, General Journal, General Journal Activity by Account, and Transactions Journal.

Account	Debits	Credits	Line Description
Product Sales	\$ 2,500.00	\$ 0.00	producted distributed to resellers as trial
Advertising	\$ 0.00	\$ 2,500.00	producted distributed to resellers as trial
Electricity & Gas	\$ 1,000.00	\$ 0.00	move \$\$ from electric to phone expense
Telephone	\$ 0.00	\$ 1,000.00	move \$\$ from electric to phone expense

- » If you add the **Name** column and enter a vendor name for each detail line in the General Journal entry, the information will not be included on a 1099 for each vendor. The **Name** box in the header of the General Journal Entry (from step 4) is the box that the 1099 information is gathered from. If you have multiple vendors that need the detail from the General Journal Entry included on their 1099, separate General Journal entries must be entered for each vendor.

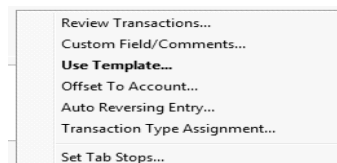
#### Apply Distributions

The **Distribution** column allows you to determine if a distribution should be implemented for the account you enter on the line of the grid. If you always want a distribution to be implemented if a distribution is setup for an account, you can set a preference to always have the Distribution column selected. To set this preference, select File > Preferences > Accounts > Distributions, select the Database tab, and then change the Check Distribution check box by Default to Yes. If the check box is checked during the Save of the transaction the amount associated with the account on that line will be distributed according to the distribution assigned to that account.

#### Add a Notation to a Journal Entry

Notations provide a way to record your own text information. Enter your own information about this general journal entry, or to recall a previously entered notation, click Notation, under Available Notations, select the notation you want to recall., and then click OK. To create a new notation, follow the Create a Notation procedure.

## General Journal Entry Options



#### Review Transactions

- » To review the last ten transactions entered on a transaction screen, click **Options**, and then click **Review Transactions**. Transactions can be modified from this screen by selecting the transaction and then clicking **Edit**.

#### Custom Field/Comments

- » To enter a 3200 character comment for the general journal entry, click the **Options** button and select **Custom Fields/Comments**.

#### Use Template

- » If you need to select a template to use on a general journal entry, select **Options > Use Template** and a new Template field will be displayed at the top of the General Journal Entry screen.

#### Offset To Account

- » If you would like all entries in a transaction to be offset to a particular account (instead of entering that account manually), select **Options > Offset to Account**.

#### Auto Reversing Entry

- » If you are entering a transaction that should be reversed back out the next month (accrued payroll entries, for example), select **Options > Auto Reversing Entry** to specify the Reversing Date.

#### Transaction Type Assignment

- » This option allows you to specify whether the journal entry should keep the transaction type selected at the top of the General Journal Entries screen, warn you if the transaction type is changed by CenterPoint, or allow CenterPoint to change the type if a more appropriate type can be found. For instance, CenterPoint would change a general journal transaction involving two bank accounts to a bank transfer or a transaction with one cash account and the rest of the accounts are not AP, AR, Credit Card, etc. to a cash receipt or cash payment depending on whether cash was debited or credited.

## Distribute General Revenue and Expenses

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Overhead expenses are those production and non-production costs not readily traceable to specific jobs, processes or profit centers. Although overhead expenses are not directly related to any specific area of your business, they do play a part in the profitability of each area. Account distributions can be used to automate the process of expensing overhead to divisions of the company (profit centers).

Expenses can be distributed by percentage, and can be distributed at the time the expenses are entered or later when you know exactly how they should be distributed. A distribution can be setup that distributes all overhead expenses or distributions can be setup for various scenarios (for example, distribute utility costs to the various entities of the business). Distributions can also be used to distribute unallocated revenue.

### [Step A: Create an Account Distribution](#)

### [Step B: Assign Accounts to the Distribution](#)

### [Step C: Test the Distribution \(optional\)](#)

### [Step D: Apply Distributions \(only if distribution in Step A was setup with the \*apply later\* timing option\)](#)

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## Step A - Create an Account Distribution

**Distributions**

List Detail Filter Reports

Insurance Distribution

General Distribution Detail Assign Accounts

Account Distribution Description

Abbreviation: Ins

Name: Insurance Distribution

☒ Is Active

Detailed Description (500 character maximum):  
Distribute all overhead insurance costs to the appropriate production center details.

Save Cancel Close

1. Select **Setup > Accounts > Distribution**.
2. Enter an **Abbreviation** (optional), **Name** and **Description** to easily identify this account distribution.
3. The **Active** check box will automatically be selected, clear the check box if this distribution is no longer active. If the check box is cleared, accounts cannot be assigned on the Assign Accounts tab and if accounts are assigned when the distribution is inactivated, a message displays reminding you that the accounts will be removed when the distribution is saved.
4. Select the **Distribution Detail** tab. The distribution tab will be used to identify how the expenses should be distributed. A distribution can be dispersed to an unlimited number of profit centers.
5. Click **New** in the lower left corner.

**OverHead Distribution**

List Detail Filter Reports

General Distribution Detail Assign Accounts

Distribution Percentages

Name	Percent
Regular Expenses	100.0000%

Distribution Detail Information

Name: Regular Expenses

Type: Percentage

Timing: At Transaction

Percentage of Total Amount: 100.0000%

Profit Center	Location	Project	Percentage
Memberships	Colorado Store		10.0000%
Memberships	Corporate		2.0000%
Memberships	Minnesota Store		1.5000%
Fishing Equipment &	Colorado Store		3.0000%
Fishing Equipment &	Minnesota Store		15.0000%
Fishing Equipment &	Illinois Store		4.0000%
Biking Equipment & S	Colorado Store		3.0000%
Biking Equipment & S	Minnesota Store		1.2500%
Biking Equipment & S	Illinois Store		2.0000%
Skiing Equipment & S	Colorado Store		38.2500%
Skiing Equipment & S	Minnesota Store		10.0000%
Skiing Equipment & S	Illinois Store		10.0000%

Total Distribution: 100.0000%

New Delete Test Clear Row Clear All

Save Cancel Close

6. Enter a **Name** for this portion of the distribution, such as Regular Expenses.
7. Select the appropriate Type. **Percentage** will allow you to distribute based on a percentage of an amount.

8. Select the appropriate **Timing** option. Choose between:

- » **Later:** This option should not be used for distributing Payroll expenses. This option will record the revenue or expense to the account but won't distribute it to profit centers until later when the Apply Distributions process is completed (defined in step D below). This option is for those that won't know at the time of purchase how they'll be using it, thus how they'll want it distributed.
- » **At Transaction:** At the time the transaction is entered, it will record the revenue or expense and it will automatically distribute it to the previously defined profit centers.



Note: If you are changing the timing for an existing distribution, an *Are you sure you want to change the distribution timing?* message will display to inform you that the timing selection affects the account activity included in Processes > Periodic > Apply Distributions and affects editing a general journal transaction that used this distribution. Click Yes to continue or No to cancel the change to the timing for the existing distribution.

9. Enter the **Percentage of Total Amount** for this portion of the distribution.
10. In the grid, select the appropriate **Profit Center** for this portion of the distribution.
11. Repeat steps 4-8 to identify each disbursement breakdown in the distribution. The **Total Distribution** field on the left will keep a running total of all details included in the distribution.
12. Click **Save**.

## Step B - Assign Accounts to the Distribution

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Assign Accounts** tab.
3. The **Assign Accounts to Distributions** area will list all accounts not already assigned to other distributions on the left side of the screen. Each account that should use this distribution should be moved to the right side of the screen by double-clicking on the account or using the green arrow buttons located between the account lists.

4. Once all appropriate accounts for this distribution have been selected, click **Save**.

5. You can verify the distributions you have assigned to accounts by printing any of the Chart of Accounts reports found in Reports > Reports > Setup Lists > Accounts > Chart of Accounts, Chart of Accounts with Levels or Chart of Accounts by Distribution.

### Step C - Test the Distribution (optional)

The Test Distribution step allows you to verify that a distribution has been setup correctly. The test does not actually distribute the amounts, it just displays an example of what would happen if transactions were entered for that amount.

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Distribution Detail** tab and click on **Test** in the lower left side of the screen.

Distribution Name	Percentage	Amount
Regular Expenses	100.0000%	\$ 35,000.00

Profit Center	Location	Project	Percentage	Amount
Memberships	Colorado Store		10.0000%	\$ 3,500.00
Memberships	Corporate		2.0000%	\$ 700.00
Memberships	Minnesota Store		1.5000%	\$ 525.00
Fishing Equipment	Colorado Store		3.0000%	\$ 1,050.00
Fishing Equipment	Minnesota Store		15.0000%	\$ 5,250.00
Fishing Equipment	Illinois Store		4.0000%	\$ 1,400.00
Biking Equipment &	Colorado Store		3.0000%	\$ 1,050.00
Biking Equipment &	Minnesota Store		1.2500%	\$ 437.50
Biking Equipment &	Illinois Store		2.0000%	\$ 700.00
Skiing Equipment &	Colorado Store		38.2500%	\$ 13,387.50
Skiing Equipment &	Minnesota Store		10.0000%	\$ 3,500.00
Skiing Equipment &	Illinois Store		10.0000%	\$ 3,500.00

3. Enter an amount in the **Distribute This Amount** field and click **Distribute**.
4. The total dollars are allocated based on the distributions defined on the **Distribution Detail** tab.
5. Click **Close**.

### Step D - Apply Distribution (only if distribution in Step A was setup with the *apply later* timing option)

If you have chosen **Later** as the timing option on a distribution (step A6 above), there is an additional processing step that manually distributes the dollars. We recommend being consistent on the frequency and time you run Apply Distribution, such as at the end of each month.



**Note:** If **At Transaction** was selected as the timing option on a distribution, step D is skipped entirely.

#### Prerequisite

If the profit center breakdown in the Distribution Details screen were left blank in Step A8, they must be defined prior to processing Apply Distribution transactions.

1. Select **Processes > Periodic > Apply Distributions**.
2. Click **Create New**.

3. In the **Company** box, enter the company name that the apply distribution transactions should be created for.
4. In the **Transaction Date** box, the next "calculated" date to create apply distribution transactions displays. The date is calculated by taking the last date transactions were created and incrementing the date one month. The day of the month will default to the last day of the month, but can be changed.
5. In the **Transaction Number** box, enter the transaction number for the apply distribution transactions or click the sequence number icon and select the next available sequence number. See the [Maintaining Sequence Numbers](#) topic for more information.
6. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
7. Enter an optional **Notation**.
8. Click **OK**.

9. If you wish to change the distribution amounts before posting, click **Edit** at the right of the transaction.
10. Click **Post** to complete the process.
11. From the List tab, you can perform the following actions on a posted transaction:
  - » **Edit a posted transaction:** Select the posted transaction, click **Edit**, change the transaction, click **OK**, and then click **Post**. The distribution transaction recalculates using the same date, company, transaction number, and notation.
  - » **Delete a posted transaction:** Select the posted transactions, click **Delete**, click **Yes**. All distribution transactions for the company and date will be reversed.

11. If you wish to change the distribution amounts in the Amount column before posting, type over the existing amount. Click **Edit** to add/change/remove account distribution detail lines and recalculate the remaining details (click **Reset** to set the distribution back to the amounts prior to any changes).



**Hint:** Setup a scheduled reminder and CenterPoint will remind you to Apply Distributions on a consistent frequency. View the Scheduled Reminder document for step by step instructions.

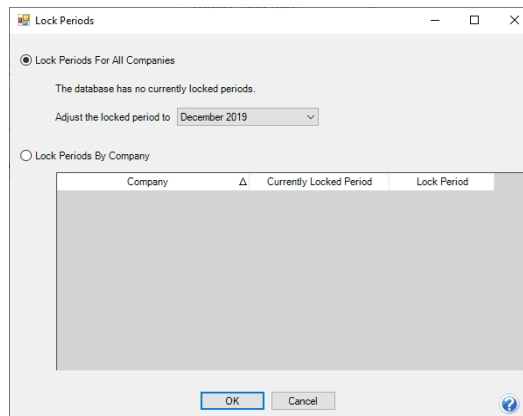
## Locking Periods or Years in CenterPoint

The Lock Period function in CenterPoint restricts users from modifying, deleting or adding transactions in a particular period or year. For example, after financial reports (or tax reports) are printed for a period or year, that time period can be locked so the transactions that created the balances on those reports can not be changed.

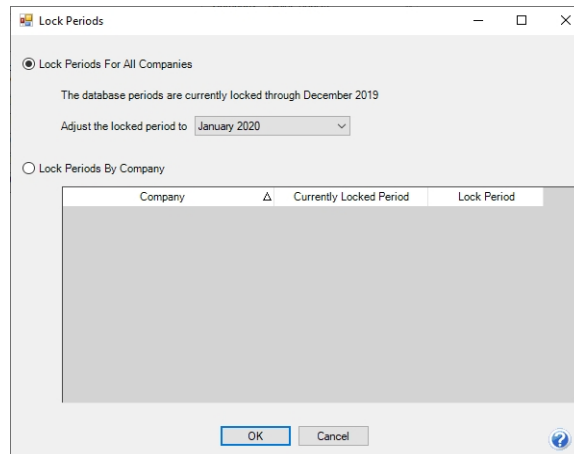


**Note:** If the Purchase or Sales Order modules are installed and registered, and if the File > Preferences > Purchase Orders or Sales Orders > Lock Periods setting is set to Yes, purchase orders and sales orders can be added, entered, or copied without date restrictions when an accounting period is locked. See the Lock Periods-Sales Order Preference or Lock Periods-Purchase Order Preference topic for more information.

1. Select **File > Administration > Lock Periods**. The first time you select this menu option for a database, your screen will display with a "The database has no currently locked periods" message:

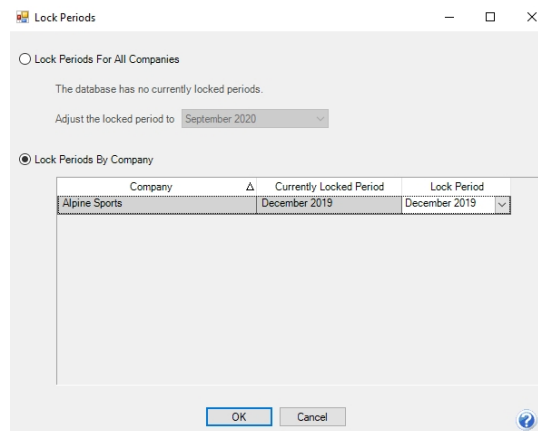


Each time you select this menu option for a database after the first time, your screen will display with the period currently locked through period:



2. Select whether you want to **Lock Periods for All Companies** or **Lock Periods By Company**.

- » If you selected to **Lock Periods for All Companies**:
  - » The **Adjust the locked period to** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** that you'd like to close.
  - » Click **OK**.
  - » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.
- » If you selected **Lock Periods by Company**:



- » Select the company you want to lock periods for.
- » The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** that you'd like to close.
- » Click **OK**.
- » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

## To Unlock a Period

If transactions in a locked period need to be modified, the period must first be unlocked.

» To unlock a period for all companies:

1. Select **File > Administration > Lock Periods**.
2. Select **Lock Period for All Companies**.
3. The **Period** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020, but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
4. Click **OK**.
5. After the transactions are modified for that period, change the locked period back to the previously selected period.

» To unlock a period for a specific company:

1. Select **File > Administration > Lock Periods**.
2. Select **Lock Periods by Company**.
3. Select the company you want to unlock a Period for.
4. The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020 but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
5. Click **OK**.
6. All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

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## Chapter 3 - Accounts Payable

### Setup

#### Create a Vendor

Vendors are individuals or companies who you purchase goods and/or services from. Vendors are used when entering Vendor Invoices (AP) and Payments.

1. Select **Setup > Vendors**.
2. Click the **New** button at the bottom of the screen.

The screenshot shows the 'Vendors' window with the 'General' tab selected. The vendor name is 'Alpine Credit Company'. The 'Name Format' is set to 'Business'. The 'Accounting Information' section includes 'Payment Terms' and 'AP Account' (Accounts Payable - Trade). The 'Vendor Information' section includes 'Abbreviation' (ALPCredit), 'Company' (Alpine Credit Company), 'Contact', 'Address Line 1' (1 Mt. Evan Rd.), 'Address Line 2', 'City, State, Zip' (Idaho Springs, CO, 80452), 'Phone' (970.432.4747), 'Cell Phone', 'Fax', and 'E-mail'. The 'Tax/Other Information' section includes 'Federal Tax Id', 'State Tax Id', 'Memo', 'Issue 1099 for this Vendor' (checked), 'Consent to Electronic 1099' (unchecked), and 'Email'. At the bottom, there are buttons for 'Save', 'Cancel', 'Print', 'Active Status', 'Additional Notes', 'Options', and 'Close'.

#### General tab

3. Select an appropriate **Name Format**. The Name Format selection is used to format the **Name** box to accept an individual's first and last name, or a company name.
4. Under **Accounting Information**, select an appropriate **Payment Term**. The Payment Term is used in invoicing to calculate the Invoice Due Date.
5. In the **AP Account** field, select the default AP Account for this vendor. If an AP Account is not entered, the default from Preferences (File > Preferences > Vendor Invoices > Default Accounts) will be used.
6. In the **Abbreviation** box, enter up to ten characters that will easily identify the vendor. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value, click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).

7. Select the **On Payment Hold** check box to place a hold on all payments to this vendor. When a vendor is on payment hold, their invoices will not display on the Pay Invoices Due screen and when saving a payment on the Payments screen a *"You cannot save this transaction because the Vendor is on payment hold."* message displays because the vendor is on hold.
8. Select the user-defined **Group** to assign the vendor to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of vendors in many reports.
9. Enter the vendors full company name or individuals first/last name (the format of this field will depend on which option was selected in step 3).
10. Enter the appropriate address information.



Note: If you prefer to enter the zip code and have CenterPoint auto-fill the city & state information (instead of manually typing in the city, state and zip), then make that selection in Preferences (File > Preferences > General > Address Settings)

11. Enter the Vendors **Phone**, **Fax**, and **E-mail** address (if applicable).
12. The **Federal** and **State Tax Id** fields are optional, but are used when printing tax reports (for example, 1099's).
13. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
14. The **Memo** field is used when printing checks. Include up-to 50 characters of information that you want to print on the check portion of a printed check (for example, your account number).
15. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed consent form must be on file.
16. If the email address you want to include with the electronic consent is listed in the **Email** drop-down list, select the address, or enter a new email addresses.
17. To select which companies/funds this name is active in, click the **Active Status** button, select the companies/funds the name is active in (the default is active for all companies/funds), and then click **OK**.
18. The **Additional Notes** button is optional and can be used to track internal notes regarding this vendor. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

19. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**
20. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a purchase order or check when the Payee Notes field is added in Setup > Forms Designer > Check Stub Form Designer or Purchase Order Form Designer
21. The **Addresses tab** and **Credit Cards tab** are not normally used when setting up vendors.

#### Custom Name Fields tab

22. The **Custom Name Fields tab** can be used to track additional information regarding a vendor. Custom fields are optional.

## Email/Print tab

23. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, checks (advices), and receipts can be sent for this vendor. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on transaction entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Vendors' window with the 'Email/Print' tab selected. The 'Email Addresses and Options' section contains a table with the following data:

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
John Jones	jones@testemail.com	Send "To..."	Send "To..."	Send "To..."	Send "To..."	No Email	No Email

Below the table is the 'Print Options' section with the following settings:

Print Customer Invoices	No	Print Sales Orders	Yes
Print Customer Statements	No	Print Purchase Orders	Yes
Print Receipts	No		

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this vendor. The Print Options settings will be used to set the default image on transaction entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

## ACH Payments tab

24. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the [ACH Setup & Processing](#) document for more information.
25. To activate ACH electronic payments for this vendor, select the **Activate ACH Transactions** check box.

The screenshot shows the 'Vendors' window with the 'ACH Payments' tab selected. The 'Activate ACH Transactions' checkbox is checked. Below it, the 'Standard Entry Class' is set to 'PPD' and the 'Transaction Code' is set to '22 - Checking Account (Credit)'. The 'Bank Routing Number' and 'Bank Account Number' fields are empty. The window has 'Save', 'Cancel', and 'Close' buttons at the bottom.

26. **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below:
  - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
  - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
27. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
  - » **22 - Checking Account (Credit)**
  - » **23 - Prenote Checking (Credit)**
  - » **32 - Saving Account (Credit)**
  - » **33 - Prenote Savings (Credit)**
  - » **52 - Loan Account (Credit)**
  - » **53 - Loan Prenote (Credit)**
28. In the **Bank Routing Number** box, enter the bank transit/routing number for this vendor (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
29. In the **Bank Account Number**, enter the bank account number for this vendor where the ACH deposit is to be made



Note: If you want to attach a document to this vendor, see the [Scan and Attach Documents](#) topic for detailed information.

30. Click **Save**. Click **Close**.

## Name Groups

Create name groups (or categories) that are meaningful to your business. For example, you might group customers into industry groups (consultants, manufacturers, contractors, etc.) or geographic groups (north metro, rural, central city, etc.) or type of customer (Wholesale, Retail, Referral Partner). Name groups are used in reporting and as a filter to limit the range of names in many reports.

[Create a Name Group](#)

[Edit a Name Group](#)

[Delete a Name Group](#)

[Assign a Name to a Group](#)

[Use a Name Group as Criteria on a Report](#)

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## Create a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Click **New** or if this new name group is similar to an existing name group, highlight the existing method and click **Copy** instead of New. A new name group will be created using the same information as the highlighted name group.
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the name group by. For example, W for Wholesale.
4. In the **Name** box, enter up to 50 characters that describe the name group.
5. In the **Type** box, select the type of name group the group applies to Names\, Customer, Vendor, Employee, or Salesperson.
6. Click **Save** to save the name group and return to the List tab, or click Close to save the name group and close the Name Groups screen.

## Edit a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**
2. Select the name group you want to change, and then click **Edit**.
3. The **Name Group Information** is displayed. Edit or view the name group detail.



Note: If you change the information in the Name box, past name group information is automatically linked to the new name. For example, if you change name group Retail to Retail Partner, your reports will no longer show name group Retail and any existing information for name group Retail is now part of name group Retail Partner.

4. Click **Save** to save the name group and return to the List tab, or click Close to save the name group and close the Name Group screen.



Note: To return to the List tab without saving the communication method, click Cancel. To close the Name Groups screen without saving the name group, click in the upper-right corner.

## Delete a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Select the name group(s) you want to delete, and then click **Delete**.



Note: You cannot delete a record that is linked to other records in the system.

3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.

## Assign a Name to a Group

1. In **Setup > Names > Names**.
2. Edit a name that belongs in a name group.
3. On the **General** tab, in the **Group** box, select the name group this name belongs to.
4. Click **Save**.
5. Repeat this process for each name you wish to assign to a name group.

## Use a Name Group as Criteria on a Report

Report selections can use name groups to filter your list of names.

1. Select a report such as **Transaction Reports > Purchases & Accounts Payable > Purchases by Vendor**.
2. Under **Report Selections**, select **Vendor**.
3. Under **Filtering**, select **Name Group**. Select a name group. The list of names are filtered to the names assigned to the selected group.
4. Move all names in the **Available** column to the **Selected** column with the double right arrows.
5. Click **OK**.

Search For: \_\_\_\_\_ By: First Name, Last Name

Filtering: Name Group is Consultants and Abbreviation is \_\_\_\_\_ Go

Available		Selected	
First Name, Last Name	Address Line 1	First Name, Last Name	Address Line 1
		Greater Finance	P.O. Box 939
		Jerome King	389 Palm Court
		RCJ, Inc	P.O. Box 887
		RM Rickles LLC Futures	P.O. Box 8379
		Spartan Consulting Services	3789 Circle Drive

Filter Applied

☐ Exclude selected items. OK Clear

6. Click **Preview**. The report includes data assigned to the filtered names.
7. The report can be saved as a favorite. Favorite reports retain filter selections as well as column and group/sort modifications.

## Mass Update Names, Vendors, or Customers

The mass update process can be used to update more than one name, vendor, or customer at the same time. You can mass update various types of information, including accounts, payment terms, printing/publishing options, etc.



**Note:** We recommend you do a backup of your database prior to starting the mass update process.

## Mass Update Names, Vendors, or Customers

1. Select **Setup > Names, Vendors or Customers**.

2. From the List tab, select the names, vendors, or customers you want to update. Multiple names can be selecting by pressing the CTRL key while you make your selections. If you do not limit your list to selected names, all names will be included in the update.
3. Click **Mass Update**. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



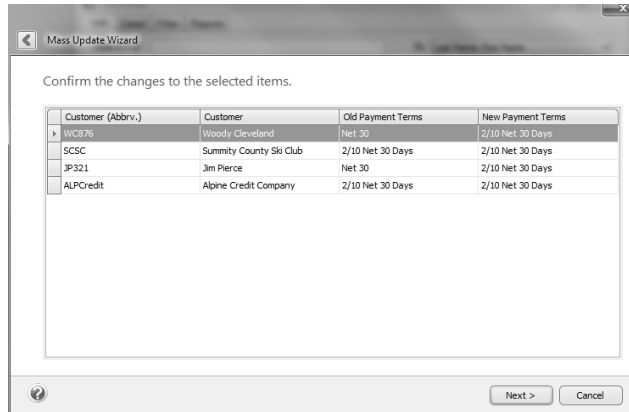
Note: **Next** proceeds through the mass update screens, **Cancel** exits the mass update screen and **Back** returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

4. Select the type of item you'd like to change and click **Next**. The choices listed correspond with different tabs and buttons in the Names, Vendors, or Customers screens.

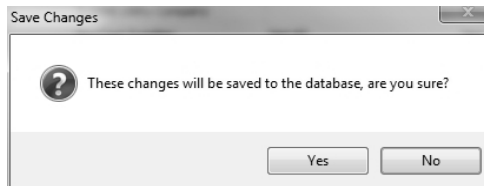
5. Depending on the selection you made in step 5, screens will be displayed asking you to make other selections. For example, if you choose Accounting in the Customers Mass Update process, you can select Default Accounts Receivable Account, Sales Tax Exemption, Statement Type and Finance Charge. Make your selection and click **Next**.
6. A list of all customers or vendors that have the specified information assigned will be displayed. Specify the value with which to update the selected items. For example, if you chose Payment Terms, specify the terms you'd like assigned to each of the selected vendors. Click **Next**.

Customer (Abbrev.)	Customer	Payment Terms
WCB76	Woody Cleveland	Net 30
SCSC	Summit County Ski Club	2/10 Net 30 Days
JP321	Jim Pierce	Net 30
ALPCredit	Alpine Credit Company	2/10 Net 30 Days

7. Verify the information that will be changed and click **Next**.



8. At the *These changes will be saved to the database, are you sure?* message, click **Yes** to finalize the changes.



9. Click **Finish** to exit, click the **Back** button to perform a similar update, or click **New** to start a new update.

## Understanding Payment Terms and Discounts

Payment terms are used on vendor and customer invoices to calculate due dates and early payment discounts. When an invoice is entered, the due date and early payment discount due date will automatically calculate based on the invoice date and payment terms used in the transaction. The due date will then be displayed on aging reports and can be used to select A/P invoices to be paid.

When early payment discounts are used, the discount will be calculated automatically when a payment is entered that meets the date criteria of the discount.

### Step 1: Create a Payment Term (Option A and B)

#### Option A: Create a Payment Term Due in a Number of Days (Net Terms)

#### Option B: Create a Payment Term Due on a Certain Day

### Step 2: Assign to Customers or Vendors (optional step)

### Step 3: Using Payment Terms when Invoicing

## Step 1: Create Payment Terms

Payment terms can be set up to calculate the due date two different ways; by the number of days until due or due on a specific day of the month. If a payment term is set to Prepaid Invoices, a due date is not calculated; it will require the invoice be paid in full at the time it was entered. An unlimited number of payment terms can be created.

### Option A: Create a Payment Term Due in a Number of Days (Net Terms)

1. On the **Setup** menu, point to **Names**, and then click **Payment Terms**.
2. Click **New**.

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the payment term by. For example, N30 for Net 30 or 10 for Net 10.
4. In the **Name** box, enter up to 30 characters of required information that describes the payment term.
5. Select **Number of Days Until Due (Net Terms)** to indicate that the due date will be a number of days past the invoice date.
6. In the **Number of Days** box, enter the number of days until an invoice is due.
7. In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
8. If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
9. If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box, specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be

2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.

10. To add notes to this payment term, click **Additional Notes**, enter the notes, and then click **OK**.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

11. Click **Save** to save the payment term.

### Option B: Create a Payment Term Due on a Certain Day

1. Follow steps 1-4 from Option A.

2. Select **Due on Day of Month** to indicate that the due date will be a number of days past the invoice date.
3. In the **Day of Month** box, enter the day of the month an invoice is due.
4. The **Minimum Days Before Due Date** allows you to specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
5. In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
6. If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
7. If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box,

specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.

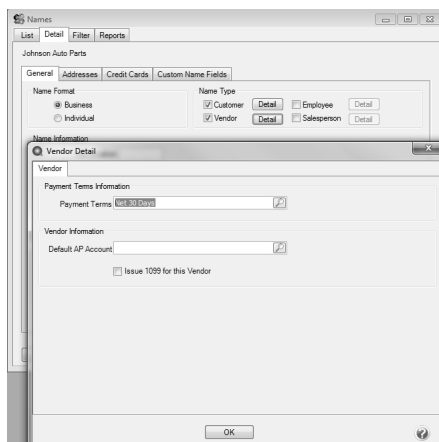
8. Click **Save** to save the payment term.

## Step 2: Assign Terms to Customers and Vendors

A default payment term can be assigned to each vendor and customer. Once assigned, each invoice entered for that vendor or customer will use the assigned terms code by default.

1. Select **Setup > Customers or Vendors**.
2. Select the customer or vendor and click **Edit**.

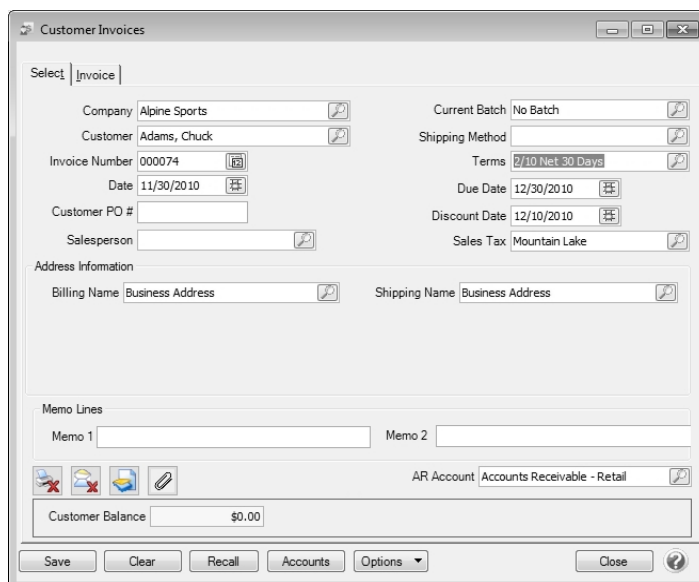
The screenshot shows the 'Customers' window with the 'General' tab selected. The customer name is 'Summit County Ski Club'. The 'Name Format' is set to 'Business'. The 'Miscellaneous' section shows 'Customer Since' as 06/30/2010 and 'Salesperson' as an empty field. The 'Name Information' section includes 'Abbreviation' (SCSC), 'Company' (Summit County Ski Club), 'Address Line 1' (empty), 'Address Line 2' (empty), 'City, State, Zip' (Montezuma, CO, 80435), 'Shipping Method' (UPS Ground (Standard)), 'Contact' (empty), 'Phone' (empty), 'Fax' (empty), 'E-mail' (empty), and 'Sales Tax' (Summit County). The 'Sales Terms' section shows 'Payment Terms' (2/10 Net 30 Days), 'Price Level' (Sales Price 1), and 'Trade Discount %' (15.00%). The 'Credit Terms' section shows 'Credit Limit' (\$0.00) and a 'Credit Hold' checkbox. At the bottom, there are buttons for 'Save', 'Cancel', 'Active Status', 'Additional Notes', 'Options', and 'Close'.



3. In the **Payment Terms** field, select the terms this customer or vendor will most commonly use.
4. Click **Save**. Repeat these steps for each vendor or customer that should have a default terms code assigned.

### Step 3: Using Payment Terms when Invoicing

When entering invoices for vendors or customers you can supply payment terms that will automatically calculate a due date for the invoice. If default payment terms were assigned to the vendor or customer, their invoices will automatically default to using those terms. The default payment terms can be overwritten during invoicing. The terms and due dates can also be included on the printed A/R invoice.



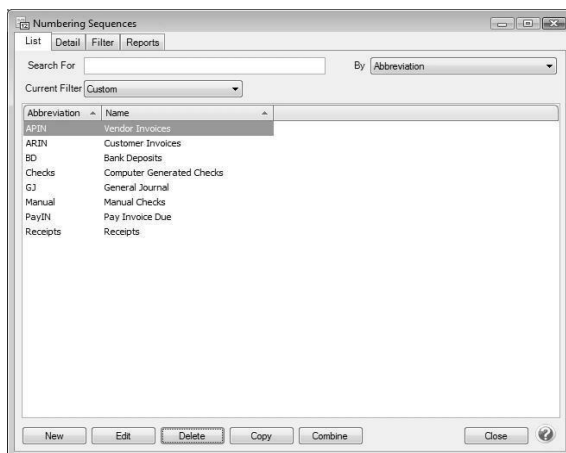
If the payment terms assigned to an invoice includes discounts for early payments and a payment is entered that meets the requirements of an early payment discount; the discount will be calculated and deducted automatically.

## Numbering Sequences

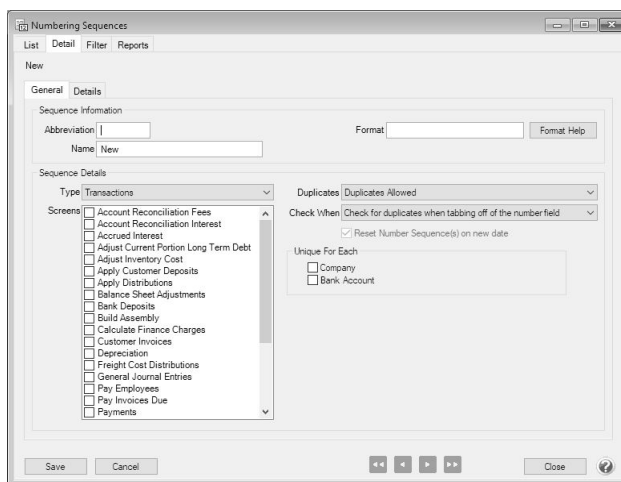
Numbering sequences are used to maintain check numbers, invoice numbers, bank deposit numbers, etc. A default sequence is added to your database for each transaction screen or maintenance/setup screen (where applicable). You can maintain different sequences for various transaction entry and maintenance/setup screens. An example use is for a manual check number sequence and a printed check number sequence.

## Create a Sequence

1. On the **Setup** menu, point to **General**, and then click **Numbering Sequences**.



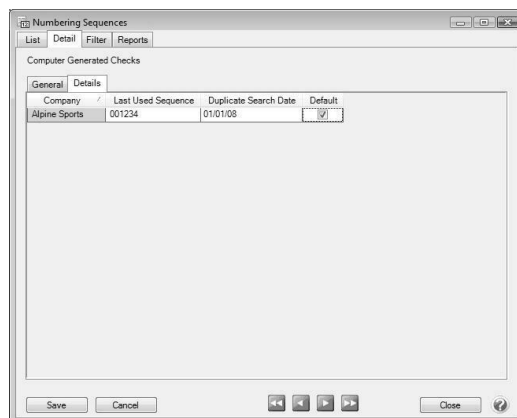
2. Click **New**.



3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the sequence by.
4. In the **Name** box, enter up to 30 characters of required information that describes the sequence.
5. For Transaction and General type sequences, In the **Format** box, define the format of the numbering sequence. Click the **Format Help** button for detailed information about formatting the sequence. Formatting Details include:  
 mm = two digit month  
 mmm = month name  
 dd = two digit day  
 yy or yyyy = year  
 # = advancing incrementing number  
 ? = advancing incrementing alpha

**Examples:**

- » Invoice number with ABC always as the first three characters of the invoice number you would enter ABC# in the Format box
  - » Journal entry number that included the date of the entry, you would enter ddmmyy# in the Format box and select the Reset on New Date check box.
  - » Check number that is five digits, you would enter ##### in the Format box
6. The **Type** box allows you to designate the type of sequence, this can be Transactions (the default), General, or Manually Enter Invoice Numbers (used when you do not want the next available automatic invoice number from a numbering sequence assigned to vendor invoices, but instead you manually enter the number).
  7. The **Screens** box will display appropriate values based on the Type selection; for Transaction type sequences, this would be a list of Transaction Screens, for General type sequences, the list would show other available screens in which the sequence could be used, for example a maintenance/setup screen for Fixed Assets, for Manually Enter Invoice Numbers type sequences, this would be the Vendor Invoices (A/P) screen. Select the transaction screens this sequence can be used in.
  8. In the **Duplicates** box, select the way you want the sequence to handle duplicate numbers.
  9. In the **Check When** box, select the way you want the sequence to check for duplicate numbers:
    - » **Never** - Number sequences will never be checked for duplicates.
    - » **Check for duplicates when tabbing off of the number field** - This method checks for duplicates each time you enter and tab off of a number field, however it does not work well for preventing duplicate sequences from occurring in a multi-user environment.
    - » **Check for duplicates when saving the transaction** - This method checks for duplicates each time a transaction is saved and is designed to prevent duplicate sequences from occurring in a multi-user environment
  10. For Transaction type sequences, under **Unique for Each**, select **Company/Fund** or **Bank Account** if you want CenterPoint to maintain separate number sequences by company/fund or bank account.
  11. For Transaction and General type sequences, select the **Reset Numbering Sequence(s) on new date** check box to reset alphanumeric values of the sequence on each new date.
  12. Click the **Details** tab.
  13. The columns displayed on the Details tab depend on if either or both of the Company/Fund and Bank Account boxes were selected on the General tab.



14. For Transaction and General type sequences, In the **Last Used Sequence** column, enter the alpha and numeric part of the sequence. If you are using the date as part of your sequence, it will automatically be set by

the system date.

15. If you selected Warn on Duplicates or No Duplicates Allowed in the Duplicates box on the General tab the **Duplicate Search Date** column will display the beginning date of the database. To change the date the system starts looking for duplicates, select the column and type the new date, or select the date from the calendar.
16. For Transaction and General type sequences, on new sequences, the **Default** check box will not be selected, to set as the default, select the **Default** check box in the Default column.
17. Click **Save** to save the sequence and return to the List tab.



Note: If a numbering sequence is checking for duplicates and there are no unused values available for this sequence, a message will display informing you that you must either modify the format allowing for more numbers or modify the Duplicate Search Date allowing older values to be reused.

## Invoices

### Vendor Invoices Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

[How are the different tabs used?](#)

[Default Accounts](#)

[Emailing Checks](#)

[Printing Checks](#)

### How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

**Current Settings:** Simply displays the settings that are currently being used.

**Global:** The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

**Application:** If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

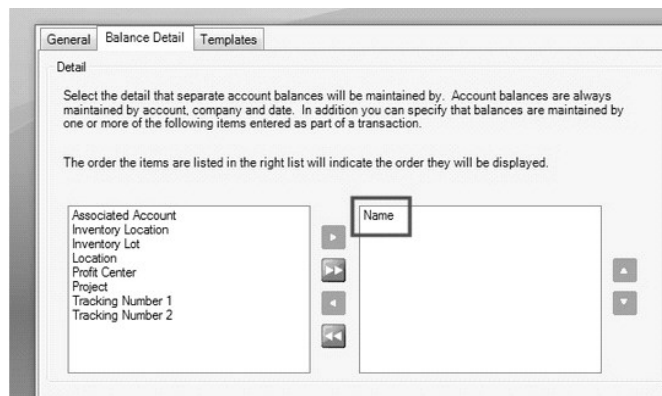
**Database:** Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

**User:** Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

## Default Accounts

Accounts Payable are usually recorded to only a few accounts and sub-ledger detail is kept for each vendor. This preference allows you to set which Accounts Payable account is the default to use when creating new AP invoices in Vendor Invoices (A/P).

- » **Accounts Payable Account** - Select the default Accounts Payable account to display in Vendor Invoices (A/P) if the vendor does not have a default Accounts Payable account.
- » **Prepayment** - Enter the default account to use when entering a prepayment amount for the receive purchase order accounts payable invoice transaction. This account is debited when a prepayment check is written and credited when the purchase order is received. Only asset accounts assigned the Prepaid Vendor Purchases account category display in the lookup.
- » **Freight Expense** - Enter the default account when a freight expense account is required if you enter a dollar amount in the Freight box during invoice entry. Only accounts assigned Cost of Good Sold, Expense, or Other Expense account categories display in the lookup.
- » **Sales Tax** - Enter the default account when a sales tax account is required if you enter a dollar amount in the Sales Tax box during invoice entry. Only accounts assigned Cost of Good Sold, Expense, or Other Expense account categories display in the lookup.
- » **Prepaid Vendor Purchases** - Enter the default account to display when a prepayment (down payment) is entered on a purchase order. The account selected here must be in the Prepaid Vendor Purchases account category and the Prepaid Vendor Purchases account category must be set up to maintain balances by name so that each vendor has a prepayment account balance.
  1. Select **Setup > Accounts > Account Categories**.
  2. Select the **Prepaid Vendor Purchases** account category.
  3. Click the **Balance Detail** tab.
  4. Verify that **Name** is in the box on the right hand side of the Balance Detail tab. If the **Associated Account** is also on the right hand side of the tab, move it to the left hand side.
  5. Click **Save**. Click **Close**.



## Emailing - Checks

This preference allows you to specify the default (template) e-mail message and subject to use for emailed purchase orders.

**Subject** - Enter the default subject for emailed vendor checks (pay advices).

**Message** - Enter the default message for emailed vendor checks (pay advices).

**Check Type** - This selection sets the default check type to be used for creating the pdf attachment for the emailed vendor checks (pay advices). The options are: Check/Stub/Stub, Stub/Check/Stub, Check/Detail, Check/Stub/Stub (Alternate), Canadian, and ACH Payment Advice.

**Stub Type** - This selection sets the default stub type to be used for creating the pdf attachment for the emailed vendor checks (pay advices). The options are: Standard (Detail), Standard (Summary), TP Standard (Summary), and TP Standard (Detail).

## Printing - Checks

Defines the printer used to print checks, the check format to use when printing checks, whether to Preview checks before printing, and whether to print the check number on the printed check.

### General

- » **Select Printer To Print Checks To** - Select the printer to print the checks to. Setting this at the database level allows a different printer for each database.
- » **Select Check Type** - Forms added (custom forms) by you are listed first followed by system-supplied forms. The choices are: Check/Stub/Stub, Stub/Check/Stub, [Check/Detail](#), [Check/Stub/Stub \(Alternate\)](#) (Compatible with the Perception top check LT103), [Canadian](#), or [ACH Payment Advice](#).
- » **Select Stub Type** - The options are Standard (Detail), Standard (Summary), TP Standard (Detail), and TP Standard (Summary).



Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.

- » **Print Check Number On Check** - Select Yes to print the check number on the check form or select No to print the check without the check number (for pre-printed checks).
- » **Print Company/Fund Name and Address** - Select Yes to print the company/fund name and address on the check form or select No to print the check without the company/fund name and address (for pre-printed checks).
- » **Number of Copies** - Select the number of copies to print when you select to print checks and overflow statements. This setting will determine the number of copies that print for checks and overflow statements.

## Enter a Vendor Invoice

Vendor Invoices (A/P) increase an Accounts Payable or Credit Card Liability account for purchases of goods or services paid at a later date. Creating a vendor invoice (A/P) transaction records the expense even though no cash has left the business at the time you enter the vendor invoices (A/P) transaction. The expense will display on an Income Statement report or other accrual report, but will not affect a cash report such as the Cash Flow report. When the vendor invoice is paid, the accounts payable and cash account balances will decrease.

A credit card charge creates an expense that is treated the same as an accounts payable transaction except on user defined government reports. Credit card charges are treated as cash for tax purposes. Tax reports include credit card charges in the period of the charge.

If this vendor invoice is for a recurring charge (for example, a recurring utility bill), you may want to create the transaction as a recurring transaction instead of a normal a/p invoice. Please refer to the Recurring Transaction document for more information.

### Enter a Vendor Invoice:

1. On the **Processes** menu, point to **Purchases**, and then select **Vendor Invoices (A/P)**.

The screenshot shows the 'Vendor Invoices(A/P)' window. It contains several input fields and a table. The 'Company' field is set to 'Alpine Sports', 'Vendor' to 'Timberline Supplies', and 'Vendor Address' to 'Business Address'. The 'AP Account' is 'Accounts Payable - Trade'. The 'Current Batch' is 'No Batch', 'Vendor Balance' is '\$0.00', 'Reference #' is '000010', 'Date' is '11/30/2010', 'Amount' is '\$500.00', 'Terms' is 'Net 30', 'Date Due' is '12/30/2010', and 'Discount Date' is '11/30/2010'. There is an 'On Hold' checkbox. Below these is a table with columns: Account, Invoice / Ref #, Quantity 1, UOM 1, Amount, and Notation. The table has one row with 'Gas & Oil', '443989', '0', '-', '\$500.00', and a 'Detail' button. At the bottom, there are fields for 'Freight' (\$0.00), 'Sales Tax' (\$0.00), 'Total' (\$500.00), and 'Available Terms Discount' (\$0.00). There are also buttons for 'Save', 'Clear', 'Recall', 'Recurring', 'Options', and 'Close'.

2. In the **Company/Fund** box, enter the company/fund name that this accounts payable is for.
3. In the **Vendor** box, enter the vendor name that this accounts payable is due to. The name and default address for this name will display. If you enter a name into the Vendor box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Name or Create a One-Time Use Name.

If your **File > Preferences > Defaults > > Lookup Field Settings** are set to **Use Auto-Complete**, and you change a name after detail is entered on the lines of a transaction, the transaction is cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur.

4. To select a different address for this name, click the Lookup icon in the **Vendor Address** box, select the address, and then click **OK**.
5. The **AP Account** box displays the default Accounts Payable account for the Vendor. This AP Account can be changed. If this vendor does not have a default Accounts Payable account assigned, the default in **File > Preferences > Vendor Invoices > Default Accounts** will be used.



**Note:** If you are entering a credit card purchase, change the AP Account to a Credit Card Liability account.

6. Select the **On Hold** check box if you do not want this invoice available to be selected for payment. Invoices can be placed on hold if you do not want the invoice selected for payment in the Payments or Pay Invoices Due screens (for example, the quantity has been received, but was at a higher cost than was originally quoted).

and you don't want the accounts payable department to accidentally pay this invoice until your dispute has been resolved or you only received partial shipment and your policy is not to pay invoices until an entire shipment is received). Held invoices are not added to the vendor balance and display on the Open Invoice Report. The On Hold Status of a held invoice can be changed (using the Processes > Purchases > Place Invoices On Hold button) to reactivate it.

7. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time. For more information, see the [Batch vs. Real-Time Transactions](#) topic.
8. The **Vendor Balance** box displays the current balance in the AP Account if the AP Account is in the Accounts Payable account category and the Credit Card Balance box displays the credit card balance if the AP Account is in the Credit Card account category.
9. In the **Reference #** box, enter the vendor invoice number. If you want the value you enter in this box to automatically be copied to the Invoice/Ref # box each time an Account is entered in the Data Entry Grid, click the Options button and select **Copy Reference # to Invoice/Ref #**.
10. In the **Date** box, enter the invoice date.
11. In the **Amount** box, enter the amount of the entire invoice.
12. If applicable, select a payment term in the **Terms** box. The terms will calculate a due date for the invoice. Terms is optional.
13. The **Date Due** box will display the date calculated from the payment term selected. You can also manually overwrite the date due.
14. The **Discount Date** box will display the calculated discount date from the payment term selected. You can change the discount date.
15. Enter information into the Vendor Invoices (A/P) Entry grid.
  - » Select the **Account** that the amount or a portion of the amount, should be charged to.
  - » Specify the **Amount** that should be assigned to that account.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. The Notation field is optional.
16. Enter additional lines in the grid for each account that should be charged for this transaction. If you want to repeat the previous line's Invoice/Ref# entry, right-click in the Invoice/Ref # column and select **Repeat Previous Value**.
17. Enter information into the Vendor Invoices (A/P) Entry grid. The Vendor Invoices (A/P) Entry grid can be customized for your specific data entry situation. If an account is entered with an amount that did not have a distribution previously set up, the Distribution column displays None in the color Gray.. If an account is entered with an amount that had a distribution previously set up, the Distribution column displays the name of the distribution in the color Orange. If you want to display the details of a distribution click the Orange column. If you decide that this entry should not be distributed, you can remove the check mark in the Use Distribution check box on the Account Distributions screen or select another distribution. Distributions allow you to assign transaction amounts to several profit centers, production centers, projects, production years, production series, or production center detail combinations by percentage. Distributions are assigned to one or many accounts. For example, electricity expense has a distribution that assigns 35% to profit center 1, 25% to profit center 2, and 40% to profit center 3. The same distribution could be assigned to all your different utility expenses..
18. If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account and profit center.

19. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

20. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date when the check is printed for this invoice.
21. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.



Note: If you'd prefer to display Freight and Sales Tax fields in place of the Memo fields, click the **Options** button and select **Show Other Charges Fields**. These fields will work with the Freight Expense and Sales Tax Expense accounts you enter as defaults in File > Preferences > Vendor Invoices > Default Accounts preference so you do not have to enter the Freight Expense and Sales Tax Expense accounts as a line item on the invoice, you will just need to enter the amounts in the Freight and Sales Tax fields. To redisplay the Memo fields, click **Options** and select **Show Memo Fields**.

22. The **Total Amount** box displays the total of all of the lines in the Vendor Invoices (A/P) Entry grid. If this amount is different than the Amount box, click Adjust Amount.
23. The **Available Terms Discount** box displays the discount amount calculated by adding all of the invoice detail lines together and then multiplying the result by the payment term discount percentage. If you want to change the available term discount amount, enter the new amount. The Override check box will automatically be selected when the available terms discount amount is changed. If you clear the Override check box, the available terms discount amount will be recalculated. If you subsequently edit the invoice and make changes to the detail lines, the discount will not be recalculated if you previously overrode the available terms discount amount.
24. When the transaction is complete, click **Save**.

### Check for Duplicate Invoice Numbers by Vendor

This document explains how to modify the numbering sequence for vendor invoices so CenterPoint will check for duplicate accounts payable invoice numbers by vendor. This can prevent you from accidentally entering the same vendor invoice twice.

#### Modify the Vendor Invoice Numbering Sequence:

1. Select **Processes > Purchases > Vendor Invoices (A/P)**.
2. Right-click in the **Reference #** field and select **Edit**.



Note: If Edit is not an option when you right click, then select **New** instead.

3. If you chose **New** in step 2, then specify an **Abbreviation** and **Name** for this sequence. Otherwise skip to step 4.
4. Change the **Type** to **Manually Enter Invoice Numbers**.
5. Check the box for the **Vendor Invoices (A/P)** screen.
6. Choose **Warn on Duplicates** or **No Duplicates Allowed**. Warn on Duplicates will warn you if a duplicate invoice is found, but will allow you to continue entering an invoice even if there is a duplicate.
7. **Check When** allows you to decide when you want the system to check for a duplicate invoice number. Select the option you prefer; **Check for duplicates when tabbing off of the number field** or **Check for duplicates when saving the transaction**.
8. Click **Save**.

## Edit a Transaction

If a transaction in the system is incorrect, it can easily be corrected by editing the original transaction. This document provides three options for editing any type of existing transactions.

[Option A: Edit a Transaction using Transaction Search](#)

[Option B: Void an Open Invoice Using Transaction Search](#)

[Option C: Edit a Transaction using Report Drill Downs](#)

### Option A - Edit a Transaction using Transaction Search:

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the transaction to be corrected. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.
4. If there are many transactions listed, you can further define what to display in the screen by clicking on the **Filter** tab on the left side of the screen. The Filter tab allows you to select additional criteria, such as the

Transaction Name (Customer, Vendor, etc.), Entry Screen (Payments, Receipts, etc.) or Account. After entering the additional criteria, click **Search** to update the Transaction Search screen

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total
2/1/2010		Accrued Interest		
2/2/2010	007160	Payments	Steven King	
2/2/2010	007161	Payments	Jeremy King	
2/2/2010	007162	Payments	Tim King	
2/2/2010	007163	Payments	Ed King	
2/4/2010		Receipts	Pioneer H-Bred	
2/4/2010	007164	Payments	Area Ag Center	
2/4/2010	007166	Payments	Upper Midwest Telecom	
2/4/2010	007167	Payments	JJ Nichols	
2/7/2010	007168	Payments	Kevin Malloy	
2/7/2010	007169	Payments	Johnson Auto Parts	
2/8/2010		Receipts	Commodity Credit Corpor.	
2/10/2010		Receipts	Commodity Credit Corpor.	
2/10/2010		Vendor Invoices(A/P)	Hadley Hardware	
2/11/2010		General Journal Entries	RM Rickles LLC Futures	
2/11/2010		Receipts	Cargill Corn Ingredients	
2/11/2010		Receipts	Commodity Credit Corpor.	
2/11/2010		Vendor Invoices(A/P)	Area Ag Center	
2/12/2010	007170	Payments	RM Rickles LLC Futures	
2/16/2010		Vendor Invoices(A/P)	Ken's Auto Repair	
2/16/2010		Vendor Invoices(A/P)	Ken's Auto Repair	
2/16/2010		Vendor Invoices(A/P)	Midland Fuels	
2/17/2010		Vendor Invoices(A/P)	C&W Disposal Service	
2/19/2010		Vendor Invoices(A/P)	Area Ag Center	

- Double-click on the **transaction** to be edited and the original transaction screen will be displayed.
- Make any needed corrections and click **Save**.

### Option B - Void an Open Invoice Using Transaction Search

- Select **Reporting Tools > Transaction Search**.
- Using the **Date Selection** or **From/To** fields, select the date of the transaction to be corrected. The **Format & Filter Definitions** would normally be **Summary**.
- Click on **Search**. All transactions with that date will be displayed.
- If there are many transactions listed, you can further define what to display in the screen by clicking on the **Filter** tab on the left side of the screen. The Filter tab allows you to select additional criteria, such as the Transaction Name (Vendor), Entry Screen, or Account. After entering the additional criteria, click **Search** to update the Transaction Search screen.

**Transaction Search**

Filters | Columns | Group/Sort | General

Date Selection: All From 12/01/2010 To 12/31/2014

Format Definition: Summary

Filter Definition: Summary

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total
12/21/2011		Vendor Invoices(A/P)	Cingular Wireless	

**Vendor Invoices(A/P)**

Company: CenterPoint Farms

Vendor: Cingular Wireless

Vendor Address: Business Address

P.O. Box 9837  
Rye, NY 10580

AP Account: Platinum Plus R

On Hold: ☐

Account: Invoice / R

Phone- Mobile:

Current Batch: Quick Transaction

Credit Card Balance: \$5,062.01

Reference #:

Date: 12/21/2011

12/21/2011

01/01/1986

Notation:

**Void Vendor Invoice**

Original Invoice Date: 12/21/2011

Void Invoice Date: 01/01/1986

OK Cancel

Memo Line 1:

Line 2:

Total: \$287.66

Adjust Amount:

Available Terms Discount: \$0.00

Override: ☐

Save Delete Void Recurring Close

5. Double-click on the **Vendor Invoice (A/P) transaction** to be voided and the original transaction screen will be displayed.
6. Click **Void**.



Note: The Void button is active only if there are no payments applied to the invoice.

7. Enter the **Void Invoice Date**.
8. Click **OK**.

### Option C - Edit a Transaction using Report Drill-Downs:

1. Preview any report that will include the transaction. For example, if a receipt needed to be corrected, you could select a Customer Ledger, Receipts Journal, etc.
2. Choose **Report Selections** that will include the transaction and click **Preview**.
3. Click on the **transaction** to be corrected and the system will display the original transaction screen.



Note: The interactive view option allows you to drill-down to original transactions from reports. If you click on the transaction and it does not automatically display, then you are not using the Interactive view. From the report preview screen, simply click on the **View** drop-down box and choose **Interactive**. Then, click on the transaction in the report again to display the original transaction.

Account	Invoice / Ref #	Amount
SDI Expense		\$ 5.00

4. Make any needed corrections and click **Save**.

## Recall a Transaction

The recall feature in CenterPoint can be used to save data entry time in any transaction entry screen. If the Recall button is used, all details from the last transaction for that name (customer, vendor, etc.) are automatically filled into the new transaction including accounts, amounts, notations, etc. Recall is especially useful for transactions that use the same amount and accounts as the original transaction. For example, if you pay the same amount to an internet provider each month and its normally charged to the same account number. Information in the new transaction can be modified after the Recall button has been used. Changes made to the new transaction have no effect on the transaction that was recalled.



Note: You can select the way recalled transactions display by default on the Vendor Invoices (A/P), Payments, Receipts, and Customer Invoices screens to either Recall by Company or Recall by Company and Bank from the Options button.



Note: If a recalled transaction is used and the transaction has inactive accounts included, a warning will display that includes a list of the inactive accounts. You can choose whether to display the warning in the future in File > Preferences > Accounts > Inactive Accounts.

The recall functionality can be used by manually selecting the Recall button in a transaction entry screen or an individual name can be set to automatically Recall the Last Transaction for this Name in a specific transaction entry screen.

### Manually Using the Recall Button in Transaction Entry

#### Setting Up a Name to Automatically Recall Last Transaction in a Specific Transaction Entry Screen

---

#### Manually Using the Recall Button in Transaction Entry:

1. On any transaction entry screen, enter the **Company/Fund, Current Batch, Bank Account, and Name**.
2. At the bottom of the screen, click **Recall** to display the most current transaction entered for this name. Click **Recall** again to display the next most current, etc.



Note: When you click Recall, transactions are displayed in reverse chronological order.

3. The current date is assigned and if applicable, the check number (if applicable) is incremented based on its numbering sequence. Make any needed modifications to the transaction and click **Save**.

#### Setting Up a Name to Automatically Recall Last Transaction in a Specific Transaction Entry Screen

1. On the transaction entry screen where you would like the system to automatically recall the previous transaction for this name, enter the **Company, Batch, Bank Account, and Name** (customer, vendor, etc.).
2. At the bottom of the screen, click **Recall** to display the most current transaction entered for this name.
3. The current date is assigned and if applicable, the check number is incremented based on its numbering sequence. Make any needed modifications to the transaction.
4. Right-click on the selected **Name** (customer, vendor, etc.) and select **Transaction Actions > Recall Last Transaction** and click **Save**.
5. For each subsequent transaction entered in this screen for this name will automatically recall the previous entry.

#### Enter a Vendor Invoice for Inventory Items

When inventory is purchased but not yet paid for, the information is entered into CenterPoint as a Vendor Invoice. When the vendor invoice is saved, the on hand quantities and costs for the inventory items are updated. The transaction will normally increase the accounts payable (a/p) account and an inventory (asset) account. When vendor invoices are paid, the accounts payable (a/p) and cash/checking accounts are decreased. Both inventory and

non inventory items can be added to the same vendor invoice. When inventory items are purchased, the amounts will increase the inventory account assigned to the item (Setup > Inventory > Items > Accounts tab).

### Prerequisite

You must have the **Inventory** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any vendor invoices for inventory items.

## Enter a Vendor Invoice

1. On the **Processes** menu, point to **Purchases**, and then select **Vendor Invoices (A/P)**.

Account	Quantity 1	Unit of Measure	Amount	Unit Cost	Quantity Available	Lot/Serial Number
Pro Cast Fly Rod & Reel	5.000	Each	\$ 185.00	37.00	13.000	Lot/Serial Number
Ice Fishing Rod & Reel	14.000	Each	\$ 724.00	51.71	15.000	Lot/Serial Number
Freight & Postage	0.000		\$ 75.00			Lot/Serial Number

2. In the **Company** box, enter the company name that this accounts payable is for.
3. In the **Vendor** box, enter the vendor name that this accounts payable is due to. The name and default address for this name will display. If you enter a name into the Vendor box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Name or Create a One-Time Use Name.
4. To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Vendor** box, and select **Review Transactions**.
5. To select a different address for this name, click the Lookup icon in the **Vendor Address** box, select the address, and then click **OK**.
6. The **AP Account** box displays the default Accounts Payable account for the Vendor. This AP Account can be changed. If this vendor does not have a default Accounts Payable account assigned, the default in File > Preferences > Transactions > Accounts Payable will be used.



**Note:** If you are entering a credit card purchase, change the AP Account to a Credit Card Liability account.

7. Select the **On Hold** check box if you do not want this invoice available to be selected for payment.
8. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time. For more information, see the [Batch vs. Real-Time Transactions](#) topic.
9. The **Vendor Balance** box displays the current balance in the AP Account if the AP Account is in the Accounts Payable account category and the Credit Card Balance box displays the credit card balance if the AP Account is in the Credit Card account category.

10. In the **Reference #** box, enter the vendor credit memo number. If you want the value you enter in this box to automatically be copied to the Invoice/Ref # box each time an Account is entered in the Data Entry Grid, click the Options button and select **Copy Reference # to Invoice/Ref #**.
11. In the **Date** box, enter the date from the credit memo.
12. In the **Amount** box, enter the amount of the entire credit memo.
13. If applicable, select a payment term in the **Terms** box. The terms will calculate a due date for the transaction. Terms is an optional field.
14. The **Date Due** box will display the date calculated from the payment term selected. You can also manually overwrite the date due.
15. The **Discount Date** box will display the calculated discount date from the payment term selected. You can change the discount date.
16. Enter information into the Vendor Invoices (A/P) Entry grid for each inventory item purchased:
  - » In the **Account** field select the appropriate inventory item.
  - » If the item is a lotted or serialized item, the **Lotted/Serialized Item** detail screen will automatically be displayed. Specify the appropriate cost and quantity for each lot/serial number.
  - » For all other inventory items, specify the quantity purchased in the **Quantity 1** field and the appropriate **Unit of Measure**. The system will automatically display this item's default purchasing unit of measure. All other units of measure assigned to this item will be available to choose from.
  - » Enter the total **Amount** for that inventory item. The system will calculate the **Unit Cost** based on the quantity and amount entered.
  - » The **Quantity Available** (quantity in inventory prior to this transaction being entered) for this item will be displayed.
  - » To display what entries will be created for each line on the invoice, simply click on the **+** button to the left of each line.



Note: If you prefer to enter a Quantity and a Unit Cost (instead of entering the Quantity and Amount), please refer to the document Enter a Vendor Invoice with Unit Costs

17. Enter additional lines in the grid for each item purchased. If non-inventory items were purchased on the same invoice, an account can be selected instead of an inventory item in the Account field.
18. The Vendor Invoices (A/P) Entry grid can be customized for your specific data entry situation. If an account is entered with an amount that did not have a distribution previously set up, the Distribution column displays None in the transaction entry grid in the color Gray. If an account is entered with an amount that had a distribution previously set up, the Distribution column displays the name of the distribution in the color Orange. If you want to display the details of a distribution click the Orange Distribution button. If you decide that this entry should not be distributed, you can remove the check mark in the Use Distribution check box on the Account Distributions screen or select another distribution. Distributions allow you to assign transaction amounts to several profit centers, production centers, projects, production years, production series, or production center detail combinations by percentage.
19. If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account and profit center.
20. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before

the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.

21. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date when the check is printed for this invoice.
22. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.



Note: If you'd prefer to display Freight and Sales Tax fields in place of the Memo fields, click the **Options** button and select **Show Other Charges Fields**. These fields will work with the **File > Preferences > Transactions > Accounts Payable** preference that includes the default Freight Expense and Sales Tax Expense accounts so you do not have to enter freight or sales tax as a line item on the invoice, you will just need to enter the amounts. To redisplay the Memo fields, click **Options** and select **Show Memo Fields**.

23. The **Total Amount** box displays the total of all of the lines in the Vendor Invoices (A/P) Entry grid. If this amount is different than the Amount box, click **Adjust Amount**.
24. The **Available Terms Discount** box displays the discount amount calculated by adding all of the invoice detail lines together and then multiplying the result by the payment term discount percentage. If you want to change the available term discount amount, enter the new amount. The Override check box will automatically be selected when the available terms discount amount is changed. If you clear the Override check box, the available terms discount amount will be recalculated. If you subsequently edit the invoice and make changes to the detail lines, the discount will not be recalculated if you previously overrode the available terms discount amount.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

25. When the transaction is complete, click **Save**.



Note: If any of the inventory items on this invoice had a negative quantity available, the system will also create a purchase price variance transaction that debits or credits Inventory and the Purchase Price Variance account assigned to the inventory item. This adjustment will correct the cost of goods sold transaction that was created when the item was sold into the negative.



Note: When posting a transaction for any account assigned to an Inventory account category that has a positive quantity and negative amount or a negative amount and a positive quantity, a warning message will display and the transaction will not be posted.

## Enter a Vendor Invoice with Quantities and Unit Costs

### Option A: Change the default screen so Quantity and Unit costs are entered

### Option B: Change a specific line or lines to entering Quantity and Unit Costs instead of Quantity and Amount

#### **P r e r e q u i s i t e**

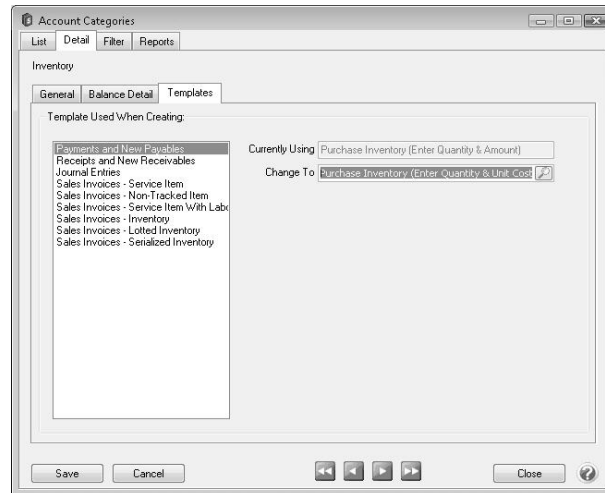
You must have the **Inventory** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any vendor invoices for inventory items.

### **Option A: Change the Default Screen so Quantity and Unit Costs are Entered:**

This option would normally be used if a user prefers to enter a quantity and unit cost on the majority, if not all, purchases of inventory items.

#### **One - Time Setup: Change the Default Template Used for Vendor Invoices**

1. Select **Setup > Accounts > Account Categories**.
2. Select the **Inventory** category and click **Edit**.
3. Click on the **Templates** tab.



4. Select **Payments and New Payables** on the left.
5. On the right, the **Currently Using** field will display **Purchase Inventory (Quantity and Amount)**. In the **Change To** field, select **Purchase Inventory (Enter Quantity & Unit Cost)**.
6. Click **Save**.

After changing the template assigned to the inventory account category, any time an inventory item is added to a vendor invoice, it will expect you to enter a **Quantity** and a **Unit Cost**. The system will then calculate the extended Amount.

Vendor Invoices (A/P)

Company: Alpine Sports  
 Vendor: Summit Utility Company  
 Vendor Address: Business Address  
 Dumont, CO 80436

AP Account: Accounts Payable - Trade  
☐ On Hold

Current Batch: No Batch  
 Vendor Balance: \$163.00  
 Reference #: 000021  
 Date: 10/29/2010  
 Amount: \$232.00  
 Terms:  
 Date Due: 10/29/2010  
 Discount Date: 10/29/2010

Account	Quantity 1	Unit of Measure	Unit Cost	Amount	Quantity Available	Lot/Serial Number
Ice Fishing Rod & Reel	4.000	Each	58.00	\$ 232.00	29.000	

Memo Line 1:  
 Line 2:

Total: \$232.00  
 Available Terms Discount: \$0.00  
☐ Override

Buttons: Save, Clear, Recall, Recurring, Options, Close

### Option B: Change a specific row(s) to entering Quantity and Unit Costs instead of Quantity and Amount.

The template assigned to a row in vendor invoices is how the system knows if it should allow a Quantity and Unit Cost to be entered, or a Quantity and Amount. In this example, the default will still expect the user to enter a Quantity and Amount, but we'll explain how you can display the template column right in the grid so that it can easily be switched while an invoice is entered.

#### One-Time Setup: Add the Template Column to the Vendor Invoices (A/P) Grid:

1. While in **Processes > Purchases > Vendor Invoices (A/P)**, right click in the grid where items are added to an invoice and choose **Add/Remove Columns** to display the **Adjust Displayed Columns** screen.

Adjust Displayed Columns

- ☒ Account
- ☒ Quantity 1
- ☒ Unit of Measure
- ☒ Unit Cost
- ☒ Amount
- ☒ Quantity Available
- ☒ Lot/Serial Number
- ☐ Invoice / Ref #
- ☒ Template
- ☐ UOM 1
- ☐ Quantity 2
- ☐ Quantity 1 Price
- ☐ UOM 2
- ☐ Quantity 2 Price

Buttons: OK, Cancel

2. Put a check mark in **Template** and click **OK**.

#### Switch Between Templates While Entering Inventory Items to an Invoice

1. Follow the normal procedures for entering an Vendor Invoice. See the *Enter a Vendor Invoice with Inventory* topic for detailed instructions.

- While adding inventory items to the vendor invoice, the template column will be displayed. When purchasing inventory items, It will default to Purchase Inventory (Quantity and Amount), which will allow the user to enter a Quantity and an extended Amount.

Vendor Invoices (A/P)

Company: Alpine Sports  
Vendor: Summit Utility Company  
Vendor Address: Business Address  
Dumont, CO 80436

AP Account: Accounts Payable - Trade  
☐ On Hold

Current Batch: No Batch  
Vendor Balance: \$163.00  
Reference #: 000021  
Date: 10/29/2010  
Amount: \$0.00  
Terms:   
Date Due: 10/29/2010  
Discount Date: 10/29/2010

Account	Quantity 1	Unit of Measure	Unit Cost	Amount	Quantity Available	Template
Ice Fishing Rod & Re	55.000	Each	18.27	\$ 1,005.00	29.000	Purchase Inventory (Enter Quantity & Amount)
Pro Cast Fly Rod &	0.000	Each	0.00	\$ -1,005.00	18.000	Purchase Inventory (Enter Quantity & Amount)

Memo Line 1:   
Line 2:   
Total: \$0.00   
Available Terms Discount: \$0.00   
Buttons: Save, Clear, Recall, Recurring, Options, Close

- If the user would prefer to enter a **Quantity** and a **Unit Cost** on a row, simply change the template to **Purchase Inventory (Quantity and Unit Cost)**. After changing the template, the Unit Cost field on that row will be available and the Amount field will be a calculated.

Vendor Invoices (A/P)

Company: Alpine Sports  
Vendor: Summit Utility Company  
Vendor Address: Business Address  
Dumont, CO 80436

AP Account: Accounts Payable - Trade  
☐ On Hold

Current Batch: No Batch  
Vendor Balance: \$163.00  
Reference #: 000021  
Date: 10/29/2010  
Amount: \$0.00  
Terms:   
Date Due: 10/29/2010  
Discount Date: 10/29/2010

Account	Quantity 1	Unit of Measure	Unit Cost	Amount	Quantity Available	Template
Ice Fishing Rod & Re	55.000	Each	18.27	\$ 1,005.00	29.000	Purchase Inventory (Enter Quantity & Unit Cost)
Pro Cast Fly Rod &	4.000	Each	48.00	\$ 192.00	18.000	Purchase Inventory (Enter Quantity & Unit Cost)

Memo Line 1:   
Line 2:   
Total: \$1,197.00   
Available Terms Discount: \$0.00   
Buttons: Save, Clear, Recall, Recurring, Options, Close

## Enter a Credit Received from a Vendor

This topic will explain how to enter a credit received from a vendor that corrects a previous invoice.

[Enter a Credit Received from a Vendor](#)

[Apply a Credit Received from a Vendor to an Invoice](#)

or

[Apply a Credit Received from the Payment Screen](#)

## Enter a Credit Received from a Vendor

1. Select **Processes > Purchases > Vendor Invoices (A/P)**.
2. In the **Company/Fund** box, select the company/fund name that the credit is being entered for.
3. In the **Vendor** box, select the vendor that you are receiving the credit from.
4. Verify/change the **AP Account**.
5. Verify/change the **Date Due** (the date should be changed to a more current date if you want it to display on the Pay Invoices Due screen so it can be applied to an outstanding invoice if need be).
6. Select the **Account** that should be credited by the amount of the credit.
7. In the **Amount** box, enter the amount as a **negative**.
8. If you need to adjust the quantity the credit applies to, enter the quantity as a **negative**.
9. In the **Notation** box, optionally enter why the credit is being entered.

The screenshot shows the 'Vendor Invoices(A/P)' window. The 'Company' is 'Alpine Sports' and the 'Vendor' is 'Pro Cast Supplies'. The 'Vendor Address' is 'Business Address' and 'Red Wing, MN 55066'. The 'AP Account' is '2000 Accounts Payable - Trade'. The 'Current Batch' is 'Quick Transaction' and the 'Vendor Balance' is '\$4,200.00'. The 'Reference #' is '000010', the 'Date' is '09/22/2017', the 'Amount' is '-\$178.00', the 'Terms' are 'Net 60', the 'Date Due' is '09/22/2017', and the 'Discount Date' is '09/22/2017'. The 'On Hold' checkbox is unchecked. A table shows a credit entry for 'Inventory' with an amount of '\$ -178.00', a 'Detail' of 'None', and a 'Notation' of 'Originally charged incorrect amount.' The 'Total' is '-\$178.00' and the 'Available Terms Discount' is '\$0.00'. The 'Override' checkbox is unchecked. The 'Save' button is highlighted.

Account	Amount	Detail	Distribution	Notation
Inventory	\$ -178.00	Detail	None	Originally charged incorrect amount.

10. Click **Save**.

## Apply a Credit Received from a Vendor to an Invoice

1. Select **Processes > Purchases > Pay Invoices Due**.
2. Select the **Company/Fund**.
3. Click the **Expand Invoices** button.
4. Select the **Pay** check box for the invoice(s) and the credit to be applied.

5. Click **Post**.

or

### Apply a Credit Received from a Vendor on the Payment Screen

1. Select **Processes > Purchases > Payments**.
2. Select the **Company/Fund** and **Bank Account**.
3. Select the **Vendor** the credit was entered for.
4. Leave the **Amount** at 0.00.
5. Click the yellow **Apply to Open Invoices** button.
6. Select the invoice and the credit that should be applied to the invoice. Click **OK**.

7. On the Payment Entry screen, click **Save**.
8. At the displayed message, click **Yes**.

### Return a Serialized Item to the Vendor

This document provides step-by-step instructions on how to enter transactions that will decrease the amount owed to your vendor and remove the serial number from inventory.

Step A - Deduct the Serial Number from InventoryStep B - Enter a Credit to Reduce the Vendors Balance**Step A - Deduct the Serial Number from Inventory**

1. Select **Processes > Special Transactions**.
2. Select the Inventory Adjustments (Decrease Quantity) **Process Template**.
3. Select the **Item**.
4. The **Lotted/Serialized Items** box will automatically be displayed. Click on the **Add Lot/Serial Row** button.



Note: If the Lotted/Serialed Item box does not display automatically, please call Red Wing Software Technical Support as the template needs to be updated.

5. Enter 1 in the **Quantity Shipped** field for the serial number being returned.
6. Click **OK**.
7. In the **Adjustment Account** field, specify the Cost of Goods Sold account that is used with this inventory item.
8. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
9. In the **Notation** field, specify that the item is being returned to the vendor and why.
10. Click **Save**.

**Step B - Enter a Credit to Reduce the Vendors Balance**

1. Select **Processes > Purchases > Vendor Invoices A/P**.
2. Specify the **Vendor**, **Reference #**, **Date** and the Amount of the credit received.
3. In the detail grid, do not select the inventory item. Instead, skip to the **Account** field and specify the Adjustment account used in step A7.
4. Type in a **Description** of what was returned. If you need additional room to specify the serial number or more details on what was returned, click on the **Additional Description** button and enter the text.
5. Specify the quantity returned as a negative number in **Quantity 1**.
6. Specify the **Amount** that is being credited by the vendor.
7. Complete the transaction as you normally would.

**Payable Reminders**

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables).

**Create a Payables Due Reminder**

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables.)

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Payable Reminder**.
5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Payables** tab.

7. Under **Remind that Payments are Due**, select **On Due Date** to be reminded when an Accounts Payable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Payable Invoices are Due.
  - » If you selected **Prior To Due Date**, enter the number of days prior to when Accounts Payable invoices are due that you want to be reminded.
8. Under **Create Reminder for these Payable Types**, select the type of Accounts Payables you want to be reminded for.
9. In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.
10. If you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Purchases > Pay Invoices Due for an Accounts Payable reminder that is due.
11. Click **Save** to save the reminder and return to the List tab, or click Close to save the reminder and close the Reminders screen.

## Check Writing

### ACH: Setup & Processing

This document outlines how to setup and use ACH within CenterPoint. ACH processing allows you to deposit electronic payments directly into your vendor's bank account from CenterPoint. Some of the information in the setup will need to be supplied by your bank. Follow the steps below to complete the setup and process an ACH electronic payment.

[Setup Bank Account Information](#)

[Setup Vendor or Name](#)

[Add Payments to an ACH File](#)

[Add Pay Invoices Due Payments to an ACH File](#)

[Create an ACH Pre-note File \(optional\)](#)

[Create an ACH File](#)

[Manage ACH Files](#)

[Recreate ACH Files](#)

[Delete an ACH File](#)

[ACH Reports](#)

[Email Vendor Checks \(Pay Advices\)](#)

[Setup](#)

[Option 1: Email Advices During Creation of an ACH File](#)

[Option 2: Mass Email Advices from Print/Email Checks](#)

[Frequently Asked Questions](#)

## Setup Bank Account Information

1. Select **Setup > Accounts > Accounts**. Select the account that the ACH funds will be withdrawn from (accounts in the Cash or Line of Credit account categories) and click **Edit**.
2. Click on the **Detail** tab.

3. Select your **Company/Fund Name** on the left.
4. On the right, enter the **Bank Routing Number** and **Bank Account Number** for your bank account.



Note: If the Processing Bank Account Number on the ACH/Direct Deposit tab in this screen is not entered, the Bank Account Number from this tab will be used instead.

5. Click on the **ACH/Direct Deposit** tab.

6. In the **Format of Export File** box, specify the file type required by your banking institution. The formats available are:
  - » **NACHA** - The file format specified by NACHA (National Automated Clearing House Association) using FEDLINE from the federal reserve for personal computers. These records are 94 characters long with 10 records per 940 character block.
  - » **ASCII** - The file format required by many main-frame computer systems. These records are 94 characters long with an additional carriage of return/line feed (CR/LF) at the end of each record.
  - » **NACHA Modified** - This is a modified version of the NACHA file as required by some institutions. It is the same as the NACHA format, but includes carriage returns.
7. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's/fund's Federal Tax ID prefixed with a "1", i.e. "1999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "09999999999".
8. If you select Use Custom Number in Step 7, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
9. The **Reference Code** is optional (up to 8 characters). It will appear on the file control record of the transaction file and is only required if the bank indicates it. For example, RWACH tells you this is the Red Wing ACH.
10. The **Discretionary Data** is also optional. It will appear in the batch header of the ACH file. For example, enter ENDOFMONTH or 10TH OF MONTH.
11. Select the **Create Offsetting Debit** check box to have CenterPoint automatically create the dollar amount that will be deducted from your company's/fund's checking account. Do NOT remove this check mark unless your lender has instructed you to do so.
12. Enter the **Prefix/Draft Number** (1-9) used with the Federal Id (EIN) to create the Company/Fund Identifier in the ACH file. The default is 1, however sometimes banks require a different value when sending multiple

direct deposit files.

13. In the **Modifier** box, enter a modifier as indicated by your bank. Modifiers can be numeric (0-9) or alphabetic (A-Z). The modifier "A" and "O" should be used if you need to differentiate between multiple files transmitted on the same day (CenterPoint will increment these modifiers).
14. Select the **Header Text** check box only if your bank indicates that header text is required on the ACH file that is sent for payment. If the Header Text check box is selected, the Header Text box will be enabled. Enter the header text for the ACH file as provided by your bank.
15. Select the **Trailer Text** check box if your bank requires you to include trailing (footer) text. The **Trailer Text** box will be enabled if it is indicated to include trailer text. Enter in the text for this record as indicated by your bank.
16. In the **Batch Number** box, enter a number that you want to start batch numbers at in generated direct deposit files. The default batch number is 0 (zero), and can be set to any number between 0 and 9,999,999. This number will be padded on the left with zeros to 7 digits, for example 0000001.
17. Under ACH Information, in the **Save To Folder** box, enter the name of the folder or click the ellipse button to browse to the location where the output file specified in the File Name (Prefix) box will be sent to. To create a new folder, click the ellipse button, click **Make New Folder**, and then click **OK**.
18. In the **File Name (Prefix)**, enter the prefix of the file name you want saved to the Save To Folder. The file name will be Prefix-YYYYMMDD-x.ext (where x is the number of file created that day and ext is the value entered in the File Name (Extension) box).
19. In the **File Name (Extension)** box, the default value of .txt will display, but can be changed to any 10-character value or a blank value.
20. In the **Description** box, enter a description for the ACH transaction (up to 20 characters) that will appear on your bank statement.
21. Enter your bank's **Bank Name** and **Routing Number**.
22. If an alternate bank name should be used in your ACH file instead of the name of the account from the Detail tab, enter the Processing **Bank Name**, **Bank Routing Number** and **Bank Account Number** used in the ACH file for the offsetting debit record.



Note: If the Processing Bank Account Number is not entered on the ACH/Direct Deposit tab, the Bank Account Number from the Detail tab in this screen will be used instead.

23. The settings under Cachet 3rd Party ACH are used for the CenterPoint Payroll Direct Deposit module and should be left blank for ACH files.

#### Optional Advanced Settings



#### Important Note:

The majority of the time no changes are needed in the **Advanced Settings**. We recommend you only make changes in this area if a Red Wing technician has recommended it.

- » Select the optional **Advanced Settings** check box to activate the Advanced configuration section of the screen where you can see a representation of the File Header and Batch Header records included in an ACH file and customize the values. Click the **Load Defaults** button to set the file configuration based on your current selections in the upper portion of this screen. Use the vertical scroll bar to display all of the Advanced Settings. Fields that are read-only display values from CenterPoint when the file is generated. The editable fields can be modified to customize values and will be used when the ACH file is generated. Each field has a label identifying its purpose, position in the file, and field length, (in parenthesis), all per the NACHA file format

definition, for example the Immediate Destination field is at character position 4 through 13 and is 10 characters long.



Note: If you choose to customize the ACH file, ALL editable fields must be populated with an appropriate value; blank fields will not be populated with any other values by CenterPoint and will appear in the file as blank space.



## Setup Vendor or Name

1. Select **Setup > Vendors** or **Setup > Names > Names**, select the vendor/name you want to add/change ACH information for, and then click **Edit**.
2. Click the **ACH Payments** tab.
3. To activate ACH electronic payments for this vendor/name, select the **Activate ACH Transactions** check box.

4. NACHA requires that when a transaction is submitted for processing, the transaction must include an ACH **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below as required by your bank:
  - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.

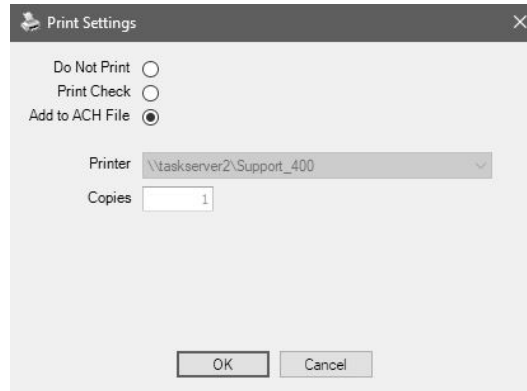
- » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
- 5. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor/name. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
  - » **22 - Checking Account (Credit)**
  - » **23 - Prenote Checking (Credit)**
  - » **32 - Saving Account (Credit)**
  - » **33 - Prenote Savings (Credit)**
  - » **52 - Loan Account (Credit)**
  - » **53 - Loan Prenote (Credit)**
- 6. In the **Bank Routing Number** box, enter the bank transit/routing number for this vendor/name (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
- 7. In the **Bank Account Number**, enter the bank account number for this vendor/name where the ACH deposit is to be made.
- 8. Click **Save**.
- 9. Click **Close**.

### Add Payments to an ACH File

1. Select **Processes > Purchases > Payments**.
2. Select the appropriate **Company/Fund** and **Bank Account**.
3. Enter a vendor/name in the **Pay To The Order Of** box that has the Activate ACH Transaction check box selected and ACH information defined on the ACH Payments tab in Setup > Vendors or Setup > Names > Names.
4. Complete the necessary information for this payment in the data entry grid. For more information about entering payments, see the [Enter a Payment](#) topic.
5. When a vendor/name that has the Activate ACH Transactions check box selected is entered, the ACH icon  will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.




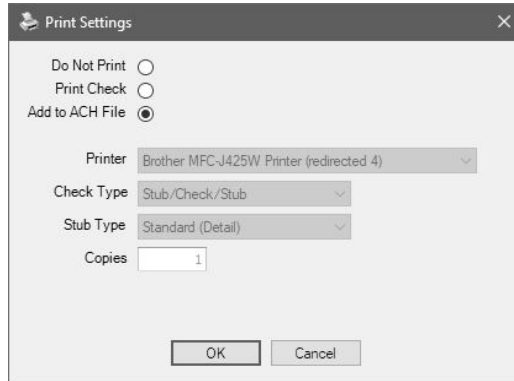
Note: When a vendor is set with an ACH Transaction Code of Prenote Checking (23), Prenote Savings (33), or Loan Prenote (53) and a payment is entered for the vendor, a message will display informing you that the print settings will be changed to Do Not Print.



6. Select **Add to ACH File** to make an electronic payment.
7. Click **OK**.
8. Click **Save**.

### Add Pay Invoices Due Payments to an ACH File

1. Select **Processes > Payroll, Purchases, or Expenditures > Pay Invoices Due**.
2. The criteria fields at the top of the **Pay Invoices Due** screen control which invoices will be displayed below and available to be selected for payment.
  - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
  - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
  - » In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen, All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.
  - » In the next filter box, select which vendor invoices should display, select **Include ACH vendors only**
  - » There are three options available for the **Find By** field (**Find by Due Date, Find by Invoice Date, Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
  - » In the **Payment Date** field, enter the date to use on the advices.
  - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
4. Select the invoices you want to pay.
5. When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



The 'Print Settings' dialog box contains the following options:

- Do Not Print: ☐
- Print Check: ☐
- Add to ACH File: ☒
- Printer: Brother MFC-J425W Printer (redirected 4)
- Check Type: Stub/Check/Stub
- Stub Type: Standard (Detail)
- Copies: 1
- Buttons: OK, Cancel

6. Select **Add to ACH File** to make an electronic payment.
7. Click **OK**.
8. Click **Post**.

### Create an ACH Pre-note File (optional)

If you would like to create a pre-note ACH file for any vendor/name with a Transaction Code set to 23 - Prenote Checking (Credit), 33 - Prenote Savings (Credit), or 53 - Loan Prenote (Credit) without submitting an actual ACH file:

1. Select **Processes > ACH Files > Create Prenote**.
2. In the **Company** box, select the company you want to create an ACH pre-note for.
3. Select the **Bank Account** number the pre-note should be created for.
4. Vendors marked with a transaction code of 23, 33, or 53 will display on the right side of the screen. Vendors marked with other transactions codes for ACH will display under ACH Vendors, select a vendor/name or multiple vendors/names and use the right-arrow(s) to move the vendor/name to the right side of the screen.



Note: It may be necessary to create individual ACH files by standard entry class; PPD, CCD, or CTX (you will be notified by your bank if this is the case). Only the vendors assigned the same standard entry class in Setup > Vendors > ACH Payments would be selected and then steps 1-13 of the Create ACH File process would be repeated for the other standard entry classes.

5. Click **Create**.
6. Select or enter a **Transmission Date**.
7. The **Transmission Time** will display the current system time. This time can be changed.
8. Select or enter an **Effective Entry Date**.
9. In the **File Path and Name Save To Folder & File Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Bank Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab ACH Information section.
10. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".

11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
12. Click **Create**.
13. At the file has been created successfully message, click **OK**.

## Create an ACH File

1. Select **Processes > ACH Files > Create ACH File**.
2. In the **Company** box, select the company you want to create an ACH file for.
3. Select the **Bank Account** number the ACH file should be created for.


Select	Date	Name (Last,First)	Entry Screen	Amount	Standard Entry Class
<input checked="" type="checkbox"/>	05/31/18	Timberline Supplies	Payments	500.00	PPD
<input checked="" type="checkbox"/>	05/31/18	Speed Racer Supplies	Payments	500.00	CTX
<input checked="" type="checkbox"/>	05/31/18	Pro Cast Supplies	Payments	400.00	CCD
<input checked="" type="checkbox"/>	05/31/18	Pro Cast Supplies	Payments	300.00	CCD
<input checked="" type="checkbox"/>	05/31/18	Ice Man Supplies	Payments	200.00	PPD
<input checked="" type="checkbox"/>	05/31/18	Ice Man Supplies	Payments	100.00	PPD

Total Amount in Transmission File: 2,000.00

4. In the Standard Entry Class box, select a standard entry class (SEC) filter, or select All to display all ACH transactions.
  - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
  - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
  - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
5. All invoices marked to be included in the ACH file will display. To unselect an invoice, click the **Select** check box or click **Unselect All** to remove the selection from all invoices.

 Note: Invoices listed in this screen can be edited by clicking the Edit button from the Create ACH Files screen.

6. Click **Create**.

 Note: Zero dollar payments will be excluded from ACH files and marked as Do Not Print when viewed in Transaction Search.

7. Select or enter a **Transmission Date**.
8. The **Transmission Time** will display the current system time. This time can be changed.
9. Select or enter an **Effective Entry Date**.
10. In the **File Path and Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Bank Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab ACH Information section.
10. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".

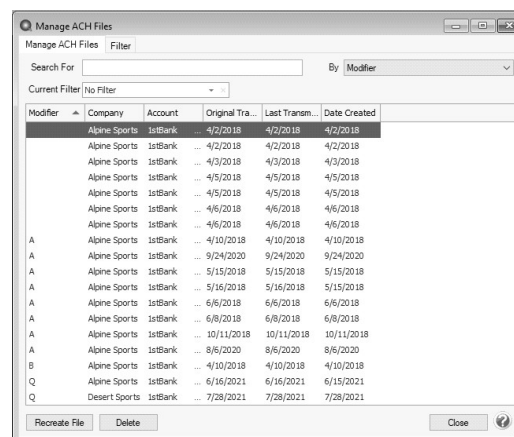
- » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "09999999999".
11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
  12. Click **Create Files**.
  13. At the file has been created successfully message, click **OK**.

## Manage ACH Files

Recreate an ACH File

If an ACH file is damaged, there were transmission errors, or it is accidentally deleted, the file can be recreated by following these steps:

1. Select **Processes > ACH Files > Manage ACH Files**.
2. On the **Manage ACH Files** tab, select the vendor/name and file you want to recreate the ACH file for.
3. Click **Recreate File**.



4. The **Original Transmission Date**, **Last Transmission Time**, and **Date Created** columns will default from the original ACH file.
5. In the **Save To Folder & File Name** box, the file path and name will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab formatted with filepath/Prefix-YYMMDD-x.txt.
6. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
  - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
  - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "09999999999".
  - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "19999999999".

7. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
8. Click **Recreate File**.
9. At the file created successfully message, click **OK**.

Delete an ACH File

1. Select **Processes > ACH Files > Manage ACH/Direct Deposit ACH Files**.
2. On the **Manage ACH Files** tab, select the vendor/name and file you want to delete the ACH file for.
3. Click **Delete**.

## ACH Reports

To view or print reports that will provide information about the ACH transactions, select **Reports > Reports > ACH Transactions**.

- » **ACH Prepayment** - This report includes payment transactions that have been added to an ACH File during the payment entry or pay invoices due process.

View 1 of 1 Refresh 100% Find Next Close

5/4/2018 11:07 AM

Alpine Sports

ACH Prepayment

Page 1 of 1

Transaction Date	Transaction Number	Name	Name Abbreviation	Amount
Alpine Sports Cash in Bank - Checking				
5/4/2018	000016	Alpine Credit Company	ALPCredit	238.00
Totals				\$238.00

Report Options

Transaction Date: 1/1/2018 to 12/31/2018

- » **ACH Payments Transmitted** - Provides a listing of the ACH payments included in a transmission file. The Total Amount should equal the posted status Totals. The number of payments should match the number of rows where the status is Posted. If any transaction that was included in a transmission file was edited after the file was created, then the report will indicate that in the "Transactions were edited after transmission file was created." section.

View 1 of 1 Refresh 100% Find Next Close					
5/4/2018 11:17 AM Alpine Sports ACH Payments Transmitted Page 1 of 1					
Name	Name Abbreviation	Transaction Date	Transaction Number	Status	Amount
<b>Date Transmitted 5/4/2018 No. of Payments 2 Total Amount 1,300.00</b>					
Alpine Sports Cash in Bank - Checking					
Alpine Credit Company	ALPCredit	5/4/2018	000012	Posted	50.00
Alpine Credit Company	ALPCredit	5/4/2018	000011	Posted	1,250.00
<b>Totals</b>					<b>\$1,300.00</b>
<b>Date Transmitted 5/4/2018 No. of Payments 1 Total Amount 345.00</b>					
Alpine Sports Cash in Bank - Checking					
Alpine Credit Company	ALPCredit	5/4/2018	000015	Posted	345.00
<b>Totals</b>					<b>\$345.00</b>
<b>Date Transmitted 5/4/2018 No. of Payments 1 Total Amount 345.00</b>					
Alpine Sports Cash in Bank - Checking					
Alpine Credit Company	ALPCredit	5/4/2018	000014	Posted	345.00
<b>Totals</b>					<b>\$345.00</b>
Report Options					
Last Transmission Date: 5/1/2018 to 5/31/2018					

- » **Transmission Files** - Lists the ACH transmission files created.

5/4/2018 11:15 AM Alpine Sports ACH Transmission Files Page 1 of 1

Last Transmission Date	Modifier	Effective Date	File Path	File Name	User Name	Number Of Payments	Total Amount Transmitted
Alpine Sports							
Cash in Bank - Checking							
5/4/2018	Q	5/5/2018	C:\Users\connies\Documents	ACH-20180504-1.txt	Administrator	2	1,300.00
5/4/2018	Q	5/4/2018	C:\Users\connies\Documents	ACH-20180504-2.txt	Administrator	1	345.00
5/4/2018	Q	5/4/2018	C:\Users\connies\Documents	ACH-20180504-3.txt	Administrator	1	345.00
Cash in Bank - Checking Totals						4	\$1,990.00
Alpine Sports Totals						4	\$1,990.00
Report Totals						4	\$1,990.00
Records included in total = 3							

Report Options  
Last Transmission Date: 4/1/2018 to 5/30/2018

## Email Vendor Checks (Pay Advices)

Setup

### One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any advices Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.

6. Once the email is received, select **Save** in the Preferences screen.

Optional Setup - Define a Default Subject and Message for Emailed Checks (Advices)

If you'd like to use the same email subject and message each time you email an advice, it can be added to the preferences. Otherwise, when emailing an advice, you'll have the opportunity to enter the subject and message at that time.

1. Select **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.
2. Select the **Database** tab.

3. Enter a default **Subject** and **Message**.



**Note:** To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing advices. The default form for vendor advices is the non-negotiable ACH Payment Advice form. This form will be used to format the PDF file that will be attached to the email.
5. Click **Save**.

Set Vendor Email/Print Defaults

Prior to emailing an advice to a vendor, the vendor file must include an email address and email form options on the Email/Print tab.

If your vendors don't currently have email addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where advices can be sent for this vendor. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Payment entry screen. An envelope image with a check mark on it will mean

the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Names' window with the 'Email/Print' tab selected. The window title is 'Names'. Below the title bar are tabs: 'List', 'Detail', 'Filter', 'Reports'. The main area shows 'Adams, Chuck' with sub-tabs: 'General', 'Addresses', 'Credit Cards', 'Custom Name Fields', 'Email/Print', and 'ACH Payments'. The 'Email Addresses and Options' section contains a table with columns: Name, Email Address, Invoices, Statements, Sales Orders, Purchase Orders, Checks (Advices), and Receipts. The data row for 'Chuck Adams' shows 'chuck\_adams@yourcompa' and various 'Send To...' options. Below this is the 'Print Options' section with dropdowns for 'Print Customer Invoices', 'Print Customer Statements', 'Print Receipts', 'Print Sales Orders', and 'Print Purchase Orders'. At the bottom are 'Save', 'Cancel', and 'Close' buttons.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
Chuck Adams	chuck_adams@yourcompa	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."
		No Email	No Email	No Email	No Email	No Email	No Email

Print Options:

Print Customer Invoices: No  
 Print Customer Statements: No  
 Print Receipts: No  
 Print Sales Orders: Yes  
 Print Purchase Orders: Yes

4. Click **Save**.

#### Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address checks (advices) are sent from. This menu allows you to select other Sent From email address for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

The screenshot shows the 'Email Addresses' window. The title bar says 'Email Addresses'. Below it are tabs: 'List', 'Detail', 'Filter', 'Reports'. The main area shows 'Email Addresses and Options' with a table. The table has columns: Name, Email Address, Customer Invoices, Print/Email Checks/Invoices, Billing Statements, Sales Orders, Purchase Orders, Receipts, and Checks. The data row for 'JoAnn Smith' shows 'jsmith@alpinports.' and various 'No Email' options. Below the table is the 'Salesperson Email Options' section with dropdowns for 'Email Customer Invoices' and 'Email Sales Orders'. At the bottom are 'Save', 'Cancel', and 'Close' buttons.


Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	jsmith@alpinports.	No Email	No Email	No Email	No Email	No Email	No Email	No Email
		No Email	No Email	No Email	No Email	No Email	No Email	No Email

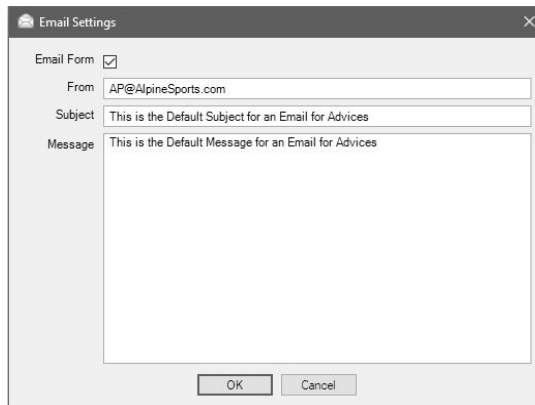
Salesperson Email Options:

Email Customer Invoices: No Email  
 Email Sales Orders: No Email

2. Enter the **Name**, the **Email Address**, and select how checks (advices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the check (advice) is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).


Option 1: Email Advices During Creation of an ACH File

1. Follow steps prior to clicking Create an ACH File section in this document.
2. Select the Envelope icon .



The 'Email Settings' dialog box is shown. It has a title bar with a close button. Inside, there is a section labeled 'Email Form' with a checked checkbox. Below this are three text input fields: 'From' (containing 'AP@AlpineSports.com'), 'Subject' (containing 'This is the Default Subject for an Email for Advices'), and 'Message' (containing 'This is the Default Message for an Email for Advices'). At the bottom are 'OK' and 'Cancel' buttons.

3. Select the **Email Form** check box to email advices for vendors/names with the Checks (Advices) column in the Setup Vendors > Email/Print tab or Setup > Names > Names > Email/Print tab set to Send "To".
4. The **From** box will display the Email Address from Setup > General > Email Addresses if the Checks (Advices) column is set to Sent "From", and can be changed.
5. The **Subject** and **Message** will display the default subject and message from File > Preferences > Email Setup > Vendor Checks (Advices) and can be changed.
6. Click **OK**. When the Email Form check box is selected on the Email Settings screen, the Envelope icon on the

Create ACH File screen will display with a green check mark on it .

7. Follow steps 5-13 from the [Create an ACH File](#) section in this document.
8. A progress bar will display during the email advices process.
9. You will receive a *Process Completed Successfully* message when completed.
10. Click **OK**.

Option 2: Mass Email Advices from Print/Email Checks

1. Select **Processes > Purchases > Print/Email Checks**.
2. If this is the first time entering this screen, the screen will not list any advices. After using the screen for the first time, the previous filter selection will automatically display.

Print/Email Checks

Filter Custom

Company Alpine Sports

Bank Account Cash in Bank - Checking

Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed	Batch	Sequence

Check Stub/Check/Stub

☐ Renumber Checks

Check All Uncheck All Filter

Email Print Close

3. If you would like to filter the list of advices that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display advices for Alpine Sports, for the Cash in Bank - Checking bank account, and for ACH Vendors and the filter was saved with the name ACH Advices to Email

Filter

Filter Selections

Item	Selected Criteria
Company	Alpine Sports
Sequence	<All>
Bank Account	Cash in Bank - Checking
Check Date	<All>
Printed	<All>
Check Number	<All>
Transaction Batch	<All>
ACH Vendor	Yes

More Items

Apply Save Cancel

Filter
ACH Advices to Email

Company
Alpine Sports

Bank Account
Cash in Bank - Checking

Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed	Batch	Sequence
<input type="checkbox"/>	11/30/17	000011	Alpine Credit C	ALPCCredit	87.00	4/25/2018 12:0	Administrator	<input checked="" type="checkbox"/>	Quick Transacti	Payments
<input type="checkbox"/>	04/24/18	000012	Alpine Credit C	ALPCCredit	364.52	4/25/2018 12:0	Administrator	<input checked="" type="checkbox"/>	Quick Transacti	Payments

Check
Stub/Check/Stub
☐ Renumber Checks

Check All
Uncheck All
Filter
Email
Print
Close

4. To select all advices for emailing, click **Check All** or select each advice you want to email. To unselect all advices from the printing selection, click **Uncheck All**.

5. Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
7. Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor.
8. You will receive a *Process Completed Successfully* message when completed.
9. Click **Close**.

## Frequently Asked Questions

**Q: When I'm setting up ACH in CenterPoint, should I be making modifications in the Advanced Settings?**

**A:** No, the majority of the time no changes are needed in the Advanced Settings. We recommend you only make changes in this area if a Red Wing technician has recommended it.

**Q: What is a pre-note?**

**A:** A pre-note is the commonly used term for an Automated Clearing House (ACH) prenotification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH file being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.

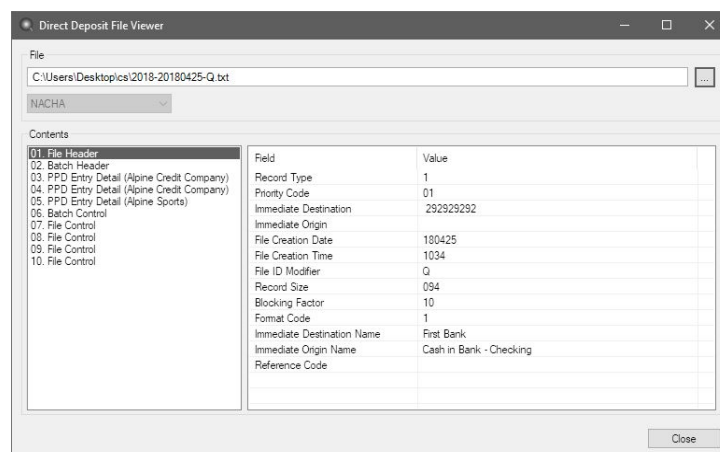
**Q: How does the program know what format to use when emailing ACH advices?**

**A:** When advices are emailed, they will use the formats for the Check and Stub Type and options selected in **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.

**Q: Is there a way to view the contents of an ACH file generated by CenterPoint ?**

**A:** Yes, the contents of a NACHA, NACHA (Modified), or an ASCII direct deposit file can be viewed (no edit is allowed) by following these steps:

1. Select **Processes > ACH Files > ACH/Direct Deposit File Viewer**.
2. Select a **File** or drag-and-drop a file onto any part of the viewer window to select that file.
3. Under Contents, on the left side of the screen, an overview of the file displays the different type of records, for example File Header, Batch Header, PPD Detail Entry, Batch Control File Control.



4. Select one of the record types to display that record's information on the right. The PPD Detail Entry record will display for each vendor/name in the ACH file followed by the vendor/name, for example PPD Detail Entry

(Alpine Credit Company).

5. Click **Close**.

## Pay Invoices and/or Pay Liability Invoices Due

This topic explains how to select and pay multiple invoices due. Invoices can be selected for payment based on their due date, discount date or invoice date.



**Note:** if you prefer to print or review a report of invoices selected for payment prior to paying the invoices, please refer to the Pay Invoices Due/Process a Check Run with a Review Step topic.

## Pay Invoices Due

1. On the **Processes** menu, point to **Purchases, Expenditures, or Payroll**, and then select **Pay Invoices Due**.

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
  - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
  - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
  - » In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen, All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.
  - » In the next filter box, select which vendor invoices should display.
  - » In the **Current Batch** box, specify a batch if you want to add these payments to a batch. See Batch Transactions document
  - » There are three options available for the **Find By** field (**Find by Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
  - » In the **Payment Date** field, enter the date to use on the printed checks.
  - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).

- » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
  - » If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
4. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
- » Click on the **Pay All** button to select all invoices for all vendors displayed.
  - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;

1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

The screenshot shows the 'Pay Invoices Due' window. At the top, there are input fields for 'Company' (Alpine Sports), 'Bank Account' (Checking), 'Filter' (All), and 'Current Batch' (No Batch). On the right, there are fields for 'Find By Due Date' (09/30/2021), 'Payment Date' (09/30/2021), 'Current Balance' (-\$805,198.75), and 'Check Number'. Below these is a table with columns: Abbreviation, Vendor, Amount Due, Payment Amount, Pay, Discount Available, Discount Taken, Amount Due After Discount, Discount Date, Original Vendor, Original Vendor Abbreviation, and Separate Checks. The table lists vendors like BigProfit and their invoices. At the bottom, there are buttons for 'Post', 'Pay All', 'Reset', 'Expand Vendors', 'Expand Invoices', and 'Options', along with a 'Close' button.

2. Place a check mark in the **Pay** box for each invoice that should be paid.
- » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.




**Note:** If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

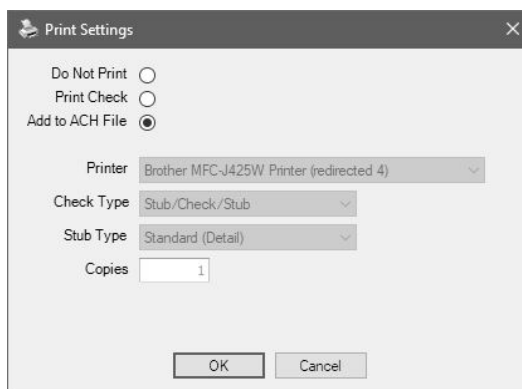
- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.

- » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.

5. The **Total Due** box displays the total of all of the unselected open invoices in the Pay Invoices Due grid.
6. The **Total To Be Paid** box displays the total of all open invoices selected to be paid in the Pay Invoices Due grid.
7. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
8. Click the **Print** button (an image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed). The selections set in ( File > Preferences > Vendor Invoices > Printing - Checks will display. To override the Print button default, change the settings on the Print Settings screen . Select the Print Check check box if you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default.

- » When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click

the ACH icon  to display the Print Settings screen.



The Print Settings dialog box contains the following options:

- Do Not Print: ☐
- Print Check: ☐
- Add to ACH File: ☒
- Printer: Brother MFC-J425W Printer (redirected 4)
- Check Type: Stub/Check/Stub
- Stub Type: Standard (Detail)
- Copies: 1
- Buttons: OK, Cancel

- » Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document.



Note: If you changed the Check Type or Stub Type selections on the Print Settings screen, your selections will not be saved with the defaults.

9. Click **Post** to save the payment transactions and print checks (if you selected to do so.)
 

» If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.

- » If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

## Pay Invoices Due and/or Pay Liability Invoices Due with a Review Step

This topic explains how to select these invoices for payment, print a list of the selected transactions and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date. The Prepayment Report allows you to review the invoices to be paid, prior to printing the checks.

### Step A - Selecting Invoices for Payment

### Step B - Print/Preview the Prepayment Report

### Step C - Print Checks



**Note:** if you prefer to print the checks immediately after selecting the invoices (skipping the review step) please refer to the Pay Invoices Due/Process a Check Run topic.

## Step A - Selecting Invoices for Payment

- On the **Processes** menu, point to **Purchases, Expenditures** or **Payroll**, and then select **Pay Invoices Due**.

- The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
  - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
  - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
  - » In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen; All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.

- » In the next filter box, select which vendor invoices should display.
  - » In the **Current Batch** box, select a batch.
  - » There are three options available for the **Find By** field (**Findby Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the **Find By** field.
  - » In the **Payment Date** field, enter the date to use on the checks.
  - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).



**Note:** When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

4. If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
- » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
5. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
- » Click on the **Pay All** button to select all invoices for all vendors displayed.
  - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;


1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

2. Place a check mark in the **Pay** box for each invoice that should be paid.

- » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.



Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
  - » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.
6. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
  7. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
  8. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
  9. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
  10. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks is will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
  - » When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.
  - » Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document
  11. Click **Post** to finish saving these selected transactions.



Note: If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

## Step B - Print or Review the Prepayment Report

You can verify the invoices you have selected for payment by printing the **Accounts Payable Prepayment** report from **Reports > Reports > Transaction Reports > Batch Transactions**.



Note: The invoices selected to be paid can easily be removed or edited in the batch, by clicking on the **Processes > Batch Transactions > Transaction Activity** tab prior to posting.

## Step C - Print Checks

1. To print checks for the invoices that were previously selected, click on **Processes > Batch Transactions**.
2. Select the batch that was assigned in step 2 of the Selecting Invoices for Payment procedure and click **Post**. The Post process will initiate the check printing process.

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## Exchange Goods/Services for Payment

Occasionally you may provide goods and/or services to a vendor in exchange for items that you have purchased from them. When this type of situation transpires, three transactions are required. One that records the items that were purchased, a second for the items that were sold, and a third that clears the two amounts so those invoices are not awaiting payment.

[Step 1: Enter A/P Invoice for Purchases](#)

[Step 2: Enter A/R Invoices for Sales](#)

[Step 3: One-Time Setup](#)

[Step A: Create an Exchange Account](#)

[Step B: Setup a Payment Type](#)

[Step 4: Mark the A/P Invoice as Paid in Exchange for the Goods/Services](#)

[Step 5: Mark the A/R Invoices as Paid in Exchange for Goods/Services Received](#)

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### Step 1: Enter A/P Invoice for Purchases

When items are purchased from the vendor, an invoice would be entered the same as any other purchase. Please refer to the *Enter a Vendor Invoice* topic for step-by-step instructions for entering A/P Invoices into the system.

### Step 2: Enter A/R Invoices for Sales

When items are sold to this same company/fund, a customer invoice should be entered for the goods/services. This is entered as an unpaid invoice. Please refer to the *Enter Unpaid Sales Invoice* topic for step-by-step instructions for entering an A/R Customer Invoice.

### Step 3: One-Time Setup

#### Step A: Create an Exchange Account

This account will not carry a balance and is used to simply clear amounts for invoices that were paid for by exchanging goods/services instead of cash.

1. Select **Setup > Accounts > Accounts**. Click **New**.

2. Specify an appropriate number for this new **Account**. This is optional if you do not use account numbers.
3. Specify "**Exchange Account**" or something similar in the **Name** field.
4. Select **Assets** in the **Type** field, and **Cash** in the **Category** field. Click **Save**.

#### Step B - Setup a Payment Type

1. Select **Setup > General > Payment Types**. Click **New**.

2. Enter "**Exchange**" or something similar in the **Name** field.
3. In the **Type of Payment** field, select **Other** as you will not be receiving cash or check payments for these A/R invoices.
4. Specify your **Exchange Account** (setup in Step A) in the **Account** field.

### Step 4: Mark the A/P Invoice as Paid in Exchange for the Goods/Services

In the example shown in Step 4 and 5, an electrician was hired to do \$500 worth of wiring and the electrician purchased \$450 in services from the Alpine Sports company. Both the A/R and A/P invoices have already been entered to record that purchase and sale. Below we'll mark the A/P invoice paid in exchange for what was sold.

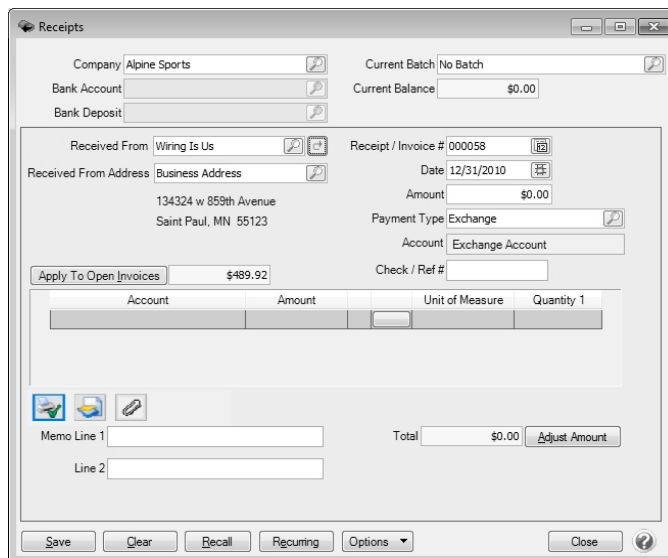
1. Select **Processes > Purchases > Payments**.

2. Select the **Exchange Account** in the **Bank Account** field.
3. Specify the appropriate **Vendor** in the **Pay to the Order Of** field.
4. Select the **Apply to Open Invoices** button.

5. In the **Payment Amount** field, specify the amount that is being "paid" by the exchange.
6. Either click **Apply** (to have the system automatically select the invoices to be paid) or use the **Pay** boxes to select the invoices manually.
7. Click **OK** to return to the main Payments screen.
8. Select **Save**.

### Step 5: Mark the A/R Invoices as Paid in Exchange for Goods/Services Received

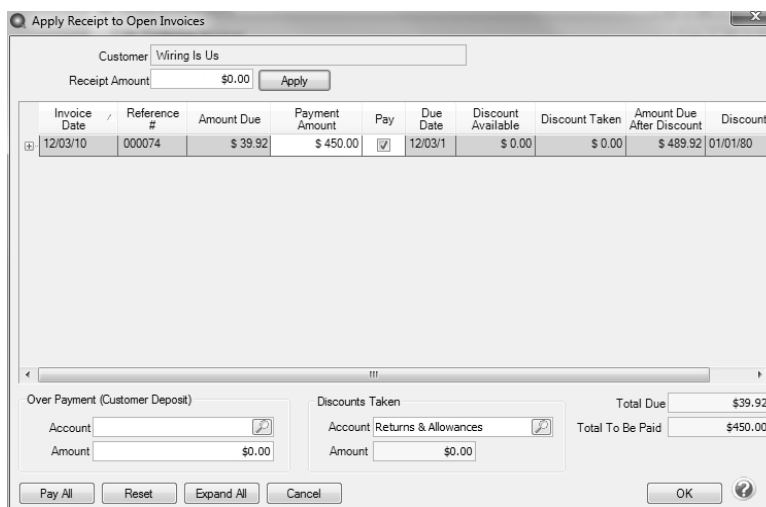
1. Select **Processes > Sales > Receipts**.



The 'Receipts' window is shown with the following fields and values:

- Company: Alpine Sports
- Current Batch: No Batch
- Bank Account: (empty)
- Current Balance: \$0.00
- Bank Deposit: (empty)
- Received From: Wiring Is Us
- Received From Address: Business Address, 134324 w 859th Avenue, Saint Paul, MN 55123
- Receipt / Invoice #: 000058
- Date: 12/31/2010
- Amount: \$0.00
- Payment Type: Exchange
- Account: Exchange Account
- Check / Ref #: (empty)
- Apply To Open Invoices: \$489.92
- Table with 4 columns: Account, Amount, Unit of Measure, Quantity 1. The table is currently empty.
- Memo Line 1: (empty)
- Line 2: (empty)
- Total: \$0.00
- Buttons: Save, Clear, Recall, Recurring, Options, Close

2. Select the customer in the **Received From** field.
3. In the **Payment Type** field, select the **Exchange Type**.
4. Select the **Apply to Open Invoices** button.



The 'Apply Receipt to Open Invoices' window is shown with the following fields and values:

- Customer: Wiring Is Us
- Receipt Amount: \$0.00
- Apply button
- Table with 11 columns: Invoice Date, Reference #, Amount Due, Payment Amount, Pay, Due Date, Discount Available, Discount Taken, Amount Due After Discount, Discount. The table contains one row:

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
12/03/10	000074	\$ 39.92	\$ 450.00	<input checked="" type="checkbox"/>	12/03/11	\$ 0.00	\$ 0.00	\$ 489.92	01/01/80

- Over Payment (Customer Deposit): Account: (empty), Amount: \$0.00
- Discounts Taken: Account: Returns & Allowances, Amount: \$0.00
- Total Due: \$39.92
- Total To Be Paid: \$450.00
- Buttons: Pay All, Reset, Expand All, Cancel, OK

5. Specify the amount that is being exchanged for payment in the **Receipt Amount** field.

6. Either click **Apply** (to have the system automatically select the invoices to be paid) or use the **Pay** boxes to select the invoices manually.
7. Click **OK** to return to the main Receipts screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

8. Select **Save**.

## Using the Check Form Designer to Print on Blank Check Stock (MICR Encoding)

This topic explains how to use the Check Form Designer to print accounting and payroll checks onto blank check stock. The Check Form Designer allows you to completely customize the layout of your check. You can choose which information to include and where on the check it prints. You can also add your company/fund logo, include electronic signatures, and enable MICR encoding.

### Prerequisite

The CenterPoint Check Form Designer module must be purchased and installed.

There are five steps to creating a customized check:

- [1. Import Company/Fund Logo \(optional\)](#)
  - [2. Setup Signatures \(optional\)](#)
  - [3. Setup Company/Fund Bank Information](#)
  - [4. Customize Check Layout/Turn on MICR Encoding](#)
  - [5. Set Printing Preferences](#)
- [Frequently Asked Questions](#)

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### Step 1: Import Company/Fund Logo (optional)

You can import your company/fund logo into CenterPoint and print it on AP and Payroll Checks. This is an optional step.

1. Select **Setup > Companies/Funds**. Highlight your company/fund and click **Edit**.
2. In the **Company Logo** area, click on **Import**.
3. Select the file for your logo and click **Open**.
4. Click **Save**.

### Step 2: Setup Signatures (optional)

You can electronically sign checks with signatures imported into CenterPoint. You can assign two signatures per bank account and choose to include one or both signatures on a custom check design. Setting up Signatures is a two step process; importing and then setting security policies can be set to limit access to the signatures to only authorized users.

Step A. Import Signatures

1. Select **Setup > Signatures**. Click **New**.
2. Enter an **Abbreviation** and **Name** for this signature.
3. Select the **Company/Fund** this signature is for.
4. Click **Import**. Select the file for this signature and click **Open**.
5. Click **Save**.
6. Repeat steps 1-5 for each signature that will be used on payroll or accounting checks.

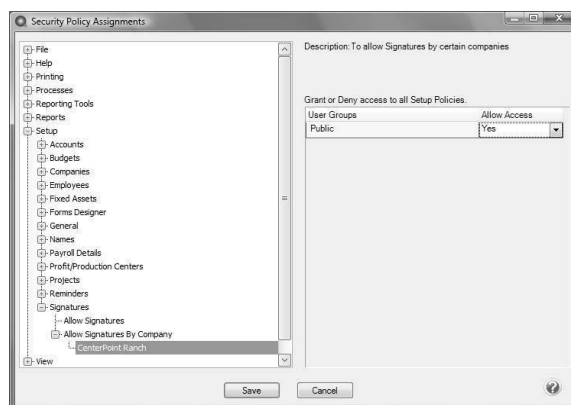


Step B. Setup Security Policies for Signatures



Note: Database Security must already be setup. See the document Users & Security for more information on setting up database security. Signatures will not be included on checks printed by a user who does not have access to the company's/fund's signatures.

1. Select **File > Security > Security Policies**.
2. Expand **Setup > Signatures > Allow Signatures by Company/Fund**. Highlight the company/fund you are setting security for.
3. To the right, select whether or not to allow access for each user group.



### Step 3: Setup Company/Fund Bank Information

Additional information about your bank account is necessary in order for CenterPoint to print all the required information onto blank check stock, including the MICR encoding.

1. Select **Setup > Accounts > Accounts**. Highlight your checking account and click **Edit**. Select the **Detail** tab.
2. In the **Company/Fund Specific Detail Information**, highlight the appropriate company/fund in the box to the left. Enter any information you will need to print on your checks.

- » Bank Description Line 1 – Enter the name of your bank
- » Bank Description Lines 2-4 (Optional) – Additional bank information, usually address.
- » Bank Routing Number – Your bank’s routing number, needed for MICR encoding.
- » Bank Account Number – Your bank account number, needed for MICR encoding.
- » Fractional Code – Number assigned to your bank. Allows the bank to be identified if the routing number is not readable.
- » Signature Line 1 – Select a signature to print if you wish to electronically sign checks.
- » Signature Line 2 – Select a second signature if you wish to print two signatures on checks.

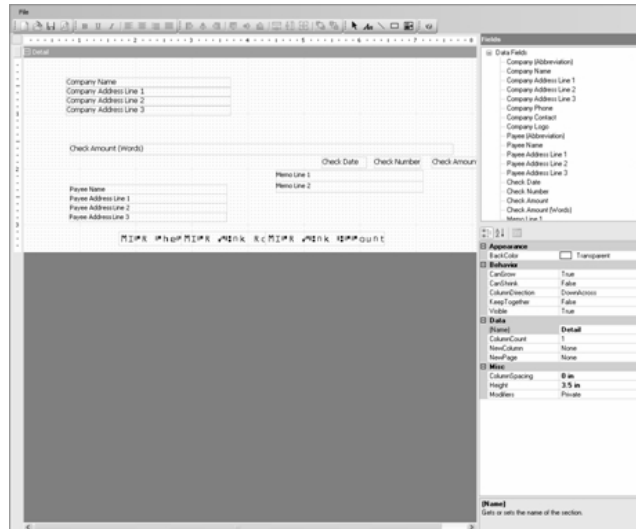
3. Click **Save**.

#### Step 4: Customize the Check Layout

1. Select **Setup > Forms Designer > Check Form Designer**.
2. Go to **File > Open**, highlight the default stub types that you would like to customize and click **Open**. This will serve as a starting point for your custom check layout.



Note: CenterPoint does not have a Stub/Stub/Check (bottom check) option by default; however it is possible to set this up as a custom option. Open any of the default check types, then click on **File > Settings**. Select **Stub/Stub/Check**, click **OK**.



3. The fields on the check can be dragged, resized, or deleted. The details of the field, including font, color, and alignment can be changed in the lower right-hand portion of the screen.
4. New fields can be added to the check by dragging them from the fields list in the upper-right hand portion of the screen. Some common fields to add are:
  - » Company/Fund Logo
  - » Signatures
  - » Bank Description
  - » Bank Fractional Code
5. When printing on blank check stock, there are likely to be text fields and lines that need to be added to your check. For example: "Pay to the order of" or a signature line.
  - » To add text, click on the **Aa** button on the toolbar. Then click and drag with your mouse on the check layout to create a text box. This box can be resized and dragged to the correct position. Change the text in the box from "Label" to the correct text in the details section in the lower right-hand portion of the screen.
  - » To add a line, click on the **\** button on the toolbar. Click and drag on the check layout to create a line. The line can be resized and repositioned. The style and weight of the line can be changed in the details in the lower right-hand portion of the screen.
6. The three fields for the MICR encoding are included on the check in the correct position. By default these fields are hidden and do not print. To print these fields, select them on the check layout and in the lower right-hand portion of the screen, change the behavior **Visible** to **True**.



Note: In order for MICR checks to be accepted by your bank, you will need to purchase MICR toner cartridges for your printer.

7. At any time, to see a preview of what your custom check will look like, select **File > Preview**. Please note that logos do not display in the preview and signatures will just show "Signature."

Your Company Name  
 Your Company Address Line 1  
 Your Company Address Line 2  
 Your Company Address Line 3

ONE THOUSAND TWO HUNDRED THIRTY-FOUR & 56/100

07/20/2010 000001 \$1,234.56

Memo Line 1  
 Memo Line 2

Payee Name  
 Payee Address Line 1  
 Payee Address Line 2  
 Payee Address Line 3

*Signature*

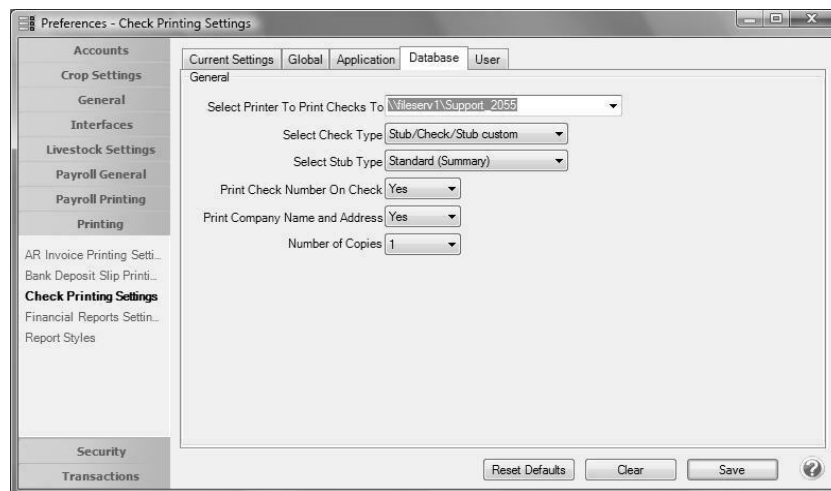
⑈⓪⓪⓪⓪⓪⓪⑈ ⑆123456789⑆ 1234567890⑈

- When you are finished customizing the check layout, go to **File > Save**. Enter a **Name** for your new layout and click **Save**.

### Step 5: Set Printing Preferences

Before CenterPoint can begin using your custom check layout, the Printing Preferences need to be changed to use your new check type. You can choose to use the new type for both Accounting and Payroll checks.

- Select **File > Preferences > Vendor Invoices > Printing - Checks > Database** tab for accounting checks or **File > Preferences > Payroll > Printing - Checks > Database** tab for Payroll checks.
- Change the **Select Check Type** to your new custom type.
- Make sure **Print Check Number on Check** and **Print Company/Fund Name** are both changed to **Yes**.
- Click **Save**.



CenterPoint will now use your custom check layout when printing checks. To test this layout on your check stock, reprint a few checks by selecting **Processes > Purchases > Print/Email Checks/Invoices** or **Processes > Reprint Payroll Checks/Advices**. Changes can be made to your custom check layout by selecting **Setup > Forms Designer > Check Forms Designer** and opening your custom check type.

## Frequently Asked Questions

**Q:** I have created a custom check layout. Is it possible to use this layout in more than one database?

**A:** Yes! When you create a custom check layout is only available in the database it was created in. However, you can export the check type and import it into another database.

1. Select **Setup > Forms Designer > Check Form Designer** in the database with the new check layout.
2. Select **File > Open** and open your custom check type.
3. Select **File > Save File As**. Choose a location on your computer to save the file to and click **Save**.
4. Open the database you want to import the check layout into. Select **Setup > Forms Designer > Check Form Designer**.
5. Select **File > Open File**.
6. Choose the file you saved in Step 3. Click **Open**.
7. Select **File > Save** and save this check layout in the new database.

**Q:** Where can I purchase blank check stock and MICR toner cartridges?

**A:** Blank Check stock and MICR toner cartridges can be purchased from Computer Forms, Incorporated, our preferred forms provider. In CenterPoint, select **Help > Order Checks and Forms** or call 1-800-458-0158.

## Print/Reprint Checks or Email/Resend (Advices)

Checks can be printed and reprinted and advices can be emailed or resent in CenterPoint. CenterPoint allows you to print your checks at the time you save the transaction entry. You can also choose to print/reprint multiple checks or email/resent multiple ACH (advices) after transaction entry via the Print/Email Checks screen. If you choose to email/resent checks (advices) a non-negotiable advice will be attached to an e-mail as a PDF file using the selected form design. During the reprint process, you can choose to keep the original check number or assign a new check number. There are also additional options for reprinting/resending checks (advices) defined in this document.

### [One Time Setup: Email Preferences](#)

### [Optional Setup: Define a Default Subject and Message for Emailed Checks \(Advices\)](#)

### [Set Customer Email/Print Defaults](#)

### [Set Sent From and Optional Email Addresses](#)

### [Printing a Check During Entry](#)

### [Printing or Emailing Multiple Checks \(Advices\)](#)

### [Reprint/Resend Checks \(Advices\)](#)

#### [Option 1: Reprint/Resend Checks \(Advices\) from Print/Email Checks](#)

#### [Option 2: Reprint/Resend Transactions from Transaction Search](#)

#### [Option 3: Reprint/Resend From Report Drill Downs](#)

## One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any Checks (Advices) Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The left sidebar lists various setup categories, with 'Email Setup' highlighted. The main area contains the following fields and options:

- Server:** smtp.thiscompany.com
- Port:** 25
- Require Login:** Yes (dropdown)
- Username:** jonz
- Password:** (empty field)
- Require secure connection (SSL/TLS):** No (dropdown)
- Timeout:** 30
- Test Settings:**
  - To/From Email Address:** jonz@thiscompany.com
  - Test:** (button)
- Buttons at the bottom:** Reset Defaults, Clear, Save

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.


6. Once the email is received, select **Save** in the Preferences screen.

## Optional Setup - Define a Default Subject and Message for Emailed Checks (Advices)

If you'd like to use the same email subject and message each time you email a check (advice), it can be added to the preferences. Otherwise, when emailing a check (advice), you'll have the opportunity to enter the subject and message at that time.

1. Select **File > Preferences > Email Setup > Vendor Checks (Advices)**.
2. Select the **Database** tab.

3. Enter a default **Subject** and **Message**.

 **Note:** To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing checks (advices). The default form for vendor checks (pay advices) is the non-negotiable ACH Payment Advice form. This form will be used to format the PDF file that will be attached to the email.
5. Click **Save**.

## Set Vendor Email/Print Defaults

Prior to emailing a check (advice) to a vendor, the vendor file must include an email address and email form options on the Email/Print tab.

If your vendors don't currently have email addresses on the **Email/Print** tab in their record , use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where Checks (advices) can be sent for this vendor. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Payment entry screen. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Names' window with the 'Email/Print' tab selected. The window displays settings for 'Adams, Chuck'. The 'Email Addresses and Options' section contains a table with columns for Name, Email Address, Invoices, Statements, Sales Orders, Purchase Orders, Checks (Advices), and Receipts. The 'Print Options' section contains dropdown menus for Print Customer Invoices, Print Customer Statements, Print Receipts, Print Sales Orders, and Print Purchase Orders.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
Chuck Adams	chuck_adams@yourcompa	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."
		No Email	No Email	No Email	No Email	No Email	No Email

Print Options:

Print Customer Invoices: No  
 Print Customer Statements: No  
 Print Receipts: No  
 Print Sales Orders: Yes  
 Print Purchase Orders: Yes

- Click **Save**.

### Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address checks (advices) are sent from. This menu allows you to select other Sent From email address for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

- Select **Setup > General > Email Addresses**.

The screenshot shows the 'Email Addresses' window. The 'Email Addresses and Options' section contains a table with columns for Name, Email Address, Customer Invoices, Print/Email Checks/Invoices, Billing Statements, Sales Orders, Purchase Orders, Receipts, and Checks. The 'Salesperson Email Options' section contains dropdown menus for Email Customer Invoices and Email Sales Orders.

Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	jsmith@alpineports.	No Email	No Email	No Email	No Email	No Email	No Email	No Email
		No Email	No Email	No Email	No Email	No Email	No Email	No Email

Salesperson Email Options:

Email Customer Invoices: No Email  
 Email Sales Orders: No Email

- Enter the **Name**, the **Email Address**, and select how checks (advices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the check (advice) is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

## Printing Checks During Entry

When entering payments, the Print icon will display the default for the selected vendor. For example, if you have a vendor setup to print only, the Print icon will display a green check mark on it, if the vendor is not set to print, the Print icon will display with a red X on it.

1. You can change the print settings or add the payment to the ACH file for a vendor from the Payments screen by clicking on the Print icon. You can also change the printer to print the check on.
2. Use the Print/Email Checks screen to print/reprint checks or a group of checks or email checks (advices) after transaction entry.



Note: If a customer has multiple checks selected in the Processes > Sales > Print/Email Checks screen, they will get a separate email for each check (advice) being sent. See the *Printing or Emailing Multiple Checks (Advices)* section of this document for more information.

## Printing or Emailing Multiple Checks (Advices)

1. Select **Processes > Purchases > Print/Email Checks**.
2. If this is the first time entering this screen, the screen will not list any checks (advices). After using the screen for the first time, the previous filter selection will automatically display.

Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed
<input type="checkbox"/>	11/30/17	000011	Ice Man Supply	IceMan	100.00	5/7/2018 12:00	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11/30/17	000012	Ice Man Supply	IceMan	100.00	5/7/2018 12:00	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	07/31/17	000037	Summit Utility	ShWater	26,917.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/31/17	000038	Summit Utility	ShWater	184,652.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/31/17	000039	Speed Racer S	Speedy	318,802.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/31/17	000040	Alpine, Inc.	Alpine	8,602.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	07/30/17	000010	Pro Cast Supply	ProCast	29,700.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	06/30/17	000036	Pro Cast Supply	ProCast	4,378.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	05/11/17	000009	Speed Racer S	Speedy	11,432.00	7/8/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	04/30/17	000033	Pro Cast Supply	ProCast	6,378.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	04/30/17	000034	Ice Man Supply	IceMan	13,100.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	04/30/17	000035	Alpine, Inc.	Alpine	15,000.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	03/31/17	000032	Timberline Sup	Timberline	12,625.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/28/17	000030	Timberline Sup	Timberline	12,625.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/28/17	000031	Pro Cast Supply	ProCast	1,000.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/14/17	000001	Summit Utility	ShWater	26,500.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/14/17	000002	Summit Utility	ShWater	22,123.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	02/14/17	000003	United Parcel S	UPS	150.00	7/7/2009 12:00	Administrator	<input type="checkbox"/>

3. If you would like to filter the list of checks (advices) that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display checks (advices) that aren't printed for Alpine Sports, for the and the Cash in Bank - Checking bank account and the filter was saved with the name Not Printed - Alpine Sports - Cash In Bank Checking

**Filter**

Filter Selections

Item	Selected Criteria
Company	Alpine Sports
Sequence	<All>
Bank Account	Cash in Bank - Checking
Check Date	<All>
Printed	No
Check Number	<All>
Transaction Batch	<All>

More Items

Apply Save Cancel



Note: To display a range of check numbers to print/email, click in the Check Number Selected Criteria column and then enter a range to print/email From and To.

**Print/Email Checks**

Filter: Not Printed - Alpine Sports - Cash in Ba... Company: Alpine Sports Bank Account: Cash in Bank - Checking

Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed	Batch	Sequence
<input type="checkbox"/>	04/20/18	000013	Alpine Credit C	ALPCredit	512.34	4/20/2018 12:0	Administrator	<input type="checkbox"/>	Quick Transacti	Payments
<input type="checkbox"/>	04/20/18	000014	Ice Man Suppli	IceMan	349.78	4/20/2018 12:0	Administrator	<input type="checkbox"/>	Quick Transacti	Payments

Check: Stub/Check/Stub ☐ Renumber Checks

Check All Uncheck All Filter Email Print Close

- To select all checks (advices) for printing, click **Check All** or select each check (advice) you want to print/email. To unselect all checks (advices) from the printing selection, click **Uncheck All**.
- Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
- Click the **Printer** icon to change the default printer and the number of copies to print.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
- Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor. Click **Print** to print a copy of all selected checks.
- You will receive a *Process Completed Successfully* message when completed.
- Click **Close**.

## Reprint/Resend Checks (Advices)

Option 1: Reprint/Resend Receipts from Print/Email Checks

- Select **Processes > Purchases > Print/Email Checks**.
- Choose a saved filter that will include the check (advice) or click the **Filter** button to define new filter criteria.

3. To select all checks (advices) for reprinting/resending, click **Check All** or select each check (advice) you want to reprint/resend. To unselect all checks (advices) from the selection, click **Uncheck All**.
4. Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
5. Click the **Printer** icon to change the default printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
7. Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor. Click **Print** to print a copy of all selected checks.
8. You will receive a *Process Completed Successfully* message when the receipt(s) complete resending.
9. Click **Close**.

## Option 2: Reprint/Resend Transactions from Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Enter the selection criteria for the checks (advices) to be reprinted/resent:

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
1	06/01/05		Accrued Interest		0.00
2	06/01/05	007263	Payments	BCBS	3,574.45
3	06/01/05	007264	Payments	Jenner Farm Equipment	2,318.24
4	06/01/05	007265	Payments	Hawkeye Pest Manager	30.00
5	06/01/05	007266	Payments	Johnson Auto Parts	536.72
6	06/01/05	007267	Payments	Tim Black	624.92
7	06/01/05	007268	Payments	Hadley Hardware	248.90
8	06/01/05	007269	Payments	Steven King	3,500.00
9	06/01/05	007270	Payments	Jeremy King	561.00
10	06/01/05	007271	Payments	Tim King	3,500.00
11	06/01/05	Journal0000	General Journal Entries		0.00
12	06/02/05	EFT014	Receipts		150,000.00
13	06/03/05	007272	Payments	Area Ag Center	11,499.02
14	06/03/05	007273	Payments	Johnson Auto Parts	205.29
15	06/07/05		Vendor Invoices(A/P)	Upper Midwest Telecon	71.66
16	06/07/05	007274	Payments	Tracy Williams	125.72
17	06/08/05		Vendor Invoices(A/P)	C&W Disposal Service	106.06
18	06/08/05	007275	Payments	Farm Bureau Insurance	115.00

- » Select a period from the drop down or enter a specific date range in the **Date Selection** field
  - » Select **Summary** in the **Format Definition** field.
3. Click **Search**. The transactions that meet the selection criteria specified in step 2 will display.
  4. Select the transactions you need to reprint/resend. More than one transaction can be selected at a time by dragging your mouse down the rows or by holding down the Ctrl key on the keyboard while single clicking on individual transactions.
  5. Right-click and select **Reprint Checks**.

## Option 3: Reprint/Resend From Report Drill Downs

1. Select **Reports > Reports**.
2. Preview any report where the transaction will be included.
3. Click on the appropriate transaction to display the transaction in it's original format. The Printer and Email icons that display on the transaction will determine if the check (advice) will be reprinted/resent when you click **Save**.

## Void a Check or Payment Transaction

The void process is used to cancel an existing payment transaction.



Note: If the Apply to Open Invoices field in the payment to be voided has a dollar amount, then this payment originally paid open invoices. After voiding, those invoices will be marked as unpaid and will again display on the Open Invoices and Vendor Aging reports. If the original payment was entered without applying it to open invoices (the Apply to Open Invoices field is zero) , then the void process will also void the expense portion of the check.

### Option A - Void a Check using Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the check. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
02/04/10	000015	Payments	Pro Cast Supplies	-5.00
02/04/10	000016	Payments	Summit Utility Company	-50.00
02/18/10	000059	Receipts	Frank Buchanan	500.00
				<b>445.00</b>

**Search Criteria:**  
 Date Selection: This Month (02/01/10 to 02/28/10)

**Other Filters:**  
 Transaction Status: Posted

**Sorted By:**  
 Transaction Date: Ascending  
 Transaction Number: Ascending  
 Total Bank Amount: Ascending  
 Entry Screen: Ascending  
 First Name, Last Name: Ascending

4. Double-click on the payment transaction to be voided and the original transaction will be displayed.

Company: Alpine Sports  
 Bank Account: Cash in Bank - Checking  
 Current Batch: Winter Purchases  
 Current Balance: \$2,090,020.79

Pay To The Order Of: Summit Water Company  
 Pay To The Order Of Address: Business Address  
 Keystone, CO 80435

Sequence: Payments  
 Check Number: 000002  
 Date: 02/18/2009  
 Amount: \$22,123.00

Memo Line 1:   
 Line 2:   
 Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount
Water & Sewer		\$22,123.00

Total: \$22,123.00  
 Buttons: Save, Delete, Void, Recurring, Close

- Click on the **Void** button.

- If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the default search screen and the transaction is now voided.

If you want to void the check with an 'As of' date, unselect the **Use the Original check date as the Void Date** check box and in the **Void Check Date** box, enter the date you want to void the check as of, click **OK**. Click **Yes** at the confirmation message. The voided transaction will display on the default search screen with a posted status on the date selected for the void with a transaction number that begins with VOID\*\*\*\*\*.



**Note:** If you chose to use the Void Check Date method, the original entry and the voided check entries will need to be cleared when reconciling your bank statement.

- If you want to reissue the voided check, select the **Reissue Check** check box. The default sequence number and the transaction date from the Payment screen will display. A new transaction is entered to replace the original check. If the transaction was a payment on an invoice(s) that invoice(s) will be repaid.
- Enter a **Description** that explains why the payment was voided.
- Click **OK**.
- Click the **Print** button to print a new check. (An image of a printer displays on the button).



**Note:** If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

### Option B - Void a Check using Report Drill Downs

- Select a report where the check will display. For example, a Payments Journal or Vendor Ledger. In our example, we will use the Payments Journal (**Reports > Reports > Transaction Reports > Payments Journal**).
- Choose the **Check Date** and **Vendor** assigned to the check to be voided. Click **Preview**.

02/23/10 9:58 AM **Alpine Sports** **Payments Journal** **02/01/10 to 02/28/10** Page 1 of 1

Account Number	Account Name	Amount
<b>1000 Cash in Bank - Checking</b>		
02/04/10	Check / Ref #: 000015 Payee: Pro Cast Supplies	
7050	SDI Expense	5.00
	Check Amount	\$5.00
	1000 Cash in Bank - Checking Totals	\$5.00
	Report Totals	\$5.00
	Records included in total = 1	

Report Options  
Display Notation:  
Check Date: 02/01/10 to 02/28/10

3. Click on the check to be voided and the system will display the original payment transaction.



Note: The interactive view option allows you to drill-down to original transactions from reports. If you click on the transaction and it does not automatically display, then you are not using the Interactive view. From the report preview screen, simply click on the **View** drop-down box and choose **Interactive**. Then, click on the transaction in the report again to display the original transaction.

Payments

Company: Alpine Sports Current Batch: Quick Transaction

Bank Account: Cash in Bank - Checking Current Balance: \$2,084,554.19

Check Number: 000015 Date: 02/04/2010 Amount: \$5.00

Pay To The Order Of: Pro Cast Supplies

Change Address: Red Wing, MN 55066

Memo Line 1: Line 2:

Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount	Profit Center
SDI Expense		\$ 5.00	

Total: \$5.00 Adjust Amount

Save Delete Void Recurring Close

4. Click on the **Void** button.

**Void Check**

☒ Use the original check date as the Void Date (Standard Method)

Original Check Date: 09/02/2010

Void Check Date:

☐ Reissue Check

Check Number:

Check Date: 09/02/2010

☐ Print this check?

OK Cancel

5. If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.

If you want to void the check with an 'As of' date, unselect the **Use the Original check date as the Void Date** check box and in the **Void Check Date** box, enter the date you want to void the check as of, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.



**Note:** If you chose to use the Void Check Date method, the original entry and the voided check entries will need to be cleared when reconciling your bank statement.

6. If you want to reissue the voided check, select the **Reissue Check** check box. The default sequence number and the transaction date from the Payment screen will display. A new transaction is entered to replace the original check. If the transaction was a payment on an invoice(s) that invoice(s) will be repaid.
7. Enter a **Description** that explains why the payment was voided.
8. Click **OK**.
9. Click the **Print** button to print a new check. (An image of a printer displays on the button).

## Record an Unusable Piece of Check Stock

Use this process if you have a check that was destroyed before ever entering it in the system, so you don't have a gap in check sequence numbers. For example, if a piece of check stock was accidentally destroyed by coffee or water before it was used, but you still want record of that check number in the system.

This same process can be used if a handwritten check was voided prior to it being entered into the system.




**Note:** This is an optional process and only needs to be followed if your business prefers to have a list of all check numbers in the system.


## Record/Void an Unusable Piece of Check Stock

1. Select **Processes > Purchases > Payments**.

2. In the **Company/Fund** box, enter the company/fund name that the unusable check was for.
3. In the **Bank Account** box, enter the bank account that the unusable check was for.
4. CenterPoint does require you to specify a name in the **Pay to the Order Of** field. We recommend you setup a vendor that will only be used to record unusable checks and invoices. Select the **Unusable Forms** vendor.

 Note: If you do not have a vendor setup for this, right-click in the Pay to the Order of box and select New. In the Abbreviation box, enter Void or Unusable. In the Name box, enter Voided Unusable Forms, and then click Save.

5. Leave the **Amount** box at 0.00.
6. In the **Check Number** box, enter the unusable check number.
7. In the **Date** box, enter the date you are voiding the unusable check on.
8. Enter a description of why the check was unusable in the **Memo Line 1** field. This step is optional.
9. In the **Account** box found in the grid, select the bank account used in step 3.
10. Leave the **Amount** box as 0.00.
11. If you are using the **Notation** field in the grid, again enter the description of why the check was unusable. This step is optional.

 Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

12. Click **Save**.

## Miscellaneous

### Using Credit Cards to Pay for Purchases

This document describes the two options that can be used if your business uses credit cards to purchase items for your business.

The first option is to use a line of credit account to track credit card purchases. The Line of Credit account works just like a bank account, allowing credit card purchases to be entered as payments, existing invoices to be paid with the

credit card, and you can reconcile your statement in Bank Reconciliation. The balance in the credit card Line of Credit account represents the amount owed.

The second option is to create a credit card account that acts like an accounts payable account. Credit card purchases are entered on the Vendor Invoice screen. Each purchase is entered to the vendor where it was made, but the invoice is created for the credit card vendor. This allows you to easily see all the outstanding invoices that make up the credit card balance.

### Option 1: Credit Card Setup as Line of Credit

#### One-Time Setup

#### Paying for Goods at the Time of Purchases with a Credit Card

#### Paying Open Invoices with a Credit Card

#### Reconciling Credit Card Transactions (Optional)

#### Paying a Credit Card Balance

### Option 2: Using Invoices for Credit Card Purchases

#### One-Time Setup

#### Making Purchases with a Credit Card

#### Paying the Credit Card Company

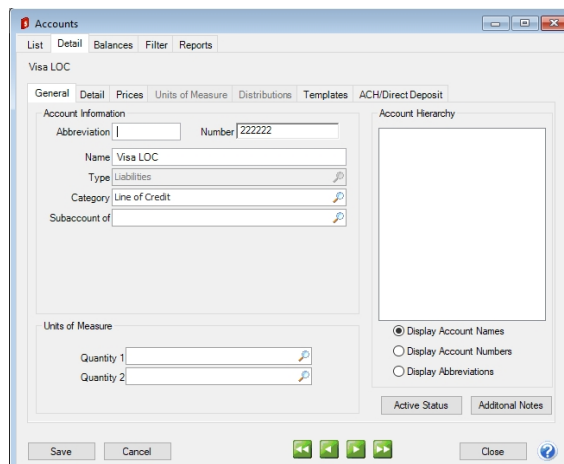
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## Option 1: Credit Card Setup as Line of Credit

### One Time Setup

CenterPoint needs a credit card account in the Line of Credit account category setup to purchase goods through payment transactions using a credit card and when paying Accounts Payable invoices.

1. Select **Setup > Accounts > Accounts** to begin entering an account for the credit card in the Line of Credit account category. Click **New**.
2. Enter an **Abbreviation** and **Number** if they are being used in this database.



3. Enter the name of the **Credit Card** (Visa LOC for example) in the **Name** field.
4. In the **Type** box, select **Liabilities**.
5. In the **Category** box, select **Line of Credit**.
6. Select the **Detail** tab.

7. On the **Detail** tab, enter the bank/business who issued the credit card (who you pay the credit card bill to) in the **Lender** field.



Note: If the business that issued the credit card isn't setup in the system, simply right-click in the Lender field and select New. Specify that name is setup as a vendor. Be sure to specify the appropriate terms in the Vendor Details button. The system will use that terms to specify when the credit card bills are due.

8. Click **Save**.
9. Repeat Steps 1-8 for all credit cards you will use to purchase goods or pay Accounts Payable invoices with.

### Paying for Goods at the Time of Purchases with a Credit Card

1. Click on **Processes > Purchases > Payments** to begin entering a transaction for the items purchased.
2. In the **Bank Account** box, select the credit card account you are using to purchase the goods with, for example Visa LOC (created in Step A).
3. In the **Pay to the Order Of** box, select or enter the business where the purchase was made.

4. Enter all of the pertinent information (amounts, notations, accounts, etc.) to record the purchase.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

5. Click **Save** to complete the purchase. When the transaction is saved, the following will occur:
  - » The purchase for the vendor is recorded as a payment
  - » The balance on the account associated with this credit card is increased.

### Paying Open Invoices with a Credit Card

Vendor invoices entered to an Accounts Payable account can be paid from either Payments vendor by vendor or from Pay Invoices Due for multiple vendor invoices.

#### **To pay vendor invoices vendor by vendor:**

- » Select **Processes > Purchases > Payments**.
- » In the **Bank Account** box, select the credit card in the Line of Credit Account Category.
- » In the **Pay to the Order of** box, select the vendor you are paying an open invoice with a credit card for.
- » Enter the **Amount** you are paying towards an open invoice with a credit card.
- » Click the **Apply to Open Invoices** button.
- » Select the **Pay** check box for the invoice(s) you wish to pay.
- » Click **OK**.
- » The Accounts Payable account is automatically entered into the **Account** column, which will decrease the liability.

» Click **Save**.

#### To pay multiple vendor invoices:

- » Select **Purchases > Payments > Pay Invoices Due**.
- » In the **Bank Account** box, select the credit card in the Line of Credit Account Category.
- » Enter the Filter and other information necessary for searching for open invoices.

- » Select the **Pay** check box for the invoice(s) you wish to pay.
- » Click **Close**.

#### Reconciling Credit Card Transactions (Optional)

Credit card transactions can be reconciled in Processes > Banking > Bank Reconciliation. Credit card payments entered in Processes > Purchases > Payments with a credit card account in the Line of Credit account category will display in the Checks and Payments grid on the Reconcile tab. All increases to the account are displayed as positive

numbers and all decreases as negative numbers. Credit card interest charges can be entered on the Fees & Interest tab.

#### Paying a Credit Card Balance

1. Click on **Processes > Purchases > Payments** to begin entering a transaction for the payment of a credit card balance.
2. In the **Bank Account** box, select the cash account you are using to pay the credit card balance.
3. In the **Vendor** box, select the credit card company you are paying the balance for.
4. In the **Account** box, select the credit card account assigned to the line of credit account category, for example Visa LOC.
5. In the **Amount** box, enter the amount to be paid to the **Vendor**.

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount	Notation
Visa LOC		0.000000		\$2,500.00	
				\$-2,500.00	

Total: \$2,500.00

6. Click **Save**.

### Option 2: Using Invoices for Credit Card Purchases

#### One-Time Setup

CenterPoint needs an account and a vendor setup to track the credit card purchases and balances. When a credit card is used to pay for a purchase, the system will automatically increase the Account balance and create an A/P Invoice for the company that issued the credit card.

1. Select **Setup > Accounts > Accounts** to begin entering an account for the credit card. Click **New**.
2. Enter an **Abbreviation** and **Number** if they are being used in this database.

The screenshot shows the 'Accounts' window with the 'General' tab selected. The account name is '1st Bank Visa'. The 'Type' is set to 'Liabilities' and the 'Category' is 'Credit Cards Payable'. The 'Number' field contains '2549'. The 'Units of Measure' section has two empty fields for 'Quantity 1' and 'Quantity 2'. The 'Account Hierarchy' section on the right has three radio buttons: 'Display Account Names' (selected), 'Display Account Numbers', and 'Display Abbreviations'. At the bottom are 'Save', 'Cancel', and 'Close' buttons.

3. Enter the name of the **Credit Card** (First Bank Visa for example) in the **Name** field.
4. In the **Type** box, select **Liabilities**.
5. In the **Category** box, select **Credit Cards Payable**.
6. Select the **Detail** tab.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The 'Vendor Liability is Paid To' field is set to '1st Bank'. The 'Company Specific Detail Information' section has a list box for 'Company Name' with 'Alpine Sports' selected. To the right are fields for 'Card Number', 'Security Key', and 'Expiration Date' (with a dropdown arrow). At the bottom are 'Save', 'Cancel', and 'Close' buttons.

7. On the **Detail** tab, enter the bank/business who issued the credit card (who you pay the credit card bill to) in the **Vendor Liability is Paid to** box.



Note: If the business that issued the credit card isn't setup in the system, simply right-click in the Vendor Liability is Paid to field and select New. Specify that name is setup as a vendor. Be sure to specify the appropriate terms in the Vendor Details button. The system will use that terms to specify when the credit card bills are due.

8. The **Card Number**, **Security Key** and **Expiration Date** fields are optional.
9. Click **Save**.

### Making Purchases with a Credit Card

1. Click on **Processes > Purchases > Vendor Invoices (A/P)** to begin entering a transaction for the items purchased.
2. In the **Vendor** (Vendor Invoices (A/P) box, select the business where the purchase was made.

3. Enter all of the pertinent information (amounts, notations, accounts, etc.) to record the purchase.
4. In the **AP Account** box, select the **Credit Card** that was used to pay for this purchase. The Credit Card Balance will be displayed on the right.
5. Select the **On Hold** check box if you do not want this invoice available to be selected for payment.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

6. Click **Save** to complete the purchase. When the transaction is saved, the following will occur:
  - » The purchase for the vendor is recorded as a paid invoice
  - » The balance on the Account associated with this credit card is increased
  - » An unpaid A/P invoice is created for the credit card company.

### Paying the Credit Card Company

When a credit card is used to pay for a purchase, the system automatically creates a A/P Invoice for the company that issued you the credit card. These invoices are available to pay with all other A/P invoices in Pay Invoices Due and in Payments. The normal Processes > Purchases > Pay Invoices Due and Processes > Purchases > Payments can be used to pay the amount owed to the credit card company. For step-by-step instructions on paying invoices due, see the Pay Invoices Due or Pay Invoices Due with Review Process documents.

## Enter a Payment without an Invoice (record handwritten checks, quick checks, etc.)

Payment entry can be used to:

- » Record cash purchases
- » Print a single computer generated check
- » Record handwritten checks
- » Record line of credit purchases

All of these scenarios use the same process to record the transaction in CenterPoint.



Note: Payment entry can also be used to pay open invoices. Please refer to the Pay Open Vendor Invoices document.

1. On the **Processes** menu, point to **Purchases**, and then click **Payments**. The screen will look similar to a check.

Account	Invoice / Ref #	Amount	Profit Center	Notation
(P) Rental Expense		\$ 15.00	Detail	
(P) Water & Sewer		\$ 110.00	Detail	

2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction. If this transaction is to record a purchase made using a line of credit, select the appropriate line of credit in the Bank Account field.

5. In the **Pay to the Order Of** box, enter the name this payment is being made to.

If this transaction is a recurring transaction, see the [Set a Transaction as Recurring](#) or the [Use a Recurring Transaction](#) procedures for more information. If you want to recall a previous transaction for this name, see the [Recall a Transaction](#) procedure.

If your **File > Preferences > General > Defaults > Lookup Field Settings** are set to **Use Auto-Complete**, and you change a name after detail is entered on the lines of a transaction, the transaction is cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur.

If your **File > Preferences > General > Defaults > Lookup Field Settings** are set to **Allow To Query for Items On Multiple Fields**, and if you change a name after detail is entered on the lines of a transaction, you will be asked if you would like to clear the information for the current transaction. If you select **Yes**, the transaction will be cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur. If you select **No**, the detail lines from the transaction will remain and if the new name was assigned a transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction), the transaction action will not occur.

To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Pay to the Order Of** box, and select **Review Transactions**.

6. In the **Sequence** box, enter or select the type of sequence you want to use for this payment.
7. In the **Check Number** box, enter the appropriate check number.
8. In the **Date** box, enter the transaction date.
9. In the **Amount** box, enter the amount that the bank account should be decreased by.
10. To select a different address for this name, click the Lookup icon in the **Pay To The Order Of Address** box, select the address, and then click **OK**.
11. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date on the check.
12. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.
13. Enter information into the Payment Entry grid. Select the **Account** that the amount, or a portion of the amount, should be charged to. If an account is entered with an amount that had a distribution previously set up, the Distribution column displays the name of the distribution in the color **Orange**. If you want to display the details of a distribution click the **Orange** column. If you decide that this entry should not be distributed, you can remove the check mark in the Use Distribution check box on the Account Distributions screen or select another distribution. Distributions allow you to assign transaction amounts to several profit centers, production centers, projects, production years, production series, or production center detail combinations by percentage. Distributions are assigned to one or many accounts. For example, electricity expense has a distribution that assigns 35% to profit center 1, 25% to profit center 2, and 40% to profit center 3. The same distribution could be assigned to all your different utility expenses.
14. If you click the **Detail** button in the Payment Entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the payment entry grid such as associated account, notation, and
15. Specify the **Amount** to be charged to that account. Enter any additional information that is needed for your company (Notation, Profit Center, etc.).
16. Enter additional lines in the payment entry grid for each account that should be charged for this transaction.
17. If you choose to have the Invoice/Ref# column display in your data entry grid and you want to repeat the previous line's Invoice/Ref# entry, right-click in the Invoice/Ref # column and select **Repeat Previous Value**.
18. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number.


The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.

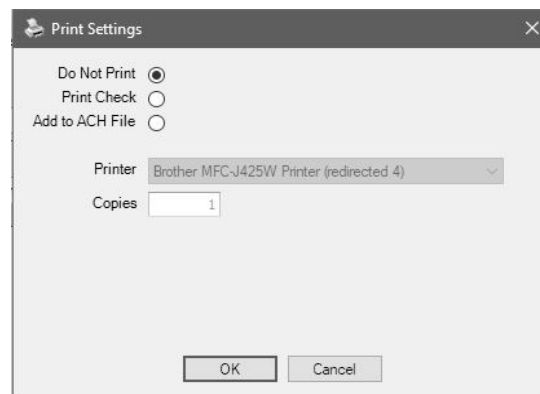


Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.

19. The **Total Amount** box displays the total of all of the lines in the Payment Entry grid. If this amount is different than the Amount box, click Adjust Amount.

» Click the **Print** button. (An image of a printer displays on the button. A green check mark means the payment will be printed and a red X means the payment will not be printed.) The selections set in File > Preferences > Vendor Invoices > Printing Checks will display and can be changed. Select whether the check should be printed when the transaction is saved (for real-time transactions) or a batch is posted (for batch transactions). To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.

» When a vendor/name that has the Activate ACH Transactions check box entered into the Pay to the Order Of box, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



» Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document.



Note: If you want to attach a document to this transaction, see the [Scan and Attach Documents](#) topic for detailed information.

21. When the transaction is complete, click **Save**.

» If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks

to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." [Click here to see an example of an overflow stub](#). Check Stub detail lines will be in the same order as they were entered in the transaction grid

- » When posting a transaction for any account assigned to an Inventory account category that has a positive quantity and negative amount or a negative amount and a positive quantity, a warning message will display and the transaction will not be posted.

## Refund Received from Vendor

Follow the steps outlined below if a vendor sends you a refund for a credit balance they've been carrying. This process assumes that the vendor originally issued a credit memo, which you have already entered into CenterPoint. The refund will transfer to the bank reconciliation as a negative check (same affect as a deposit).

## Process Refund Received from Vendor

The payment transaction will zero the vendor's balance and increase the balance of the bank account by the amount of the refund.

1. Select **Processes > Purchases > Payments**.

Account	Invoice / Ref #	Quantity 1	Unit of Measure	Amount	Notation	Unit Cost
Accounts Payable - Trade		0		\$ -500.00	Detail	0.00
Cash in Bank - Checking				\$ 500.00	Detail	

2. Select the appropriate vendor in **Pay To The Order Of**.
3. In the **Check Number** field, specify either a description of the refund or the vendor's check number.
4. Specify the **Date** the refund was received. Leave the **Amount** at zero.
5. Click on the **Apply To Open Invoices** button.

Pay Invoices Due

Vendor: Pro Cast Supplies

Payment Amount:

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
10/15/10	000017	\$ 0.00	\$ -500.00	<input checked="" type="checkbox"/>	12/14/1	\$ 0.00	\$ 0.00	\$ -500.00	10/15/10

Over Payment: Account:  Amount:

Discounts Taken: Account:  Amount:

Total Due:   
Total To Be Paid:

6. Select the **Pay** box for the credit the refund check was received for. Click **OK**.
7. In the second row of the grid, select the bank/checking account in the **Account** field.
8. Specify the **Amount** of the refund received. This should be a positive number, offsetting the credit on the first row.
9. Click the **Print** button and verify that the Print Check check box is not selected.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.

## Patronage Dividends

A patronage dividend is a taxable distribution made by a cooperative to its members or patrons. Dividend income is often a combination of a cash receipt income and a non-cash portion that increases the stock asset. Both portions are taxable and increase an income account, but only the cash portion affects the bank account. The cash and non-cash portions can be entered in one simple transaction.

### Prerequisite

The database must have one asset and one revenue/income accounts setup for stocks/dividend processing.

Note: if you prefer to separate non cash vs cash dividend income, then two revenue/income accounts and one asset account will be needed).

- » Stock (asset account)
- » Stock Dividends (revenue/income account)

## Enter a Cash Receipt for the Patronage Dividend

1. Select **Processes > Sales > Receipts**.

Receipts

Company: CenterPoint Farm  
Bank Account: First National Bank  
Bank Deposit:   
Received From: Farm Coop  
Received From Address: Business Address  
33889 Plank Road  
Red Wing, MN 55066  
Receipt / Invoice #: 10131600  
Date: 10/13/2016  
Amount: \$300.00  
Payment Type:   
Account:   
Check / Ref #:   
Apply To Open Invoices: \$0.00  
Total: \$300.00  
Adjust Amount

Account	Invoice / Ref #	Template	Quantity 1	UOM 1	Amount	
Dividend Receipt		DT - Increase Re	0.000000		\$ 800.00	Distribution
Co-Op Stock		DT - Decrease As	0.000000		\$ -500.00	Distribution

Memo Line 1:   
Line 2:   
Save Clear Recall Recurring Options Close

- 2. Select the **Bank Account** where the cash portion of the dividend will be deposited.
- 3. If using bank deposits, a **Bank Deposit** can also be selected.
- 4. In the **Received From** field, select the appropriate name.
- 5. Specify the **Date** of the receipt.
- 6. Specify the portion of the dividend received as "cash" in the **Amount** field.
- 7. The **Payment Type** and **Check/Ref #** can also be specified.
- 8. In the first **Account** field, select the income account for Stock Dividends. In the **Amount** field on the same line, specify the total amount of dividends received (total cash and non cash amounts received).
- 9. In the next row, select the asset account for stock (in our example, Co-op Stock) in the **Account** field. The **Amount** will default the non-cash portion of the dividends received. **Note:** This amount should be a negative, which will increase the asset account as it's being entered as a receipt transaction.

Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- 10. Click **Save** to complete the transaction.

Note: If you prefer the income portion of the entry be separated between cash and non- cash income, then you will need two revenue accounts setup. The transaction will then have three rows as displayed below:

Account	Quantity 1	Quantity 1 Price	UOM 1	Amount		Notation	
Dividend Receipt - Cash	0.0000			\$ 300.00	Detail		Distributi
Dividend Receipt - Reinvest	0.0000			\$ 500.00	Detail		Distributi
Coop Stock	0.0000			\$ -500.00	Detail		Distributi

## Chapter 4 - Accounts Receivable

### Customer Payments Portal Setup and Processes

The Customer Payments Portal allows you to accept credit card payments online from your customers. Red Wing Software joined forces with Clover Connect, a premier integrated payments solution provider, to offer seamless payment processing within CenterPoint Accounting. The Customer Payments Portal works with the invoice emailing feature in CenterPoint. When customers receive their invoice or statement, the email will contain a link to a unique Invoices Due web page where they can pay outstanding invoices online with a credit card. Those credit card payments are then imported into CenterPoint as receipts applied to the invoices.

#### [Step 1: Set Up the Customer Payments Portal](#)

##### [Add and Register the Customer Payments Portal](#)

##### [Set Up Emailing of Invoices](#)

#### [Step 2: Enter Customer Invoices and Send Via Email](#)

#### [Step 3: Get Customer Receipts from the Customer Payments Portal](#)

#### [Manage the Customer Payments Portal in CenterPoint](#)

##### [Customer Open Invoices](#)

##### [View Imported Receipts in Transaction Search](#)

#### [Frequently Asked Questions](#)

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### Step 1: Set Up the Customer Payments Portal

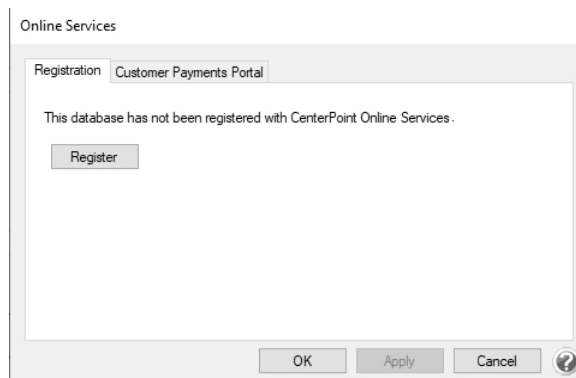
**Prerequisite:** To use the Customer Payments portal, you must have an account with Clover Connect for credit card processing. If you have not done so already, contact the Red Wing Software Sales department to connect with Clover Connect and activate the Customer Payments Portal.

#### Add the Customer Payments Portal

1. If CenterPoint is not open, start CenterPoint by double-clicking your **CenterPoint** icon on your desktop.
2. Select **File > Administration > Module Configuration Manager**.
3. Select **Online Services**, select **Customer Payments Portal**, and then click **OK** twice.
4. Close CenterPoint, double-click the **CenterPoint** icon on your desktop to restart it, and then open your database.

## Register the Customer Payments Portal

1. In CenterPoint, select **Setup > Online Services**.



Online Services

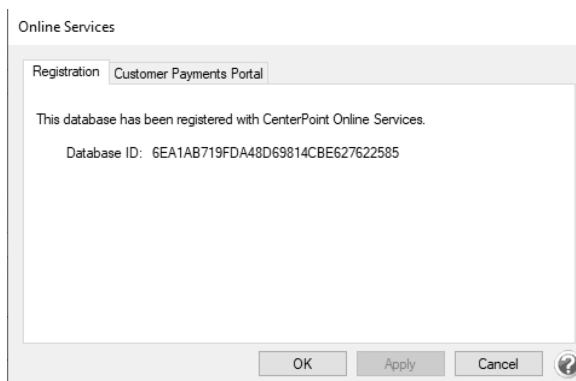
Registration Customer Payments Portal

This database has not been registered with CenterPoint Online Services.

Register

OK Apply Cancel ?

2. Click **Register**.



Online Services

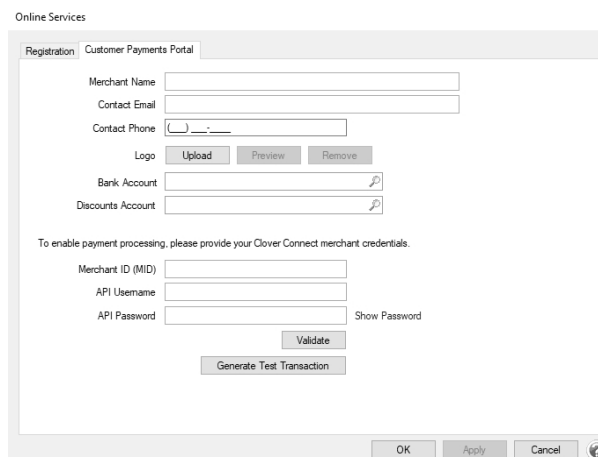
Registration Customer Payments Portal

This database has been registered with CenterPoint Online Services.

Database ID: 6EA1AB719FDA48D69814CBE627622585

OK Apply Cancel ?

3. After registration is complete, select the **Customer Payments Portal** tab.



Online Services

Registration Customer Payments Portal

Merchant Name

Contact Email

Contact Phone

Logo

Bank Account

Discounts Account

To enable payment processing, please provide your Clover Connect merchant credentials.

Merchant ID (MID)


API Username

API Password

OK Apply Cancel ?

4. In the **Merchants Name** box, enter the name that you want your customers to see in the Customer Payments Portal.
5. Enter your **Contact Email** and **Contact Phone** that you want displayed in the Customer Payments Portal.

6. If you want your logo to display in the Customer Payments Portal, click the **Upload** button, select the logo file (the file must be between 0 and 150 kb and can be any image file format, for example .jpg, .bmp, .png, etc.), and then click **Open**. To preview the logo, click **Preview** and to remove the logo, click **Remove**.
7. Select the **Bank Account** and **Discounts Account** to use when importing customer payments from the Customer Payments Portal into CenterPoint as receipts. Enter your **Merchant ID (MID)**, **API Username**, and **API Password** credentials provided to you by Clover Connect for processing credit card payments. Click **Validate** to verify the credentials are accurate.
8. Click **Generate Test Transaction**. This process generates a test invoice for \$1.00, which can be paid through the Customer Payments Portal to test the Clover Connect merchant configuration. The test transaction will not update CenterPoint Accounting.
9. Click **OK** to pay the test transaction through the Customer Payments Portal.



**Amount Due**  
\$1.00

**Pay**

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**Alpine Sports**


Customer	Test Customer
Invoice #	TEST-123
Due Date	August 10, 2023
Amount	\$1.00

**Contact Details**

Email:	contact@alpinesports.com
Phone:	(651) 388-1106

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10. Click **Pay**, enter your **Credit Card Information**, and then click **Submit**.



☒ **\$1.00 (Amount Due)**

☐ **Other Amount**

**Credit Card Information**

Card Number

Name on Card

Expiration Date  /

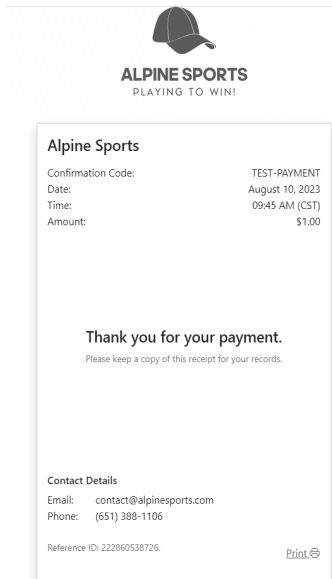
Security Code

Zip Code

**Submit**

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11. If the test payment is approved, a receipt will display for your records.



12. Switch to the CardPointe portal to verify the \$1.00 payment and void the transaction to void/refund the \$1.00. If you have questions on CardPointe functions, contact Clover Connect.
13. You can generate a test transaction as often as necessary.

## Set Up Emailing of Invoices

Only customers who are configured to receive invoices via email will be included in the Customer Payments Portal. If you email statements, customers who receive emailed invoices will also have a link to pay online included with their billing statement email. For full instructions on how to email customer invoices, please see the [Emailing Customer Invoices](#) topic. If you are already sending customers invoices via email, continue to Step 2.

1. **Setup Email Preferences**
  - a. Select **File > Preferences**.
  - b. On the left, select **Email Setup > Email Setup**, and then select the **Database** tab at the top .
  - c. Enter the required information.
  - d. On the left, select **Customer Invoices**.
  - e. Enter a default **Subject** and **Message** and select the **Form** for emailing invoices.
  - f. Optional: Select **Billing Statements** to enter defaults for emailed statements.
  - g. Click **Save**.
2. **Set Up Customers to Receive Invoices by Email**
  - a. Select **Setup > Names** or **Setup > Customers**
  - b. **Edit** the appropriate customer.
  - c. Click the **Email/Print** tab.
  - d. Enter the **Name** and **Email Address(es)** that will receive invoices emailed to this customer.
  - e. Select **Send "To"**, **Send "CC"**, or **Send "BCC"** for Invoices for each email address.
  - f. Optional: Set the email options for Statements if you would also like this customer to receive emailed billing statements. If they receive emailed invoices, the statements will also contain the link to pay online.
  - g. Click **Save**.
  - h. Repeat for each customer who will receive emailed invoices.
3. **Set Up Sent from Email**



Note: If this step is not completed, the email address used for Test Settings in the Email preference will be used as the From email address.

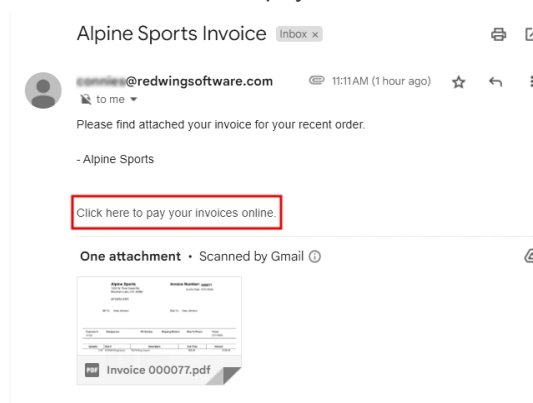
- a. Select **Setup > General Email Addresses**.
- b. Enter the **Name** and **Email Address** and select how **Customer Invoices** and **Print Checks/Invoices** should be sent.
- c. Click **Save**.

## Step 2: Enter Customer Invoices and Send Via Email

When you enter an invoice for a customer set to email invoices, the Email button at the bottom of the invoice screen will show a green check mark to indicate that when the invoice is saved, the customer will receive the invoice via email.



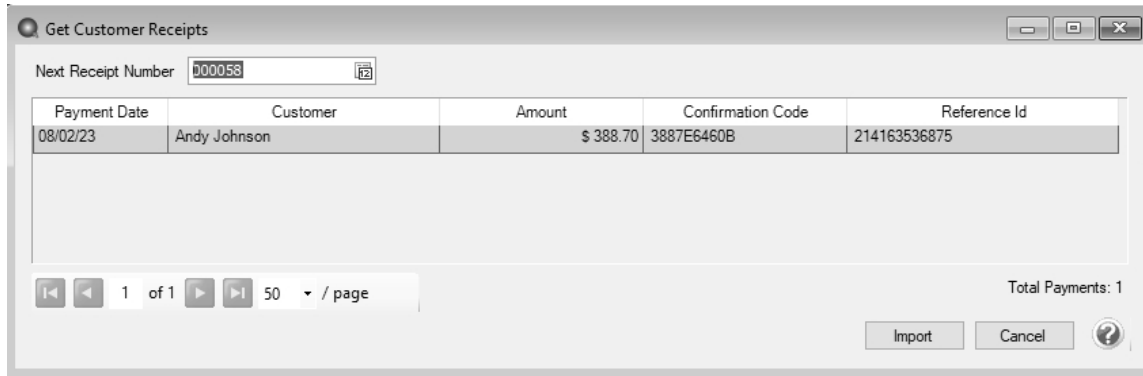
The customer will receive an email that contains a link to pay their invoices online.



## Step 3: Get Customer Receipts from the Customer Payments Portal

Credit card payments your customers make online can be brought directly into CenterPoint as receipts applied to their invoices.

1. Select **Processes > Customer Payments Portal > Get Customer Receipts**.



**Get Customer Receipts**

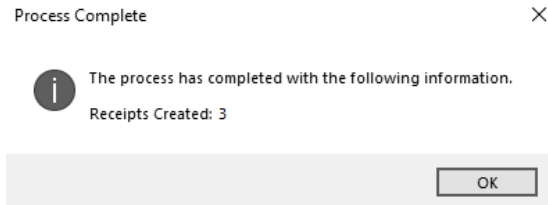
Next Receipt Number:

Payment Date	Customer	Amount	Confirmation Code	Reference Id
08/02/23	Andy Johnson	\$ 388.70	3887E6460B	214163536875

1 of 1 / page

Total Payments: 1

2. In the **Next Receipt Number** box, the next sequence number for receipts will display or enter the next Receipt Number to use when generating receipts.
3. The available online payments for the registered database will display. Click **Import** to generate receipts for all available online payments.
4. At the *This will generate receipts for all available online payments, continue?* message, click **Yes**.
5. When the process completes successfully, the following screen displays.



**Process Complete**

The process has completed with the following information.  
Receipts Created: 3

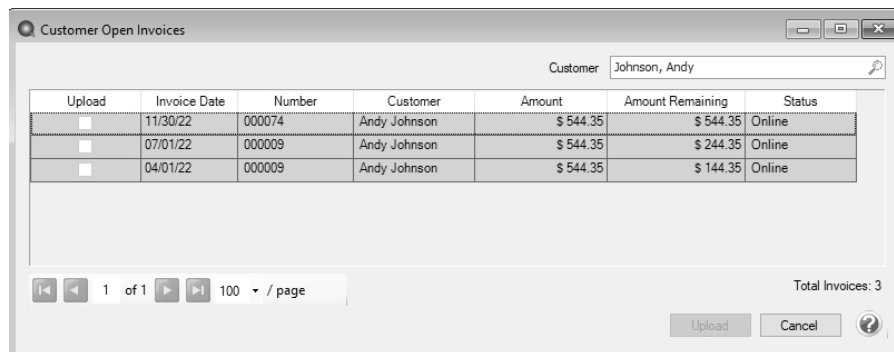
6. Click **OK**.

## Manage the Customer Payments Portal in CenterPoint

### Customer Open Invoices

The Customer Open Invoices option allows you to review the status of open customer invoices on the Customer Payments Portal and post any invoices that are not currently online. It also has an option to launch the Customer Payments Portal for a specific customer.

1. Select **Processes > Customer Payments Portal > Customer Open Invoices**.



**Customer Open Invoices**

Customer:

Upload	Invoice Date	Number	Customer	Amount	Amount Remaining	Status
<input type="checkbox"/>	11/30/22	000074	Andy Johnson	\$ 544.35	\$ 544.35	Online
<input type="checkbox"/>	07/01/22	000009	Andy Johnson	\$ 544.35	\$ 244.35	Online
<input type="checkbox"/>	04/01/22	000009	Andy Johnson	\$ 544.35	\$ 144.35	Online

1 of 1 / page

Total Invoices: 3

2. If you want to filter the list, select the **Customer** to filter by.
3. Invoices from the Customer Payments Portal will display in invoice date descending order. The **Status** of the invoices can be one of the following:
  - » **Offline**: The invoice is not on the Customer Payments Portal.
  - » **Not Synched**: The invoice is on the Customer Payments Portal, but the Amount Due doesn't match with CenterPoint.
  - » **Online**: The invoice is on the Customer Payments Portal with no Amount Paid or Discount Applied and the Amount Due is the full amount remaining.
  - » **Payment**: The invoice is on the Customer Payments Portal with a partial payment applied.
  - » **Paid**: The invoice is paid in full on the Customer Payments Portal. The invoice has not been imported into CenterPoint.
4. If an invoice has a status of Offline or Not Synched, select the **Upload** check box and then click the **Upload** button to upload the invoice to the Customer Payments Portal (invoices can only be uploaded if the customer is configured to receive emails for customer invoices).
5. Right-click and select **Refresh** to update the screen with changes made on the Customer Payments Portal.
6. To view the online Customer Payments Portal for a specific customer, right-click on an invoice for the customer and select **View Customer Invoices Online for "Customer Name"**.

### View Receipts from the Customer Payments Portal in Transaction Search

The receipts will come into CenterPoint as "Receipt" transactions, just as if they were entered into CenterPoint directly. They are visible in Transaction Search and on any reports where you would normally review receipts. In addition, receipts from the Customer Payments Portal have a Payment Type of Customer Payments Portal, and Memo Line 1 will contain a CPP label followed by the Confirmation Code/Reference Id of the online payment.

To easily find all Customer Payment Portal Receipts:

1. Select **Reporting Tools > Transaction Search**.
2. On the left side of the screen, click **More Items** and select **Payment Type**.
3. In the **Payment Type** box, select **Customer Payments Portal**.
4. Enter any other search selections, such as Customer or Date.
5. Click **Search**.

The screenshot shows the CenterPoint Accounting software interface. On the left, there's a 'Filters' panel with 'Search Selections' and 'Other Filters'. The main window displays a 'Receipts' window. The 'Receipts' window has a 'Search Criteria' section with 'Company' set to 'Alpine Sports' and 'Current Batch' set to 'Quick Transaction'. The 'Bank Account' is 'Cash in Bank - Checking' and the 'Current Balance' is '\$2,090,409.49'. The 'Received From' is 'Johnson, Andy' and the 'Receipt / Invoice #' is '000058'. The 'Date' is '08/02/2023' and the 'Amount' is '\$388.70'. The 'Payment Type' is 'Customer Payments Portal'. The 'Apply To Open Invoices' section shows 'Accounts Receivable - Retail' with an amount of '\$388.70'. The 'Memo Line 1' field is highlighted with a red box and contains the text 'CPP: 3887E5460B / 214153536875'. The 'Total' is '\$388.70' and the 'Adjust Amount' is '0.00'. The 'Receipts' window also has a 'Save', 'Delete', 'NSF', 'Recurring', 'Options', and 'Close' button bar at the bottom.


Frequently Asked Questions

**Q:** Can I see what my customers will see when they go to the Customer Payments Portal?

**A:** Yes, on the Customer Open Invoices screen, you can right-click on any invoice and choose **View Customer Invoices Online for "Customer Name"** to launch that customer's Customer Payments Portal. This is an example:

The screenshot shows the Alpine Sports Customer Payments Portal. At the top, there's the Alpine Sports logo with the tagline 'PLAYING TO WIN!'. Below the logo, there's a large box displaying 'Amount Due \$933.05' and a 'Pay' button. To the right of this box, there's a section for 'Alpine Sports' with customer information: 'Customer: Andy Johnson', 'Invoices: 3', 'Earliest Due: May 1, 2022', and 'Total Amount: \$933.05'. Below this, there's a 'Contact Details' section with 'Email: contact@alpinesports.com' and 'Phone: (651) 388-1106'. At the bottom left, there's a small box that says 'Generated using CenterPoint® Accounting by Red Wing Software, Inc.'.

Customers can choose to pay the full amount due, or if they have multiple invoices, click the **View Details** to see the individual invoices. They can unselect any invoices they do not wish to pay at this time and click **Pay** to pay the selected invoices.



<input type="radio"/>	Date	Number	Amount	Due Date	Amount Due	Discount Date	Available
<input type="radio"/>	11-30-2022	000074	\$544.35	12-30-2022	\$544.35		\$0.00
<input checked="" type="radio"/>	04-01-2022	000009	\$144.35	05-01-2022	\$144.35		\$0.00
<input checked="" type="radio"/>	07-01-2022	000009	\$244.35	07-31-2022	\$244.35		\$0.00


**Alpine Sports**  
Contact Details  
Email: contact@alpinessports.com  
Phone: (651) 388-1106

**Amount Due**  
**\$388.70**  
**Pay**

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They can choose to pay the amount due or make a partial payment. They will enter their credit card information and click **Submit** to make the payment. If their card is approved, a receipt will display that they can print for their records.



☒ **\$388.70 (Amount Due)**

☐ **Other Amount**

**Credit Card Information**

Card Number

Name on Card

Expiration Date  /

Security Code

Zip Code

**Submit**

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**Alpine Sports**

Confirmation Code:	3887E6460B
Date:	August 2, 2023
Time:	09:14 AM (CST)
Amount:	\$388.70

**Thank you for your payment.**  
Please keep a copy of this receipt for your records.

**Contact Details**  
Email: [contact@alpinesports.com](mailto:contact@alpinesports.com)  
Phone: (651) 388-1106

Reference ID: 214163536875. [Print](#)

**Q:** My customer deleted the email. How do I get them a new link to the Customer Payments Portal?

**A:** You can email them a new copy of the invoice from **Processes > Sales > Print/Email Invoices**.

**Q:** What happens if I edit or delete an invoice that is already uploaded to the Customer Payments Portal?

**A:** CenterPoint will sync with the Customer Payments Portal and remove the deleted invoice or update the invoice with the edited information.

**Q:** My customer does not want to pay online, what happens to the invoice on the Customer Payments Portal?

**A:** Your customer can continue to pay the way they have in the past. When the receipt is entered in CenterPoint to pay the invoice, the invoice will no longer be available to pay on the Customer Payments Portal.


**Q:** My customer called to pay with a credit card. Can I process the credit card on the Customer Payment Portal so that the payment can be imported into CenterPoint?

**A:** Yes, from **Processes > Customer Payments Portal > Open Customer Invoices**, right-click on the invoice and select **View Customer Invoices Online for "Customer Name"**. This will bring you to their Customer Payment Portal page where you can select the invoice(s) and make a payment using the credit card information they provide.

**Q:** A customer made a payment and the invoice was not found in CenterPoint. How is this reconciled?

**A:** In the rare occurrence that a payment made on the Customer Payments Portal cannot be matched with an open invoice in CenterPoint (for instance, the payment was made online, and then a receipt was entered in CenterPoint before the online payment was imported) CenterPoint will prompt you that it needs to create a customer deposit for this payment.


**Unreconciled Receipts**

 An invoice was not located in CenterPoint for a payment from the Customer Payments Portal. A deposit will be created for the Customer and the Payment Amount displayed. Please enter the Unreconciled Payments Company and Account (Deposits).

Deposit Amount: \$544.35  
 Customer: Andy Johnson  
 Payment Date: Friday August 04, 2023  
 Payment Amount: \$544.35  
 Discount Taken: \$0.00  
 Confirmation Number: 74B61C88A6  
 Reference Id: 216886431555

Unreconciled Payments Company:

Unreconciled Payments Account (Deposits):



## Setup

### Create a Customer

Customers are individuals or companies who purchase goods and/or services from your company. Customers are used when entering customer invoices and receipts.

#### Prerequisite

You must have the **Accounts Receivable** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to creating customers.

### General tab

1. Select **Setup > Customers**. Click the **New** button at the bottom of the screen.



Note: Many of the fields have an option to set a selection as the default. Then when additional customers are added, they will automatically default to that selection. After making the selection, simply right-click on the field and select **Set As Default**. If you want to skip any fields when you create customers, you can remove fields from the tab order by clicking the **Options** button, selecting **Set Tab Stops**, and then removing the checkmark next to the fields you want to skip.

2. Select an appropriate **Name Format**. The Name Format selection is used to format the **Name** box to accept an individual's first and last name, or a company/fund name.

3. If sales or customers are tracked by salesperson, assign the appropriate **Salesperson**.
4. In the **Abbreviation** box, enter up to ten characters that will easily identify the customer. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value, click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).
5. Enter the customers full company name or individuals first/last name (the format of this field will depend on which option was selected in step 3).
6. Enter the appropriate address information.



Note: If you prefer to enter the zip code and have CenterPoint auto-fill the city & state information (instead of manually typing in the city, state and zip), then make that selection in Preferences (File > Preferences > General > Address Settings).

7. Enter the customer's **Phone**, **Fax**, **E-mail** address and **Shipping Method** (if applicable). If you've selected to e-mail invoices/billing statements to this customer, an e-mail address is required.
8. If this is a taxable customer, select the appropriate **Sales Tax**. This will be used when invoices are entered for the customer. If the customer is non-taxable, put a check mark in the **Not Subject to Tax** check box on the **Accounting tab** and enter their **Exemption Id**.



Note: If the customer is taxable, but occasionally purchases a sales item that is not subject to tax, leave the **Not Subject to Tax** check box unselected and enter an **Exemption Id**.

9. On the **General Tab**, select an appropriate **Payment Term**. The Payment Term is used in invoicing to calculate the Invoice Discount Due Date and Due Date.
10. Select the appropriate **Price Level** for this customers sales. Three different default prices can be assigned to each Sales Item, this field specifies which of those prices should be used for this customer.
11. If this customer should receive a **Trade Discount** on all sales, enter the percentage. Trade discounts will automatically deduct the specified percent from the assigned price for an item.

12. The **Credit Limit** field will be available if the Credit Limit Preference (File > Preferences > Customer Invoices > Credit Limits) has been set. Enter the Credit Limit for this customer, if applicable. A customer can also be put on a **Credit Hold** by selecting the box. Customers with a Credit Hold status can no longer charge invoices.
13. To select which companies/funds this customer is active in, click the **Active Status** button, select the companies/funds the customer is active in (the default is active for all companies/funds), and then click **OK**.
14. The **Additional Notes** button is optional and can be used to track internal notes regarding this vendor. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

15. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a sales order and invoice (basic and detail), when the Customer Notes field is added in Setup > Forms Designer > Sales Order Form Designer or Invoice Form Designer.

## Addresses tab

16. The **Addresses tab** is used if the customer has multiple shipping addresses or if a Pay To address should be printed on forms instead of the address on the General tab for this name (by selecting the Pay To check box). If the Print Contact on Forms check box is selected, the Contact Name from the Address tab will print on forms instead of the name on the General tab. To add a shipping address, click the **New** button. Select **Shipping** in the **Location Type** field and then begin entering the appropriate information. To inactivate a shipping address, unselect the Active check box.

## Accounting tab

17. Click on the **Accounting** tab. Select the appropriate default **Accounts Receivable**. If this is left empty, CenterPoint will use the Accounts Receivable account assigned in the Preferences (Files > Preferences > Transactions > Accounts Receivable).
18. Select the **Statement Type** for this customer, the options are Balance Forward or Open Item. Balance Forward is the default statement type.
19. Select the user-defined **Group** to assign the name to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of names in many reports.
20. If you want this customer to be subject to finance charges when they are calculated, select the appropriate **Finance Charge** code.
21. Enter additional information in the **Memo** box. This information will display in Processes > Sales > Customer Invoices in the Memo 2 box.

## Credit Cards tab

22. The **Credit Cards tab** is used when a customer and your business have agreed to keep a customer's credit card on file for current or future purchases. To add a credit card to the customers file, click the **New** button.
  - » Select the **Credit Card Type** (Credit Card Types are set up in Setup > Names > Credit Card Types).
  - » Enter the **Name** of the credit card, the **Name on Card**, **Card Number**, **Security Key**, and **Expiration Date/Year**.

- » If more than one credit card is stored for a customer, determine which to **Use as Default Credit Card**.
- » Credit cards can be deleted from a customer after used to pay for an invoice.

## Custom Names Fields tab

23. The **Custom Name Fields** tab can be used to track additional information regarding a customer that aren't already stored in a field in Setup > Customers, for example Web Login, Office Hours, Business Type, etc. Custom Name Fields are optional. To view a list of all Custom Name Fields and the Name the field is being tracked on, select Reports > Setup Lists > Names > Names Custom Field (the report can also be filtered for a specific Custom Name Field).
- » Click **New** to add a custom field.
  - » Enter an **Abbreviation** and **Name** for the type of information being tracked.
  - » Select the type of information being tracked, **Text**, **Date**, **Numeric**, or **Percentage**. If the type is Numeric, also enter the Number of Decimals.

## Email/Print tab

26. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, and receipts can be sent for this customer. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
John Jones	jones@testemail.com	Send "To..."	Send "To..."	Send "CC..."	Send "CC..."	No Email	Send "To..."

**Print Options**

Print Customer Invoices	No	Print Sales Orders	No
Print Customer Statements	Yes	Print Purchase Orders	No
Print Receipts	No		

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer

image with a cross-through on it will mean the form will not print.



**Note:** If you want to attach a document to this customer, see the [Scan and Attach Documents](#) topic for detailed information.

27. Click **Save**.

## Mass Update Names, Vendors, or Customers

The mass update process can be used to update more than one name, vendor, or customer at the same time. You can mass update various types of information, including accounts, payment terms, printing/publishing options, etc.



**Note:** We recommend you do a backup of your database prior to starting the mass update process.

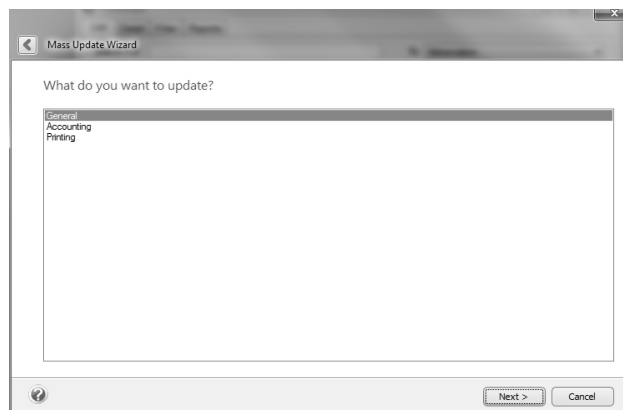
## Mass Update Names, Vendors, or Customers

1. Select **Setup > Names, Vendors or Customers**.
2. From the List tab, select the names, vendors, or customers you want to update. Multiple names can be selecting by pressing the CTRL key while you make your selections. If you do not limit your list to selected names, all names will be included in the update.
3. Click **Mass Update**. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



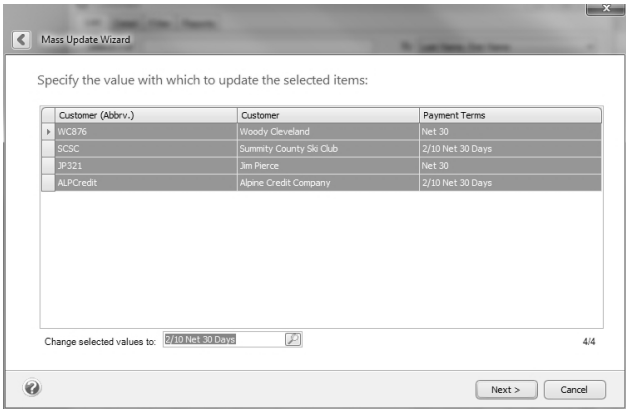
**Note:** **Next** proceeds through the mass update screens, **Cancel** exits the mass update screen and **Back** returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

4. Select the type of item you'd like to change and click **Next**. The choices listed correspond with different tabs and buttons in the Names, Vendors, or Customers screens.

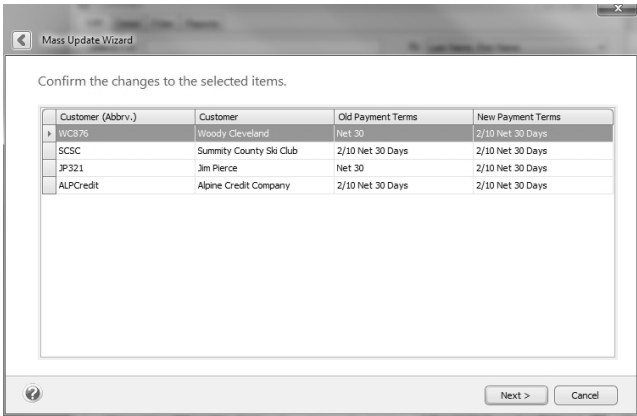


5. Depending on the selection you made in step 5, screens will be displayed asking you to make other selections. For example, if you choose Accounting in the Customers Mass Update process, you can select Default Accounts Receivable Account, Sales Tax Exemption, Statement Type and Finance Charge. Make your selection and click **Next**.

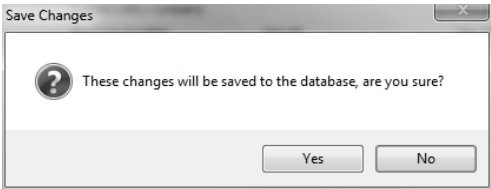
6. A list of all customers or vendors that have the specified information assigned will be displayed. Specify the value with which to update the selected items. For example, if you chose Payment Terms, specify the terms you'd like assigned to each of the selected vendors. Click **Next**.



7. Verify the information that will be changed and click **Next**.



8. At the *These changes will be saved to the database, are you sure?* message, click **Yes** to finalize the changes.



9. Click **Finish** to exit, click the **Back** button to perform a similar update, or click **New** to start a new update.

## Basic Items


Items are used to maintain a list of products and services your business sells. The sales item setup can include pricing information. Items (without the Inventory module) do not track quantities on hand. They simply provide a convenient list of items that you can include on customer invoices.



**Note:** If your business would benefit from a system that tracks perpetual inventory and other additional advanced inventory features, please contact the Red Wing Software sales team to find out more about the Inventory module that is available for CenterPoint. If you have already purchased the Inventory module and would like information on how to setup items, please refer to the topic

## Creating an Item

1. Select **Setup > Sales > Items**. Click on the **New** button.

2. Assign an **Abbreviation** and **Name** for this sales item. The unique Name (up to 50 characters) identifies the item. It can include formatting characters such as hyphens, periods, and slashes. Both the Abbreviation and Name will be included when reviewing sales reports and printing sales invoices.
3. If needed, an additional description field can also be used. To enter an additional description; click  and enter up to 3200 characters. The additional detail description can also be printed on sales invoices. Click **OK** when the additional description is complete. The additional description will only print on reports when the Additional Description column is added to one of the sales item reports.
4. Select the **Type** of sales item this is. The options are:
  - » **Service Item** - Tasks you perform for customers, such as service warranties and repair services. They do not track quantities.
  - » **Non-tracked Item** - Material items you sell but quantities are not tracked.

5. Select the **Sales Group** this item belongs to. The sales group is used for tracking sales on the Sales by Group report.
6. Select the **Sales Tax Category** this item belongs to. Sales tax categories provide a way to group various sales (inventory) items for tax calculations. The sales tax category determines if the sales item is taxable and at what rate.
7. Select the **Status** of the item. This determines whether or not the sales item is still available for use. The options are: Current, Discontinued, or Obsolete. You can change an item's status so that you can filter your lists for all obsolete or discontinued items to determine your action for those types of items. An item's status does not affect if the item can be purchased or sold.
8. Enter the item's **Weight (Stocking Unit)**. This is optional field and is informational only.
9. Select **Taxable** if the item or service is subject to tax when sold to customers that are not tax exempt.
10. Select **Trade Discount Applies** if the item or service is subject to a trade discount when sold to customers that are assigned a trade discount percentage in Setup > Customers. A trade discount can be overridden on the invoice.
11. If you want to link this sales item to a file on your computer, for example a picture of the item, click **Link to File**, select the file you want to link, and then click Open. The name of the linked file will now display as the text instead of the Link to file text. To open the linked document, click the name of the document. To change or remove a linked file, right-click and select Edit or Remove



**Note:** The file that you link to can be located in any folder on your computer or network that can be accessed by this machine. You must have a program installed on your machine to allow you to open the file of that type. For example a .doc file would need Microsoft Word or another program capable of opening .doc files.

12. If you linked to an image file (.bmp, .gif, .jpg, .png, or .tif) in the previous step, select the **Display Photo** check box to display the image in the Sales Items screen.
13. Specify the **Unit of Measure** for this item.
14. Enter the **Suggested Price** recommended by the manufacturer or vendor. This is an information field only and is optional.
15. Enter an optional **Unit Cost** of the sales item. The unit cost must be greater than or equal to 0.00. This is an informational field only.
16. Click the **Accounts** tab and assign the appropriate accounts. If a sales group was selected, some accounts may already be assigned for you, but can be overwritten.

- » **Sales** - This account is credited when this sales item is sold on a customer invoice. This account is also debited when this sales item is returned on a customer invoice (credit memo).
- » **Returns & Allowances** - This account is not used at this time. Although any account can be assigned to the field, we recommend using the same sales account assigned above it. This field will be used for returns when the sales order module is added to CenterPoint.
- » **Expense** - This account is debited when the sales item is sold on a customer invoice and it is required for non-tracked and service items when the Purchase Order and Sales Order modules are installed.

17. Click the **Pricing** tab to specify the selling prices for the sales item. Depending on the option chosen, one can enter in a specific price or have it calculate from other fields assigned to the item. The options are:

- » **Fixed Pricing with No Qty Breaks** - Enter the selling price for this sales item for each Sales Price Level. The number of price levels is determined by the File > Preferences > Items > Price Levels > Pricing Levels preference setting. The selling price will automatically display in Customer Invoices based on the price level assigned to the customer in Setup > Customers.
- » **Fixed Pricing with Qty Breaks** - This pricing method can be applied to inventory item types. Enter the selling price for this sales item with the quantity break information for each Sales Price Level.
  - » **Quantity More Than/But Not Over-** Enter quantities in ascending order. As you enter the **But Not Over** quantity, the system will automatically fill in the next **Quantity More Than** quantity, for example if your price breaks are at 20 and 40, enter 20 in the But Not Over box and the next line will automatically display 20 in the Quantity More Than box, enter 40 in the But Not Over box and the next line will automatically display 40 in the Quantity More Than box. The quantity decimal place precision is set in File > Preferences > General > Quantity Decimal Settings.
    - » If you enter too many quantity break rows and want to remove the rows, enter 999,999,999 in the But Not Over row and click Yes to the prompt that informs you that rows following this row will be removed if you continue.
- » **Cumulative Quantity Pricing** - This pricing method can be applied to non-inventory item types and is set up similarly to the Fixed Pricing with Qty Breaks description above, however, the quantity break pricing is calculated cumulatively across multiple quantity breaks.
  - » Pricing Example: Enter a quantity of 12 for Sales Price 1 calculates an extended price of \$84.00 ( $\$25.00 + \$40.00 + \$19.00 = \$84.00$ )
    - » Sales Price 1 with a Quantity of 5 X \$5.00 = \$25.00
    - » Sales Price 1 with a Quantity of 5 X \$8.00 = \$40.00
    - » Sales Price 1 with a Quantity of 2 X \$9.50 = \$19.00

Items

List Detail Filter Reports

Economy Bicycle Package

General Accounts Pricing Other Information

Price Method: Cumulative Quantity

Quantity More Than	But Not Over	Sales Price 1	Sales Price 2	Sales Price 3
0.00	5.00	5.00	4.00	3.00
5.00	10.00	8.00	7.00	6.00
10.00	999,999,999.0	9.50	8.50	7.50

Save Cancel [Navigation Buttons] Close

- » **Base Price + Additional Quantities** - This pricing method can be applied to non-inventory item types and is set up similarly to the Fixed Pricing with Qty Breaks description above, however, the quantity break pricing is calculated cumulatively across multiple quantity breaks. with an initial minimum price specified in the first break

» Pricing Examples:

- » Enter a Quantity of 3 for Sales Price 1 - the Extended Amounts = \$60.00 (Base Price)
- » Enter a Quantity of 5 for Sales Price 1 - the Extended Amount = \$60.00 (Base Price).
- » Enter a Quantity of 7 for Sales Price 1 - the Extended Amount = \$76.00 (\$60.00 for the first Quantity of 5 and an additional \$16.00 for the next Quantity of 2).

Items

List Detail Filter Reports

Economy Bicycle Package

General Accounts Pricing Other Information

Price Method: Base Price + Additional Quantities

Quantity More Than	But Not Over	Sales Price 1	Sales Price 2	Sales Price 3
0.00	5.00	60.00	50.00	40.00
5.00	10.00	8.00	7.00	6.00
10.00	999,999,999.0	7.50	6.50	0.00

Save Cancel [Navigation Buttons] Close



Note: If you want to attach a document to this item, see the [Scan and Attach Documents](#) topic for detailed information.

18. Click **Save**.

## Sales Groups

Sales groups provide a way to group various sales (inventory) items for sales reporting. Sales group reporting allows you to quickly get an overview of sales by groups of inventory items. A default General sales group is added when CenterPoint is installed.

**Example:** A hardware store has tens of thousands of individual items setup. They've also setup sales groups for paint, electrical, plumbing and miscellaneous supplies. Each item is assigned a default sales group. For the service side of their business, they set up sales groups for warranty service and non-warranty service. With this type of setup they can get sales reporting on each individual item or for an entire group of items.

This topic includes information on:

[Creating a Sales Group](#)

[Assigning a Sales Group to a Sales Item](#)

[Reporting Sales by Sales Group](#)

---

### Creating a Sales Group

1. Select **Setup > Sales > Sales Groups**.
2. Click on the **New** button.
3. Assign an **Abbreviation** and **Name** for this sales group.
4. If you have the Inventory module installed, assign **default accounts** for:
  - » Sales - Enter the sales account to which you want sales for this sales group applied. Invoice sales are credited to this account.
  - » Returns & Allowances - Enter the returns account to which you want returns (credit memos) for this sales group applied.
  - » Cost of Goods Sold (this box will not be available if the File > Preferences > Customer Invoices > Cost of Goods Sold is set to maintain COGS at the Inventory account level). Enter the Income Statement account that is debited when you sell or use inventory.
5. If you have the Inventory module installed, select a **Commission** method to use by the sales group. Commission items are set up in Sales > Sales Commissions and can be set to calculate as a percentage of sales, percentage of profit, percentage of cost, or percentage of weight. A fixed amount can also be an additional amount on top of a percentage.
6. Click **Save**.
7. Repeat steps 1-6 for each sales group needed.

### Assigning a Sales Group to an Item

1. Select **Setup > Sales > Items** or **Setup > Inventory > Items**.
2. To change the Sales Group on an existing Item, select the item and click **Edit**.
3. In the **Sales Group** field, select the appropriate group for this item.
4. Click **Save**.

## Reporting Sales by Sales Group

The Sales by Group reports will allow you to see your sales totals for each group. Select **Reports > Reports > Transaction Reports > Sales & Accounts Receivable > Sales by Group** or **Sales by Group (Item Detail)**.

## How to Setup Sales Tax

There are five steps to setting up sales tax:

[Step A: Setup Sales Tax Categories](#)

[Step B: Setup Sales Tax Jurisdictions](#)

[Step C: Assign Sales Tax Categories to Items](#)

[Step D: Setup Sales Taxes](#)

[Step E: Assign Sales Taxes to Customers](#)

Once these steps are complete, one can begin invoicing customers and the system will automatically calculate and report sales tax.

---

### Step A: Setup Sales Tax Categories

Sales tax categories provide a way to group various sales (inventory) items for tax calculations. You determine if the sales tax category is taxable by selecting the sales tax jurisdictions to apply. If all of your items' taxes are calculated at the same rate for all jurisdictions, then only one Sales Tax Category is needed.

1. Select **Setup > Sales > Sales Tax Categories**. Click the **New** button to add a new category.
2. Enter a short **Abbreviation** and **Name** for this tax, for example; general merchandise, fuel or food.
3. Ignore the **Sales Tax Jurisdictions to calculate this sales tax category on** area at this time. Click **Save**.

### Step B: Setup Sales Tax Jurisdictions

Sales tax jurisdictions are used to track individual sales taxes. For example, you would create a sales tax jurisdiction for each state, county and city tax applicable for your customers. Sales tax jurisdictions are also used to calculate different rates for different types of products being sold within a jurisdiction. For example if the state charges a different rate for agriculture products vs normal retail, then you would need a sales tax jurisdiction for each.

1. Select **Setup > Sales > Sales Tax Jurisdictions**. Click the **New** button to add a new jurisdiction.
2. Enter a short **Abbreviation** and **Name** for this tax, for example; CO and Colorado Sales Tax.
3. Choose a **Liability Account** which will be credited when a taxable customer invoice is entered with this tax.
4. Select the appropriate **Vendor**. The vendor will normally be the state that governs the tax. Sales tax jurisdictions will be grouped by vendor on the sales tax report.
5. Enter the sales tax percentage in the **Rate** field. Then select how the tax should be calculated in the **Calculate On** field. The options for Calculate On are:
  - » Cost: The sales tax percent is multiplied by the cost.
  - » Markup: The sales tax percent is multiplied by the markup (the difference between cost and selling price).

- » Quantity: The sales tax percent is multiplied by the quantity.
  - » Selling Price: The sales tax percent is multiplied by the selling price.
6. Check the **Calculate Tax on Freight** and/or **Calculate Tax on Miscellaneous Charges** boxes if those charges are subject to sales tax. These options will be used if amounts are entered in the Miscellaneous Charges and/or Freight fields in invoice entry.
  7. If this tax jurisdiction will be grouped together with others and should be calculated using tax on previously calculated tax, select the **Calculate Tax on Tax** box. For example, Canada's national sales tax is subject to tax by Canada's provincial taxes.
  8. The **Sales Categories to calculate this tax item on** box will display all Sales Categories. Enter a check in the box for each sales categories that is taxable by this Sales Tax Jurisdiction.
  9. Click **Save**. If this will be the only sales tax jurisdiction in this sales tax, at the *Do you want to add a new sales tax for this sales tax jurisdiction?* message, click Yes to create the sales tax. If this sales tax jurisdiction will be combined with others, (for example, Colorado state tax and Denver city tax) then skip this step. See Step B: Setup Sales Taxes below for more information.

### Step C: Assign Sales Tax Categories to Items

A sales tax category is assigned to each sales item.

1. Select **Setup > Sales > Items** or **Setup > Inventory > Items**.
2. Select a customer and click **Edit**.
3. Select the appropriate **Sales Tax Category** for this item. Click **Save**.

### Step D: Setup Sales Taxes

Sales taxes provide a way to group sales tax jurisdictions. Sales taxes are assigned to customers. For example, if you have a city, state and school district tax that you need to use for the customers in your area. Those would all be setup as jurisdiction and a sales tax would then be setup to group them together. The sales tax Denver City Tax may be a combination of Colorado State Tax, RTD Tax, and Denver City Tax which are all sales tax jurisdictions. Sales taxes are assigned to customers and used when entering sales invoices. Sales taxes must be used for sales tax calculations (rather than the underlying sales tax jurisdictions). Therefore, if you have a state sales tax jurisdiction and no other taxes, you must still create a sales tax that includes only that state.

1. Select **Setup > Sales > Sales Taxes**. Click on **New**.
2. Enter a short **Abbreviation** and **Name** for this Sales Tax, for example; CO-DEN (abbreviation) and CO state & Denver city taxes (Name).
3. The **Available Sales Tax Jurisdiction** box will contain all Sales Tax Jurisdictions. Move each jurisdiction that should be a part of this Sales Tax to the **Selected Sales Tax Jurisdiction** box on the right. For example, if you created the above example (Co-DEN) you would then want both the Colorado State & Denver City tax jurisdictions moved to the Selected Sales Tax Jurisdiction.
4. Click **Save**.

### Step E: Assign Sales Taxes to Customers

A default sales tax is assigned to each customer. Customer invoices will use this sales tax when entering an invoice for this customer. The customers default sales tax can be overwritten during invoice entry.

1. Select **Setup > Customers**.
2. Select a customer and click **Edit**.
3. Select the appropriate **Sales Tax** as the default for this customer. Click **Save**.

## Sales Tax Categories

Sales tax categories provide a way to group various sales (inventory) items for tax calculations. You determine if the sales tax category is taxable by selecting the sales tax jurisdictions to apply. If all of your items taxes are calculated at the same rate, then only one Sales Tax Category is needed.

Example: A store sells food, fuel and general merchandise. According to state & local tax laws for their area they need to calculate:

1. State sales tax on all general merchandise but not on food.
2. An additional local sales tax on all general merchandise and food.
3. State sales tax on fuel at a different rate then general merchandise fuel will be taxed at a different rate.

This can easily be done by setting up three separate sales tax categories (food, general merchandise and fuel) and assigning the appropriate sales tax category to the items.

---

### Creating a Sales Tax Category:

1. Select **Setup > Sales > Sales Tax Categories**.
2. Click on the **New** button.
3. Assign an **Abbreviation** and **Name** for this sales tax category.
4. All **Sales Tax Jurisdictions** are listed in the box below. Put a check in the box for each jurisdiction that should calculate tax on the items assigned to this Sales Tax Category.
5. Click **Save**.
6. Repeat steps 1-5 for each sales tax category needed.

### Assigning a Sales Tax Category to an Item:

1. Select **Setup > Sales > Sales Items** or **Setup > Inventory > Items**.
2. To change the Sales Tax Category on an existing Item, select the item and click **Edit**.
3. In the **Sales Tax Category** field, select the appropriate sales tax category for this item.
4. Click **Save**.

## Setup and Processing Finance Charges

Use this optional feature to set up and process finance charges on past due customer balances. If a customer's balance is not paid when due, the finance charge information is used to calculate their finance charge amount which is then added to their balance. This occurs when you select Processes > Sales > Calculate Finance Charges. You can easily set up multiple finance charge codes for use with different customers.

[Step A: Create a Finance Charge Rule](#)

[Step B: Assign Finance Charge to the Customer](#)

[Step C: Calculate Finance Charges](#)

[Step D: Reverse a Previously Calculated Finance Charge](#)

[Option 1: Reverse Individual Finance Charge Invoices through Transaction Search](#)

[Option 2 - Reverse Multiple Finance Charges at Once](#)

---

**Step A: Create a Finance Charge:**

1. Select **Setup > Sales > Finance Charges**. Click **New** to create a new finance charge rule.

The screenshot shows the 'Finance Charges' dialog box with the 'General' tab selected. The 'Standard Finance Charges' section contains the following fields and values:

- Abbreviation:** Std
- Name:** Standard Finance Charges
- Account:** Finance Charge Income
- Annual Percentage Rate:** 18.00%
- Minimum Charge:** \$1.25
- Grace Period (Days):** 5
- Compounded (calculate finance charges on previous finance charges):** ☒

At the bottom of the dialog are buttons for 'Save', 'Cancel', and 'Close'.

2. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the finance charge by.
3. In the **Name** box, enter up to 30 characters of required information that describes the finance charge.
4. In the **Account** box, enter the default income account to which you want the finance charges applied when they are calculated and posted to the general ledger (generally, to a Revenue or Other Revenue account). Finance charges will be credited to this account.
5. In the **Annual Percentage** rate box, enter the annual finance charge rate to use for this code. Enter any percentage from zero (0) to 99.99. For example, enter 18 for 18%.
6. In the **Minimum Charge** box, enter the minimum amount you charge on past due accounts. When finance charges are calculated, the minimum charge is used if it is larger than the calculated finance charge. For example, if the calculated finance charge is \$4.20 and the minimum charge is \$5.00, the finance charge on the past due account will be the \$5.00 minimum charge not the \$4.20 calculated finance charge. If you do not use a minimum charge, leave this box blank (any calculated finance charge will be added to the balance even if it is only a penny).
7. In the **Grace Period** box, enter the number of days after the due date before you charge finance charges. For example, if your due date is October 15th, you might set up a grace period of 5 days to allow for customers who are just getting their payments in the mail on the 15th. If it's paid within the grace period it will not be charged finance charges.
8. Select the **Compounded (calculate finance charges on previous finance charges)** check box to calculate finance chargers on previous finance charges once they become past due. Laws vary by state on whether this is allowed or not, so be sure to check with your accountant or an authority in state government.

## Step B: Assign Finance Charge to Customers

1. Select **Setup > Customers**.
2. Select a **customer** that should be charged finance charges in the event of past due invoices and click **Edit**.
3. Click on the **Accounting** tab. At the bottom of the screen, specify the appropriate **Finance Charge** for this customer.

The screenshot shows the 'Customers' window with the 'Accounting' tab selected. The customer is 'Sherman Village Fishing Club'. The 'Balances' section shows Y-T-D Sales of \$9,000.00, Open Invoices of \$425.00, Deposits of \$0.00, and Unposted Invoices of \$0.00. The 'Last Payment Date' is 07/03/10 with an amount of \$425.00. The 'Default Accounts' section shows 'Accounts Receivable - Bur'. The 'Sales Tax Exemption Information' section has 'Not Subject to Tax' checked. The 'Billing Statement Information' section shows 'Statement Type' as 'Balance Forward'. The 'Finance Charges' section shows 'Finance Charge' as 'Standard Finance Charges'.

4. Click **Save**. Repeat these steps for each customer that should be charged finance charges in the event their invoices become past due.



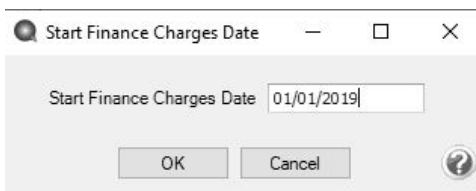
**Note:** If you have multiple customers that you'd like to update with the same Finance Charge, highlight all of them and click **Mass Update** instead of Edit. The Mass Update wizard will walk you through updating all customers to the same finance charge.

## Step C: Calculate Finance Charges

Finance charges are calculated only for those customers set up as subject to finance charges on the Setup > Customers > Accounting tab. The calculation uses the code in the Finance Charge box on the Accounting tab and takes the minimum charge, annual rate, grace period, etc. from the specified finance charge code.

The calculation formula for finance charges is: Past Due Amount \* (((Annual Rate/100/365) \* Days Past Due). (The Past Due Amount includes the Net Due for each invoice. If the Net Due is less than or equal to zero the calculation is not performed on the invoice and if it is greater than zero the invoice is included in the invoices to calculate finance charges on).

1. Select **Processes > Sales > Calculate Finance Charges**.
2. Click the **Modify Start Date** button to set the initial starting date you want to begin calculating finance charges. Enter the date and then click **OK**.



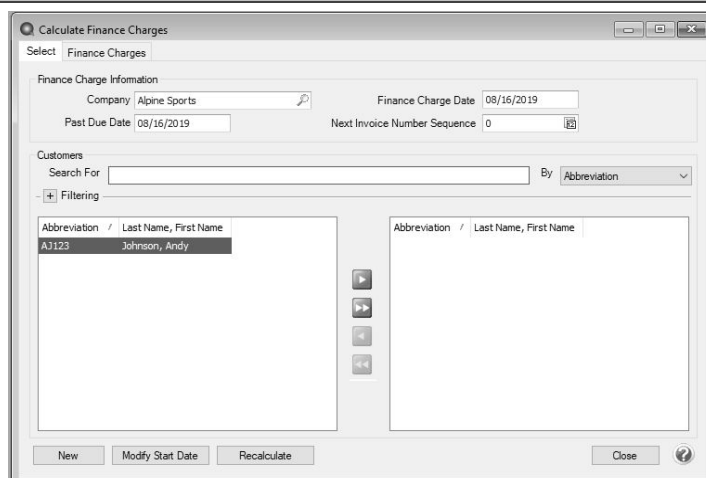
Start Finance Charges Date

Start Finance Charges Date 01/01/2019

OK Cancel



Note: This date can be set once and if a company/fund has posted transactions created from this Finance Charge entry screen, then the finance charge date may not be changed.



Calculate Finance Charges

Select Finance Charges

Finance Charge Information

Company Alpine Sports Finance Charge Date 08/16/2019

Past Due Date 08/16/2019 Next Invoice Number Sequence 0

Customers

Search For By Abbreviation

Filtering

Abbreviation	Last Name, First Name
A3123	Johnson, Andy

New Modify Start Date Recalculate Close

3. In the **Company/Fund** box, select the company/fund that you want to calculate finance charges for. If there is only one company/fund in your database, the company will already be selected by default.
4. In the **Past Due** box, specify the date that charges are past due and subject to the finance charge calculation rules. This is normally the last day of the month that you are calculating finance charges for. This date is compared to the due date to determine if a charge is past due (subject to finance charges) or not.
5. In the **Finance Charge Date** box, specify the date that the finance charge invoices created by this process should be dated. This is normally the same date specified in the Past Due box.
6. In the **Next Invoice Number Sequence** box, the next available sequence number in the Calculate Finance Charges sequence will display. This will be the first transaction number assigned. If you need to change the sequence number, enter the new number. If you need to change the next available sequence number, right-click, select Edit, select the Detail tab, and then enter the next available sequence number, for example you may want to identify the finance charge sequence number with FC in front of the number. For more information about numbering sequences, see the Maintaining Check and Invoice Numbers topic.
7. Move the customers you want to calculate finance charges for from the left list to the right list. If you click the double-right arrow, all customers will be selected for calculation. Normally one will move all customers to the right. Those customers that don't have past due invoices or not setup to calculate finance charges, will be ignored in the calculation process.
8. Click **New**.

9. Click **Create**.

Abbreviation	Name	Annual Percentage	Past Due Amount	Finance Charge	Calculated Amount	Override
AJ123	Andy Johnson	18.00%	\$ 244.35	\$ 27.95	\$ 27.95	<input type="checkbox"/>
CA789	Chuck Adams	18.00%	\$ 74.76	\$ 5.00	\$ 5.00	<input type="checkbox"/>
FB456	Frank Buchanan	18.00%	\$ 500.00	\$ 57.21	\$ 57.21	<input type="checkbox"/>
HF987	Herb Ford	18.00%	\$ 500.00	\$ 57.21	\$ 57.21	<input type="checkbox"/>
JP321	Jim Pierce	18.00%	\$ 500.00	\$ 57.21	\$ 57.21	<input type="checkbox"/>
RWBike	Red Wing Bike Club	18.00%	\$ 9,253.95	\$ 1,058.75	\$ 1,058.75	<input type="checkbox"/>
SVFC	Sherman Village Fishing Cl	18.00%	\$ 425.00	\$ 48.62	\$ 48.62	<input type="checkbox"/>
WC876	Woody Cleveland	18.00%	\$ 544.35	\$ 62.28	\$ 62.28	<input type="checkbox"/>
ZJ321	Zach Jefferson	18.00%	\$ 2,535.00	\$ 272.53	\$ 272.53	<input type="checkbox"/>

10. Verify the calculated **Finance Charge** in the Calculated Finance Charges grid. If you want to change the amount, enter the amount that should be charged in the **Finance Charge** field. The **Override** check box will automatically be selected.



If a calculated finance charge is overridden and changed to 0.00, a finance charge transaction will not be created when finance charges are posted.

11. Once all calculated finance charges are accurate, click **Post** to complete the process and update the customers balances with the additional finance charges.

## Step D: Reverse a Previously Calculated Finance Charge

Option 1: Reverse Individual Finance Charge Invoices through Transaction Search

When finance charges are posted, an invoice is created for each customer that was charged finance charges. The invoice will be dated as the Past Due Date you set in Step C-4. As with all other transactions in the system, if needed, the finance charge invoices can easily be removed or modified.

1. Select **Reporting Tools > Transaction Search**.
2. Search for the finance charge invoice to be reversed (deleted). The last finance charge created for a customer is the only one that can be deleted (a message will display if you attempt to delete and it isn't the last created finance charge).
3. Optionally, recalculate finance charges by repeating Step C: Calculate Finance Charges.



If you need to delete a finance charge that is not the last created finance charge, search for and delete all finance charges before the finance charge you want to delete, then repeat Step C: Calculate Finance Charges to calculate finance charges again for each month afterward to put the deleted finance charges back into CenterPoint.

#### Option 2 - Reverse Multiple Finance Charges at Once

This procedure allows you to remove the last posted finance charge and recalculate finance charges.



Note: Finance charges calculated and posted prior to CenterPoint version 14.8 cannot be recalculated.

1. Select **Processes > Sales > Calculate Finance Charges**.
2. Click **Recalculate**.

Finance Charge Information						
Company: Alpine Sports			Finance Charge Date: 8/16/2019			
Past Due Date: 9/15/2019			Next Invoice Number Sequence: 00001			

Last Finance Charge						
Select	Abbreviation	Customer	Finance Date	Past Due Date	Invoice Amount	Calculated Amount
<input checked="" type="checkbox"/>	AJ123	Andy Johnson	05/01/19	09/15/19	15.31	15.31

Remove Cancel

3. Verify that all of the customers you want to remove the last posted finance charge for are selected. If you do not want to recalculate a posted finance charge for a customer, clear the Select check box.
4. Click **Remove**.
5. At the **WARNING! This process will delete the last finance charge transaction for each row selected. Do you want to continue?** message, click **Yes** if you are ready to remove and recalculate all posted finance charges.
6. Optionally, recalculate finance charges by repeating Step C: Calculate Finance Charges.

## Sales Commissions

Sales commissions define the commission method and rates used to calculate salesperson commissions. You may need additional sales groups if various salespersons use different commission calculation methods/percentages. In that case, setting up commissions by salesperson may be the preferred option. To choose whether commissions are calculated by sales item or salesperson, select File > Preferences > Customer Invoices > Sales Commission.

The Salesperson Sales, Salesperson Item Sales, and Salesperson Item Sales (Detail) reports all display commission amounts for each salesperson.

### Step A: Choose Where Commission Rates are Assigned and Set Accounts for Commissions Payable

#### Step B: Create a Sales Commission

#### Step C: Assign the Sales Commission

#### Step D: Reporting Sales Commission by Salesperson

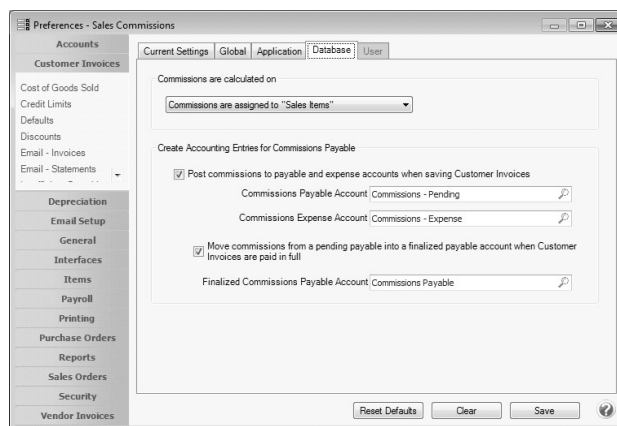
#### **Prerequisite**

You must have the **Inventory** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to setting up or processing commissions. You must also have salespeople (Setup > Names) in the database prior to defining commission information.

### **Step A: Choose Where Commission Rates are Assigned and Set Accounts for Commissions Payable**

Sales commissions can be assigned to a salesperson or to a sales item or sales group. Which option you choose depends on how you calculate commissions internally. If each salesperson earns the same rate of commission on everything they sell, then the sales commission will be assigned to the salesperson. But if they earn different rates depending on what it is they are selling, then you'd assign it at the sales item or sales group level.

1. Select **File > Preferences > Customer Invoices > Sales Commissions**. Select the **Database** tab.



2. In the **Commissions are Calculated On** field, select the appropriate option for your business.

This preference allows you to report commissions when the invoice is paid in full as opposed to at invoice creation by moving commission amounts from a pending liability account into another liability account when the invoice is paid in full. Also, if an invoice was paid in full and subsequently is not, then the commission can be moved back out of the account into the pending liability account.



**Note:** The default option is to calculate commissions at the time invoices are entered with no liability transactions generated.

3. Select the **Post commissions to payable and expense Accounts when saving Customer Invoices** check box to enter a **Commissions Payable** and **Commissions Expense** account for users who want to pay commissions on paid invoices. This is a requirement to accurately track commissions to be paid on paid invoices.

» The general journal entry created during the posting process for entered invoices is:

» **General Journal Entry**

- » Commission Expense Account (from this preference)
- » Credit to Commission Liability Account (from this preference)

4. Select the **Move commissions from a pending payable into a finalized payable account when Customer Invoices are paid in full** and enter a **Finalized Commissions Payable Account** if you want to transfer the commission amount when the invoice is paid in full.



Note: If an invoice is subsequently unpaid, the commission amount will be moved out of the finalized account back into the pending Commissions Payable account.

» The general journal entry created during the posting processes for invoices from the Customer Invoices, Receipts, Sales Order (Edit / Fill / Invoice), and Apply Customer Deposits screens when this preference is set is:

» **General Journal Entry**

- » Debit to Commission Payable Account (from this preference)
- » Credit to Finalized Commission Payable Account (from this preference)

5. Select **Save**.

## Step B: Create a Sales Commission

1. Select **Setup > Sales > Sales Commissions**.
2. Click on the **New** button.

The screenshot shows the 'Sales Commissions' window with the 'General' tab selected. The window title is 'Sales Commissions'. Inside, there's a section titled 'Jade's commission information'. Below this, there's a 'General' sub-tab. The 'Sales Commission Information' section contains the following fields:

- Abbreviation: JD
- Name: Jade's commission information
- Method: Percent of Sales Amount (dropdown menu)
- Rate: 2.80%
- Fixed Amount: \$0.00

At the bottom of the window, there are buttons for 'Save', 'Cancel', navigation arrows, and 'Close'.

3. Assign an **Abbreviation** and **Name** for this sales commission. If you have chosen to calculate sales commissions at the salesperson level, then the Abbreviation and Name would normally reference the salesperson. Otherwise, it may reference the amount or type of commission.

4. Select the commission **Method** used when calculating commissions.
5. Enter the sales commission **Rate** as a percentage. For example, enter 5 for a 5% commission rate.
6. If the commission includes a **Fixed Amount**, enter the amount to be awarded in addition to the commission percentage. For example, if the salesperson gets a 5% commission + a \$25.00 fixed amount each time they sell a piece of equipment.
7. Click **Save**.
8. Repeat steps 1-7 for each sales commission needed.

## Assigning a Sales Commission

Where a sales commission is assigned, depends on what option was selected in Step A.

If **Commissions are assigned to "salespersons"** was selected in Step A:

1. Select **Setup > Names > Names**.
2. To change the Sales Commission on an existing salesperson, select the salesperson and click **Edit**.
3. Click the **Detail** button next to the Salesperson check box.
4. In the **Commission** field, select the appropriate commission for this salesperson.
5. Click **OK**.

If **Commissions are assigned to "items"** was selected in Step A:

1. Select **Setup > Sales > Items** or **Setup > Inventory > Items**.
2. To change the Sales Commission on an existing Sales Item, select the item and click **Edit**.
3. In the **Commission** field, select the appropriate commission for this item.
4. Click **OK**.
5. Click **Save**.
6. Repeat for each inventory item. The commission can also be assigned when new items are entered into the system.



Note: If you are using sales Groups and are assigning sales commissions to items, save yourself time by assigning a default commission to each sales group (Setup > Sales > Sales Groups). Once that is completed, each time a new item is added to the system it will assign the commission to the item automatically when the sales group is assigned to the item. Also, if you change the sales group assigned to an existing item, it will update the sales commission assigned to the item.

## Reporting Sales Commission by Salesperson

The Salesperson Sales, Salesperson Item Sales, and Salesperson Item Sales (Detail) reports will allow you to see your sales commission totals by salesperson. Select **Reports > Reports > Transaction Reports > Sales & Accounts Receivable > Salesperson Sales, Salesperson Item Sales, or Salesperson Item Sales (Detail)**.

## Invoices

### Customer Invoices Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

#### How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

**Current Settings:** Simply displays the settings that are currently being used.

**Global:** The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

**Application:** If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

**Database:** Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

**User:** Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

#### Defaults

##### Default AR Account

Accounts Receivables are usually recorded to only a few accounts and sub-ledger detail is kept for each customer. This preference allows you to set which Accounts Receivable account is the default to use when creating new AR invoices in Customer Invoices (Basic) or Customer Invoices (Detail).

##### Email - Invoices

This preference allows you to specify the default (template) e-mail message and subject to use for mass-emailed invoices. It also allows you specify the form used for the e-mail attachments.

**Subject** - Enter the default subject for e-mailed invoices.

**Message** - Enter the default message for e-mailed invoices.

##### Email - Statements

This preference allows you to specify the default (template) e-mail message and subject to use for mass-emailed statements.

» **Subject** - Enter the default subject for e-mailed statements.

» **Message** - Enter the default message for e-mailed statements.

Defines the printer used to print invoices, and the invoice format to use when printing invoices (plain paper invoices are provided), and select the number of copies that will print when you choose to print invoices. The preference levels for invoices are the same as those for checks.

## Printing - Invoices

Defines the form type(s) to use when printing invoices, printer used to print invoices and other selected form types, and the number of copies that will print when you choose to print invoices or other form types.

### General

**Form Type** - All available customer invoice (basic) form types will display with System Default automatically selected (if you use Setup > Forms Designer > Invoice Forms Designer, you can create a new customer invoice (basic) form type.). The invoice form type can be overridden in Processes > Sales > Customer Invoices (Basic). Select all forms that you want to print when a customer invoice is printed. Highlight the form type(s) you selected and then under Form Type Settings, set the following options:

- » **Printers**- Select the printer to print the selected form type to. Setting this at the database level allows a different printer for each database.
- » **Copies** - Select the number of copies to print of the selected form type.

## Recurring Invoice Batches

### Invoice Numbers

This preference allows you to either; have CenterPoint assign invoice numbers when printing (this is the default) or Always assign invoice numbers on the Customer Invoice screen. This can be set at the Global, Application and Database levels.

When **Have the system assign invoice number when posting and printing** is selected the system will select the "Print" check box in the Customer Invoice entry screen and will disable the Invoice Number field if a Batch has been selected. The invoice number would then be assigned when the Batch is posted via Processes > Batch Transactions.

When **Always assign invoice numbers on the customer invoice screen** is selected the Invoice Number field in the Customer Invoice entry screen is never disabled and you are responsible for making sure an appropriate number is assigned. This number will then be printed on the invoice when the batch is posted (if the Print check box was selected when the invoice was saved.) The exception to this would be when the Batch selected is a Recurring batch, in which case Invoice Numbers are always assigned automatically when the batch is posted.



Note: When posting and printing recurring customer invoices, the system will always assign the new invoice numbers when posting and printing.

## Enter an Unpaid Sales Invoice or Return

Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive.

### Entering a Sale

1. To begin entering a sale or return, select **Processes > Sales > Customer Invoices** from the main CenterPoint Accounting screen.

2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.
3. » If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:
  - » **Create a New Customer** - Click **New**. The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
  - » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).

4. To view or add internal notes for a customer, click the **Additional Notes** icon .



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

5. Once the customer is selected, the , **Salesperson**, **Terms**, **Due Date**, **Discount Date** and **Sales Tax** fields will be populated automatically.
6. Complete all other needed fields on the **Select** tab. Most fields are optional – complete only those that are pertinent to your business.
7. Click on the **Shipping Name** button to specify a different address for the shipping address.
8. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the invoice will not be printed or e-mailed when the invoice is saved. If the Print or E-mail buttons display with a green check mark, it means the invoice will be printed or e-mailed when the invoice is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Invoice setting for this invoice only, select the printer to print the invoice to, the number of copies of the invoice to print, and the form the invoice should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Invoice setting and the default To, CC, BCC, From, Subject, Message, and form the invoice should be e-mailed on.
9. The system will automatically bring you to the **Invoice** tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the invoice tab manually.

Customer Invoices

Select Invoice

Customer: Sherman Village Fishing Club Date: 11/30/2018 Invoice: 000074

Item	Quantity Shipped	Account	Description	Sales Price	Additional Description	Comments	Taxed	Amount	Notation
Fly Fishing Lesson	1	Service Sales	Fly Fishing Lesson	95.00			<input checked="" type="checkbox"/>	\$ 95.00	
Fly Fishing Lesson		Accounts Receivable		0.00			<input type="checkbox"/>	\$ 0.00	
Fly Fishing Lesson		Service Sales		95.00			<input type="checkbox"/>	\$ 95.00	
Adult Half Day Ski Les	2	Service Sales	Adult Half Day Ski Lesson	135.00			<input checked="" type="checkbox"/>	\$ 270.00	

Commission Amount: \$0.00 Override

Freight: \$0.00 + Misc: \$0.00 + Sales Tax: \$0.00 - Discounts: \$0.00

Subtotal: \$365.00

Invoice Total: \$365.00

Amount Received: \$0.00 Terms Discount: \$0.00 Net Due: \$365.00

Save Clear Recall Accounts Options Close

10. Select the first **Item** sold to the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items.
11. Once the Item is selected the system will automatically display the **Description**, **Account** and **Sales Price**. This information will pull from the information that has been setup on the item.
12. Specify the **Quantity** sold. A positive quantity is used for a sale, a negative quantity for a return. The **Description**, **Account** and **Sales Price** can also be modified, if needed.
13. Continue entering additional lines on the Invoice for each item that is sold to this customer.
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes

Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.

- » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
- » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
- » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
- » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
- » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

14. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
15. The **Sales Tax** will be calculated automatically based on the Sales Tax selected.
16. Click the **Amount Received** button to apply applicable customer deposits/term discounts and pay the remaining balance while assigning the receipt account, payment type, and check/ref#. Click **OK**.

Apply Customer Deposits

☒ Calculate Terms Discount \$7.30

Date	Receipt Number	Amount	Applied

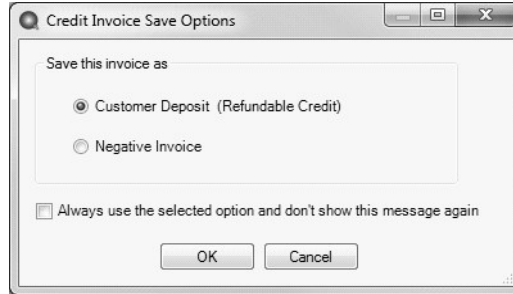
Pay In Full

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash	123544	\$ 357.70

Balance Due With Discount \$0.00

OK Cancel

17. Verify the information for accuracy and click **Save** to complete the invoice. If the Invoice Total is less than zero, the Customer Credit Invoices preference in File > Preferences > Customer Invoices > Customer Returns and Refunds will be checked to determine how to handle the negative invoice:



- » **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again
- » **Save as a customer deposit invoice (refundable credit)** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account. The Customer Deposit can then be refunded or applied to a future invoice. You will not see the Credit Invoice Save Options screen when this preference is set.
- » **Save as negative invoice** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a negative invoice that posts to your Accounts Receivable account. The amount will show as a credit on the customer's account and can be applied to an outstanding balance on the Receipts screen. You will not see the Credit Invoice Save Options screen when this preference is set.
- » **Always Show me the Save Options** - When a negative customer invoice is entered and you click **Save**, the Credit Invoice Save Options screen will always display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices and not display this screen again.

18. The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

## Enter a Paid Sales Invoice

Customer Invoices are used to record a sale of goods or services. If the customer pays for the invoice at the time it is entered, the invoice and payment can all be entered as one transaction.

### Entering a Paid Sale:

1. To begin entering a sale or return, select **Processes > Sales > Customer Invoices** from the main CenterPoint Accounting screen.

2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.

If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:

- » **Create a New Customer** - Click **New**. The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.
- » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).

3. To view or add internal notes for a customer, click the **Additional Notes** icon .



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

4. Once the customer is selected, the Shipping Method, Salesperson, Terms, Due & Discount Date and Sales Tax fields will be populated automatically.
5. Complete all other needed fields on the **Select** tab. Most fields are optional – complete only those that are pertinent to your business.
6. Click on the **Shipping Address** button to specify a different address for the shipping address.
7. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names or Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the invoice or other forms selected in File > Preferences > AR will not be printed or e-mailed when the invoice is saved. If the Print or E-mail buttons display with a green check mark, it means the invoice will be printed or e-mailed when the invoice is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Invoice setting for this invoice only, select the printer to print the invoice to, the number of copies of the invoice to print, and the form the invoice should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Invoice setting and the default To, CC, BCC, From, Subject, Message, and form the invoice should be e-mailed on.
8. The system will automatically bring you to the **Invoice** tab when you enter/tab off of the last field on the Select tab. Otherwise, you can click the Invoice tab manually.
9. Select the first **Item** sold to the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items.
10. Once the Item is selected the system will automatically display the **Description, Account and Sales Price**. This information will pull from the information that has been setup on the item. The Description, Account and Sales level can also be modified, if needed.
11. Specify the **Quantity Shipped** (sold).



**Note:** If the customer is returning an item, the quantity should be entered as a negative. If the Invoice Total is less than zero as a result of negative line items, the Amount Rcvd box will not be active.

12. Continue entering additional lines on the invoice for each item that is sold to this customer.
  - » If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account, notation, and
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers >

- Accounting in the Exemption Id box.
- » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
13. To add up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields or a 3200 character comment for the invoice, click the **Options** button and select **Custom Fields/Comments**.
  14. If a Salesperson was selected on the Select tab, commission values are summed and displayed in a **CommissionAmount** box. If you want to override the calculated commission amounts, enter a new amount (the Override check box will automatically be selected and the commission from the lines are no longer totaled, displayed, and the changed value is not redistributed to the lines of the invoice).
  15. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
  16. The **Sales Tax** will be calculated automatically based on the Sales Tax selected.
  17. Click the **Amount Received** button.
- » Enter the amount the customer has paid on this invoice. This will automatically post the payment to your default Payment Type and Bank Account.

Apply Customer Deposits

☒ Calculate Terms Discount \$22.90

Customer Deposits

Date	Receipt Number	Amount	Applied

Pay In Full

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash		\$ 250.00
			\$ 0.00

Balance Due With Discount \$894.29

OK Cancel

- » If the payment should be posted to a different **Payment Type** or **Bank Account** (or posted to multiple payment Types and/or Bank Accounts), enter the payments using different payment types or bank accounts, then click **OK**.

Apply Customer Deposits

☒ Calculate Terms Discount \$22.90

Customer Deposits

Date	Receipt Number	Amount	Applied
------	----------------	--------	---------

Pay In Full

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash		\$ 250.00
Petty Cash	Check		\$ 894.29
			\$ 0.00

Balance Due With Discount \$0.00

OK Cancel

» If the invoice was paid in full, click the **Pay in Full** button.

Apply Customer Deposits

☒ Calculate Terms Discount \$22.90

Customer Deposits

Date	Receipt Number	Amount	Applied
------	----------------	--------	---------

Pay In Full

Receipts

Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash		\$ 1,144.29
			\$ 0.00

Balance Due With Discount \$0.00

OK Cancel



**Note:** If the Invoice Total is less than zero as a result of negative line items, the Amount Rcvd box will not be active and if you've previously entered an amount received and the Invoice Total changes to be less than zero, the Amount Rcvd box will automatically be changed to 0.00.

- If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



**Note:** It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.



**Note:** If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

18. Verify the sale and payment information for accuracy and click **Save** to complete the transaction. The invoice and other selected form types selected in File > Preferences > Printing > Customer Invoices or Customer Invoices (Detail) will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

Please refer to the [Shortcuts/Time Savers in Transaction Entry](#) document for tips on how to enter transactions efficiently and customize the screens.

## Customer Invoices - Quick Entry

Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive.

In this topic, we will identify how to enter customer invoices quickly on a single-tab consolidated entry screen.


Invoices can also be entered on a multi-tab entry screen by following the [Enter a Paid Sales Invoice](#), Enter an Unpaid Sales Invoice or Return, or [Enter an Unpaid Sales Invoice or Return with Inventory](#) topic.

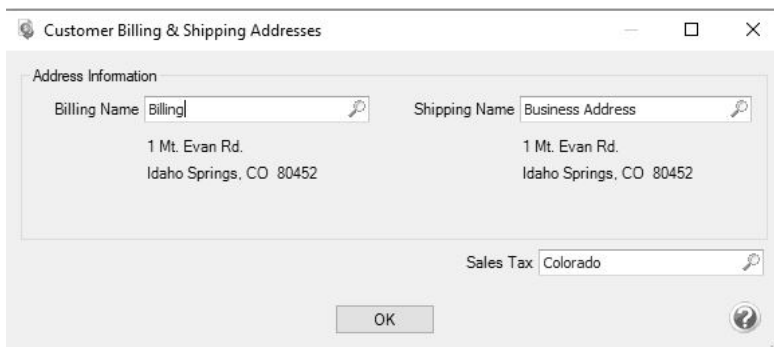
### Entering a Sale

1. To begin entering a sale or return, select **Processes > Sales > Customer Invoices - Quick Entry**.

2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers.
  - » If you enter a name into the Customer box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Customer or Create a One-Time Use Customer:
    - » **Create a New Customer** - Click **New**. The Add a New Customer screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the customer and then click **Save**.

- » **Create a One-Time Use Customer** - Click **New One Time Use**. The New One Time Use Name screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use customer, including the customer Price Level, and then click **Save**. When creating a new customer through the New One Time Use Name screen, the customer is automatically saved as an inactive customer in all companies/funds so it does not appear in Customer lookups (unless you chose to lookup inactive customers).


3. To view or change the customer's Billing Name/Address, Shipping Name/Address, or Sales Tax, click the **Address** icon  to display the Customer Billing & Shipping Addresses screen.



4. To view or add internal notes for a customer, click the **Additional Notes** icon .



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

5. In the **Invoice Number** box, the next available sequence number will display. Click the Sequence icon  or press F4 to display the sequences associated with the Customer Invoices screen.
6. The **Date** box will display the current system date.
7. If desired, enter a **Customer PO #** or some other information that indicates the source of the invoice.
8. Click the **Terms** icon to verify or change the Due Date and Discount Date.
9. In the **Salesperson** box, verify or enter the salesperson responsible for this invoice.
10. The **Commissions** box displays the calculated commission for the selected salesperson. Change the amount and the **Override** check box is selected automatically. Uncheck Override to return to the original calculated amount.
11. There are many fields that can be displayed in the data entry grid. These can be selected by right-clicking anywhere in the grid and selecting **Add/Remove Columns**. In this topic, we will identify the most commonly used fields.
12. Select the first **Item** ordered by the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items. Once the Item is selected the system will automatically display the **Description**, **Account**, **Unit of Measure**, and **Sales Price**. This information will pull from the information that has been setup on the item and can also be modified, if needed.



Note: If you have the Show Information Grid on (Options button > Show Information Grid), you will see that when entering items on invoices, the Quantity Assigned, On Hand, Available and On Order reflect changes currently in process for the current transaction and others within the system that have not yet been saved.

13. Specify the **Quantity** sold. A positive quantity is used for a sale, a negative quantity for a return. The **Amount** is calculated from the price. The **Description**, **Account** and **Sales Price** can also be modified, if needed.
14. Continue entering additional lines on the Invoice for each item that is sold to this customer.
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character comment for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
15. Click the **Memo/Comments** button to add or view **Memo 1** or **Memo 2** (which print on the invoice), **Comments** (or a 3200 character comment for the invoice), or up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields.
16. Select the **Shipping Method**.
17. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. The Freight and Miscellaneous dollars can be added when the order is filled also. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
18. The **Sales Tax** will be calculated automatically based on the Sales Tax selected in Setup > Customers. To change or adjust the Sales Tax, click the button labeled with the assigned sales tax (next to the amount).

Abbreviation	Name	Rate	Calculated Amount	Adjusted Amount
CO	Colorado	2.90000000%	2.90	2.90
MtnLake	Mountain Lake	1.70000000%	1.70	1.70
SummitCo	Summit County	2.20000000%	2.20	2.20
Totals		6.80%	6.80	6.80

19. If the customer is setup to receive Trade Discounts, the amount calculated will be displayed in the **Discounts** box.

20. The **Invoice Total** box displays the calculated amount from the Subtotal + Freight + Misc + Sales Tax - Discounts boxes.
21. Click the **Amount Received** button to apply applicable customer deposits/term discounts and pay the remaining balance while assigning the receipt account, payment type, and check/ref#. Click **OK**.

Apply Customer Deposits

☒ Calculate Terms Discount \$7.30

Customer Deposits			
Date	Receipt Number	Amount	Applied

Pay In Full

Receipts			
Bank Account	Payment Type	Check/Ref #	Amount
Cash in Bank - Checki	Cash	123544	\$ 357.70

Balance Due With Discount \$0.00

OK Cancel

22. Verify the information for accuracy and click **Save** to complete the invoice. If the Invoice Total is less than zero, the Customer Credit Invoices preference in File > Preferences > Customer Invoices > Customer Returns and Refunds will be checked to determine how to handle the negative invoice:

Credit Invoice Save Options

Save this invoice as

☒ Customer Deposit (Refundable Credit)

☐ Negative Invoice

☐ Always use the selected option and don't show this message again

OK Cancel

- » **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again
- » **Save as a customer deposit invoice (refundable credit)** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a Customer Deposit (Refundable

Credit) that posts to Customer Deposits instead of an Accounts Receivable account. The Customer Deposit can then be refunded or applied to a future invoice. You will not see the Credit Invoice Save Options screen when this preference is set.

- » **Save as negative invoice** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a negative invoice that posts to your Accounts Receivable account. The amount will show as a credit on the customer's account and can be applied to an outstanding balance on the Receipts screen. You will not see the Credit Invoice Save Options screen when this preference is set.
- » **Always Show me the Save Options** - When a negative customer invoice is entered and you click **Save**, the Credit Invoice Save Options screen will always display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices and not display this screen again.

23. The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.



Saved Quick Entry invoices will display and can be edited in Processes > Sales > Customer Invoices like standard customer invoices and can be edited on the Processes > Sales > Sales Order screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. Attached files (for example, pictures of a product, specifications of a product, warranty information, etc.) can be emailed with customer invoices.

## Enter a Customer Return

This document provides step-by-step instructions on how to enter a transaction that will create a customer deposit that can be refunded or applied later. It also provides instructions on how to provide a refund to a customer who has returned an item.

### [Step A: Set the Customer Returns and Refunds Preference](#)

### [Step B - Enter a Return for a Customer](#)

### [Step C- Refund a Customer Deposit](#)

## Step A - Set the Customer Returns and Refunds Preference

1. Select **File > Preferences > Customer Invoices > Customer Returns and Refunds**.
2. In the **Customer Credit Invoices** box, select **Always Show me the Save options**.
3. Click **Save**.

## Step B - Enter a Return for a Customer

1. To begin entering a return select **Processes > Sales > Customer Invoices** from the main CenterPoint screen.
2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation.



Note: You can also click on the lookup button or press F4 to display a list of your existing customers. To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Customer** box, and select **Review Transactions**.

3. Once the customer is selected, the **Shipping Method, Salesperson, Terms, Due & Discount Date** and **Sales Tax** fields will be populated automatically.
4. Complete all other needed fields on the **Select** tab. Most fields are optional – complete those that are pertinent to your business.
5. The selection made on the Printing tab in Setup > Names > Names and Setup > Customers for Printing Invoices will determine the default setting for the Print this Invoice check box (the selection can be changed on this screen). To immediately print this credit invoice when the transaction is saved, the check box must be selected. To the right, select the **System Default Credit Memo** form type. If the normal invoice form is selected, it will print as a negative invoice.
6. The system will automatically bring you to the **Invoice** tab when you enter/tab off of the last field on the **Select** tab. Otherwise click on **Invoice** tab manually.

Customer Invoices

Select Invoice

Customer: Red Wing Bike Club Date: 11/30/2018 Invoice: 000074

Item	Quantity Shipped	Description	Account	Sales Price	Amount
1) Lift Ticket - Child	-2	Lift Ticket - Child	Ad Service Sales	75.00	\$-150.00

Customer Balance \$9,253.95 Credit Limit \$123,000.00 Remaining Credit \$113,746.05

Commission Amount \$0.00 Override Subtotal -\$150.00

Freight \$0.00 + Misc \$0.00 + Sales Tax -\$11.31 - Discounts -\$22.50 = \$11.19

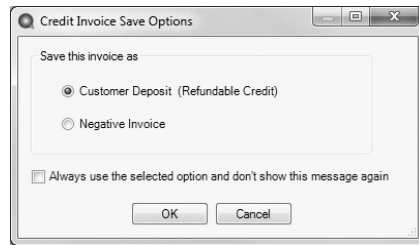
Invoice Total -\$138.81

Amount Received \$0.00 Terms Discount \$0.00 Net Due -\$138.81

Save Clear Recall Accounts Options Close

7. In the grid on the **Invoice** tab, enter the first Item/service that was returned by the customer.
8. Once the **Item** is selected, the system will automatically display the **Description, Account and Sales Price**. This information will pull from the information that has been setup on the item.
9. The **Quantity** should be entered as a **negative** if the product was returned. The **Description, Account and Sales Price**, and **Taxable** check box can also be modified, if needed.
10. Continue entering additional lines on the Invoice tab for each item that was returned.
11. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.

12. The Sales Tax will be calculated automatically.
13. Click **Save**.



14. The Credit Invoice Save Options box will be displayed. If you would like to refund the customer for the return, select the **Customer Deposit (Refundable Credit)** option. Otherwise select the **Negative Invoice** option and CenterPoint will create a negative invoice (credit) that can be applied to other unpaid invoices.
15. Click **OK**.



Note: The invoice will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

### Step C - Refund a Customer Deposit(Optional)

If Customer Deposit (Refundable Credit) was selected as the Save Option in step 14 above, use one of the two options below to print a check for the refunded deposit.

Option A: Refund a Customer Deposit with a Printed Check

1. Select **Processes > Sales > Refund Customer Deposits**.

 A window titled "Refund Customer Deposits". It has fields for "Company" (Alpine Sports), "Customer" (Jefferson, Zach), "Refund Date" (05/16/2013), and "Refund Method" (Payment). Below is a "Payment Information" section with "Bank Account", "Check Number" (000011), and "Memo 1" (Refund customer deposit/overpayment). A table lists transactions with columns: Select, Transaction Number, Transaction Date, Deposit Amount, Applied to Invoices, Amount Remaining, Refund Amount, Applied to Sales Orders, and Applied to Batch Transactions. The table shows one transaction with a deposit of \$4,000.00 and a refund of \$0.00. At the bottom right, "Refund Total" is \$0.00. Buttons for "Save", "Clear", "Options", and "Close" are at the bottom.
 

Select	Transaction Number	Transaction Date	Deposit Amount	Applied to Invoices	Amount Remaining	Refund Amount	Applied to Sales Orders	Applied to Batch Transactions
<input type="checkbox"/>	000057	07/08/13	\$ 4,000.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00

2. Enter the **Company/Fund**, **Customer**, and select the **Refund Date**. In the **Refund Method** box, select Payment.
3. Select the **BankAccount**. If you need to print a check for the refund, enter the check number and check the **Print this check?** box.
4. **Memo Line 1** will display the following text: "Refund customer deposit/overpayment". This text can be changed. Enter any other information into the **Memo Line 2** box.

5. Select the deposit to be refunded.
6. Click the Print button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) Select whether the check should be printed when it is created, the printer to print the check to and the number of copies to print. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
7. Click **Save** to complete the refund .
8. Click **Close**.

Option B: Create a Vendor Invoice for a Refunded Customer Deposit

This option can be used to create a vendor invoice which can then be paid at a later time from the Pay Invoices Due or Payments screen.

1. Select **Processes > Sales > Refund Customer Deposits**.

Select	Transaction Number	Transaction Date	Deposit Amount	Applied to Invoices	Amount Remaining	Refund Amount	Applied to Sales Orders	Applied to Batch Transactions
<input type="checkbox"/>	000057	07/08/13	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00

2. Enter the **Company/Fund**, **Customer**, and **Refund Date**.
3. Select **Accounts Payable Invoice** as the **Refund Method**.
4. Select the **AP Account** and enter an optional **InvoiceNumber**.
5. Select the Customer Deposit you are refunding.
6. Click **Save** to complete the refund and create the AP Invoice. Click **Close**.

## Refund a Negative Invoice (Credit Memo)

If a refund is needed for a customers return that was saved as a negative invoice instead of a customer deposit, please choose one of the steps below.

This document provides step-by-step instructions on how to refund a negative invoice.

### Option 1 - Cash Refund

#### Step A - Create a Customer Refunds Sales Item (One Time Setup)

Step B- Enter a Negative Customer InvoiceStep C - Apply the Negative Invoice to the Original (Positive) InvoiceOption 2 - Refund with Handwritten or Computer Generated Check Refund

If a refund is needed for a negative invoice for a customer, you have two options:

**Option 1 - Cash Refund**

Step A: Create a Customer Refunds Sales Item (One Time Setup)

1. Select **Setup > Sales > Items**. Click **New**.

The screenshot shows the 'Sales Items' window with the 'General Information' tab selected. The 'Abbreviation' field is set to 'Refunds' and the 'Active' checkbox is checked. The 'Name' field is 'Customer Refunds'. The 'Type' is 'Non-Tracked Item'. The 'Sales Group' is 'General'. The 'Sales Tax Category' is 'General'. The 'Status' is 'Current'. The 'Weight' is '0.00000000'. The 'Commission' field is empty. The 'Taxable' checkbox is unchecked. The 'Trade Discount Applies' checkbox is unchecked. The 'Display Picture' checkbox is unchecked. The 'Unit of Measure' field is empty. The 'Suggested Price' is '\$0.00'. The 'Unit Cost' is '\$0.00'. The 'Additional Notes' button is visible at the bottom right. The 'Save' and 'Cancel' buttons are at the bottom left.

2. Enter an **Abbreviation** that can easily identify the Customer Refunds sales item.
3. Enter Customer Refunds as the **Name**.
4. Select Non-Tracked Item as the **Type**.
5. Select a **Sales Tax Category**.
6. Uncheck the **Taxable** box.
7. On the Accounts tab, enter or select a **Sales** and a **Returns & Allowances** account. If you are also using the Sales Orders module, an **Expense** account is required.
8. Click **Save**.

Step B: Enter a Customer Invoice (this will deduct the amount from the cash account and document the refund on the customers account)

1. Complete the **Select** tab with the customer's information.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

2. Select the **Invoice** tab.

Customer Invoices

Select Invoice

Customer: Red Wing Bike Club Date: 7/8/2019 Invoice: 000074

Customer Balance \$9,253.95 Credit Limit \$123,000.00 Remaining Credit \$113,746.05

Item	Quantity Shipped	Description	Account	Sales Price	Amount
Customer Refund	-1	Customer Refund	Cash in Bank - Checking	0.00	\$ -138.81
				0.00	\$ 0.00

Commission Amount \$0.00 ☐ Override

Freight \$0.00 + Misc \$0.00 + Sales Tax \$0.00 - Discounts \$0.00 -

Subtotal -\$138.81

Invoice Total -\$138.81

Amount Received \$0.00 Terms Discount \$0.00 Net Due -\$138.81

Save Clear Recall Accounts Options Close

3. Select the **Customer Refund sales item** created in Step 1-A.
4. Enter a negative **Quantity**.
5. Change the **Account** to the **Cash** account used for refunding money to customers.
6. Enter the amount to be refunded in the **Amount** column as a negative number.
7. **Save** the invoice.

Step C: Apply the Negative Invoice to the Original (Positive) Invoice

This has no financial affect, but will remove both the customers negative and positive invoice from the A/R Aging Report.

1. Select **Processes > Sales > Receipts**.
2. Fill in the **Company/Fund**, **BankAccount** and **Customer** fields.
3. Click on the **Apply to Open Invoices** button.

Apply Receipt to Open Invoices

Customer: Red Wing Bike Club

Receipt Amount \$0.00

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Disc
09/21/11	000076	\$ 0.00	\$ 138.81	<input checked="" type="checkbox"/>	10/21/11	\$ 0.00	\$ 0.00	\$ 138.81	10/01/11
09/21/11	000075	\$ 0.00	\$ -138.81	<input checked="" type="checkbox"/>	10/21/11	\$ 0.00	\$ 0.00	\$ -138.81	01/01/11

Over Payment (Customer Deposit)

Account  Amount \$0.00

Discounts Taken

Account Returns & Allowances  Amount \$0.00

Total Due \$0.00

Total To Be Paid \$0.00

Pay All Reset Expand All Cancel OK

4. Select both the positive and negative invoices for the refund amount.
5. Click **OK**.
6. The total of the receipt will be \$0.00.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

7. Click **Save**.

The screenshot shows the 'Receipts' window in CenterPoint Accounting. The 'Company' field is set to 'Alpine Sports'. The 'Bank Account' is '1000'. The 'Bank Deposit' field is empty. The 'Received From' field is 'Red Wing Blue Club'. The 'Received From Address' is 'Business Address'. The address is 'Red Wing, MN 55066'. The 'Receipt / Invoice #' is '000060'. The 'Date' is '11/22/2011'. The 'Amount' is '\$0.00'. The 'Payment Type' is empty. The 'Account' field is empty. The 'Check / Ref #' is empty. The 'Apply To Open Invoices' is '\$0.00'. Below this is a table with two columns: 'Account' and 'Amount'. The first row shows 'Accounts Receivable - Business' with an amount of '\$0.00'. There is a 'Detail' button next to the amount. Below the table are 'Memo Line 1' and 'Line 2' fields. The 'Total' is '\$0.00' with an 'Adjust Amount' button. At the bottom are buttons for 'Save', 'Clear', 'Recall', 'Figuring', 'Options', and 'Close'.

### Option 2 - Refund with Handwritten or Computer Generated Check Refund:

1. Complete all of the steps above for a **Cash Refund** (Note: in the Account field, be sure to select the checking account you will be writing the check out of).
2. Select **Setup > Names**. Find this customer and click **Edit**. Put a check mark in the **Vendor** box. Click **Save**.
3. Select **Processes > Payments**.
4. Process a normal Payment transaction for this customer. **Important:** when entering the payment transaction, use the checking account in the **Bank Account** AND in the **Account** fields. If a computer generated check is needed, be sure to select the Print this Check field, otherwise leave it blank to record a handwritten check.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

5. Click **Save** to complete the refund and if selected, print the check.

Payments

Company: Alpine Sports | Current Batch: No Batch

Bank Account: Cash in Bank - Checking | Current Balance: \$2,093,263.03

Check Number: 000011 | Date: 10/12/2009

Pay To The Order Of: Pro Cast Supplies | Amount: \$500.00

Change Address: Red Wing, MN 55066

Memo Line 1: | Line 2: |

Account	Invoice / Ref #	Amount	Project
Cash in Bank - Checking		\$ 500.00	

Apply To Open Invoices: \$4,378.00

Total: \$500.00

Buttons: Save, Clear, Recall, Recurring, Options, Close

## Enter an Unpaid Sales Invoice or Return with Inventory

Customer Invoices are used to record a sale of goods or services. If the invoice is entered without a payment, the invoice will increase the customer's balance and the accounts receivable account. A return is entered using the same process, but negative quantities are used instead of positive. In this scenario we will explain the process of entering the sale of inventory items.

### Prerequisite

You must have the **Inventory** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering customer invoices with inventory items.

### Entering a Sale or Return of Inventory Items:

1. To begin entering a sale or return, select **Processes > Sales > Customer Invoices** from the main CenterPoint Accounting screen.

Customer Invoices

Select: Invoice

Company: Alpine Sports | Current Batch: No Batch

Customer: | Shipping Method: | Terms: |

Invoice Number: 000074 | Date: 11/30/2011 | Due Date: 11/30/2011

Customer PO #: | Discount Date: 11/30/2011 | Sales Tax: |

Salesperson: |

Billing Name: | Shipping Name: |

Memo Lines

Memo 1: | Memo 2: |

AR Account: Accounts Receivable - Retail

Customer Balance: \$0.00 | Credit Limit: \$10,000.00 | Remaining Credit: \$10,000.00

Buttons: Save, Clear, Recall, Accounts, Options, Close

2. Enter the **Customer** by typing in a portion of the customer's name or abbreviation or click on the lookup button to display a list of your existing customers. Once the customer is selected, the **Shipping Method**, **Salesperson**, **Terms**, **Due Date**, and **Discount Date**, **Sales Tax** and **Accounts Receivable** fields will be populated automatically from the information assigned to the customer.
3. Complete all other needed fields on the **Select** tab. Most fields are optional – complete only those that are pertinent to your business.
4. Click on the **Shipping Address** button to specify a different address for the shipping address.
5. The Email or Print Options selected on the Email/Print tab in Setup > Names > NamesThe selection made on the Printing tab in Setup > Names > Names and Setup > Customers for Printing Invoices will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the invoice will not be printed or e-mailed when the invoice is saved. If the Print or E-mail buttons display with a green check mark, it means the invoice will be printed or e-mailed when the invoice is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Invoice setting for this invoice only, select the printer to print the invoice to, the number of copies of the invoice to print, and the form the invoice should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Invoice setting and the default To, CC, BCC, From, Subject, Message, and form the invoice should be e-mailed on.
6. The system will automatically bring you to the **Invoice** tab when you enter/tab off of the last field on the Select tab. Otherwise one can click on Invoice tab manually.

Customer Invoices

Select Invoice

Customer: David Graber Date: 4/29/2013 Invoice: 003008

Customer Balance \$1,904.20

Item	Quantity Shipped	Unit of Measure	Description	Account	Sales Price	Amount	On Order	Substitutes	Detail Button
Wintec Western Saddle 1	1.000	Each	Wintec Western Saddle 1	bridle sales	750.000	\$ 750.00	0.000		

Commission Amount \$0.00 ☐ Override

Freight \$0.00 + Misc \$0.00 + Sales Tax \$51.56 - Discounts \$0.00 = \$51.56

Amount Received \$0.00 Terms Discount \$0.00 Net Due \$801.56

Subtotal \$750.00

Invoice Total \$801.56

Buttons: Save, Clear, Recall, Accounts, Options, Close

7. Select the first **Item** sold to the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items.
8. If the item specified is a lotted or serialized item, the **Lotted/Serialized Item** screen will automatically be displayed. Specify the **Quantity** for each serial or lot number that is being sold. A quantity of 1 is the only acceptable quantity for a serialized item.



Note: if the customer is returning a serialized or lotted item, select the **Include lot or serial numbers with 0 Quantities** and then specify negative quantities for the return.

Sales Item Name and Abbreviation: serialized item, serial

Unit of Measure: Each

Inventory Location: All Locations

Search For: By: Serial Number

Serial Number	Quantity Available	Quantity	Price	Override Price	Amount
A	1,000	1	\$ 58.00	<input checked="" type="checkbox"/>	\$ 58.00
abc	1,000	0	\$ 0.00	<input type="checkbox"/>	\$ 0.00
B	1,000	0	\$ 0.00	<input type="checkbox"/>	\$ 0.00
C	1,000	1	\$ 74.00	<input checked="" type="checkbox"/>	\$ 74.00
D	1,000	0	\$ 0.00	<input type="checkbox"/>	\$ 0.00
Z	1,000	0	\$ 0.00	<input type="checkbox"/>	\$ 0.00

☐ Include lot or serial numbers with 0 quantities

Total Amount: \$132.00

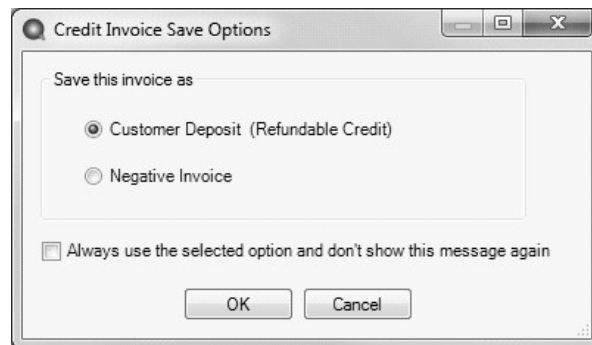
OK Cancel

9. For all other inventory items; once the Item is selected the system will automatically display the **Description** and **Sales Price**. This information will pull from the information that has been setup on the item. The **Quantity Available** (for the specified Unit of Measure) is also displayed. The Quantity Available is the quantity in inventory at the time this item was added to the invoice.
10. The default selling **Unit of Measure** for this item will be displayed. Additional units of measure that have been assigned to this item can also be used for the sale.
11. Specify the **Quantity** sold. A positive quantity is used for a sale, a negative quantity for a return. The **Description** and **Sales Price** can also be modified, if needed. The **Amount** will be calculated automatically (Quantity \* Sales Price).
12. The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
13. Continue entering additional lines on the Invoice for each item that is sold to or returned by this customer.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type a 3200 character comment for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
14. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
15. The **Sales Tax** will be calculated automatically based on the Sales Tax selected.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. Attached files (for example, pictures of a product, specifications of a product, warranty information, etc.) can be emailed with customer invoices.

16. Verify the information for accuracy and click **Save** to complete the invoice. If the Invoice Total is less than zero, the Customer Credit Invoices preference in File > Preferences > Customer Invoices > Customer Returns and Refunds will be checked to determine how to handle the negative invoice:
- » **Not Set** - When a negative customer invoice is entered and you click **Save**, the following screen will display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices > Customer Returns and Refunds and not display this screen again.



- » **Save as a customer deposit invoice (refundable credit)** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account. The customer deposit can then be refunded or applied to a future invoice. You will not see the Credit Invoice Save Options screen when this preference is set.
  - » **Save as negative invoice** - When a negative customer invoice is entered and you click **Save**, the negative invoice will be saved as a negative invoice that posts to your Accounts Receivable account. This amount shows as a credit on the customer's account that can be applied against an outstanding balance on the Receipts screen. You will not see the Credit Invoice Save Options screen when this preference is set.
  - » **Always Show me the Save Options** - When a negative customer invoice is entered and you click **Save**, the Credit Invoice Save Options screen will always display for you to determine if you want the negative invoice saved as a Customer Deposit (Refundable Credit) that posts to Customer Deposits instead of an Accounts Receivable account or Negative Invoice that posts to your Accounts Receivable account. You also have the opportunity to save your selection as your preference in File > Preferences > Customer Invoices and not display this screen again.
17. Click **OK**. The invoice and other selected form types selected in File > Preferences > Printing > Customer Invoices or Customer Invoices (Detail) will be printed if the Print button had a green check mark on it or e-mailed if the E-mail button had a green check mark on it.

Please refer to the **Shortcuts/Time Savers in Transaction Entry** document for tips on how to enter transactions efficiently and customize the screens.

## E-mailing Customer Invoices

CenterPoint allows you to e-mail your customer invoice at the time you save the transaction entry or mass e-mail a group of invoices at any time. The invoice will be attached to an e-mail as a PDF file using the selected form design.

### [Step 1: One Time Setup of E-mail Preferences](#)

### [Step 2: Define a Default Subject and Message for E-mailed Invoices \(Optional Setup\)](#)

### [Step 3: Customer E-mail/Print Defaults](#)

### [Step 4: Sent From and Optional E-mail Addresses](#)

### [Step 5: E-mailing an Invoice](#)

## Step 1: One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for customer invoices and print/email checks/invoices (when you e-mail a group of invoices) is set in **Setup > General > Email Addresses**, see Step 4 for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The left sidebar lists various setup categories, with 'Email Setup' highlighted. The main area contains the following fields and options:

- Server:** smtp.thiscompany.com
- Port:** 25
- Require Login:** Yes (dropdown)
- Username:** jonz
- Password:** (empty field)
- Require secure connection (SSL/TLS):** No (dropdown)
- Timeout:** 30
- Test Settings:**
  - To/From Email Address:** jonz@thiscompany.com
  - Test:** (button)
- Buttons:** Reset Defaults, Clear, Save

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.
5. Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

6. Once the e-mail is received, select **Save** in the Preferences screen.

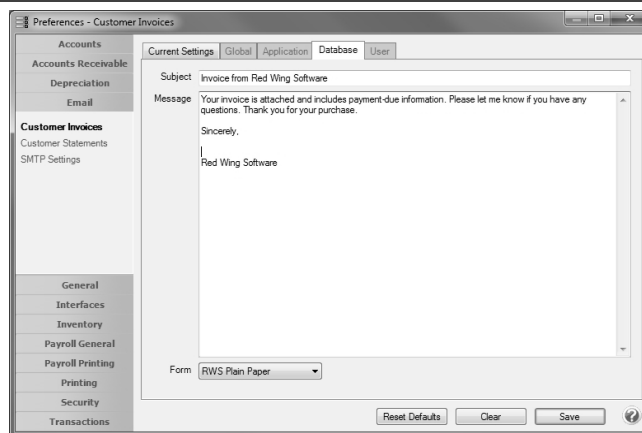
## Step 2: Define a Default Subject and Message for E-mailed Invoices (Optional Setup)

If you'd like to use the same e-mail subject and message each time you e-mail an invoice, it can be added to the preferences. Otherwise, when e-mailing an invoice, you'll have the opportunity to enter the subject and message at that time.

1. Select **File > Preferences > Email Setup > Customer Invoices**.
2. Select the **Database** tab at the top.
3. Enter a default **Subject** and **Message**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.



4. Select a default **Form** for e-mailing invoices.



Note: For those customers who normally print invoices on letterhead or preprinted form, you will want to select a Plain Paper form for e-mailing so that it includes all of the company/fund information also.

5. Click **Save**.

## Step 3: Customer E-mail/Print Defaults

Prior to e-mailing an invoice to a customer, the customer file must include an e-mail address and e-mail form options on the Email/Print tab.

If your customers don't currently have e-mail addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Click the **Email/Print** tab.
4. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this customer. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail

of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Customers' window with the 'Email/Print' tab selected. The window title is 'Customers'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main content area is for 'Alpine Credit Company'. It has sub-tabs: 'General', 'Addresses', 'Accounting', 'Credit Cards', 'Custom Name Fields', and 'Email/Print'. The 'Email Addresses and Options' section contains a table with columns: Name, Email Address, Invoices, Statements, and Sales Order. The table has two rows: John Jones (jjones@testemail.com) and Jill Jones (jilljones@testemail.com). Below the table is a scroll bar. The 'Print Options' section contains five dropdown menus: Print Customer Invoices (No), Print Customer Statements (No), Print Receipts (Yes), Print Sales Orders (No), and Print Purchase Orders (No). At the bottom are 'Save', 'Cancel', and 'Close' buttons.

Name	Email Address	Invoices	Statements	Sales Order
John Jones	jjones@testemail.com	Send "To..."	Send "To..."	Send "To..."
Jill Jones	jilljones@testemail.com	Send "CC..."	Send "To..."	Send "CC..."

Print Options

Print Customer Invoices: No  
 Print Customer Statements: No  
 Print Receipts: Yes  
 Print Sales Orders: No  
 Print Purchase Orders: No

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

5. Click **Save**.

#### Step 4 - Sent From and Optional E-mail Addresses

The Setup > General > Email Addresses menu selection is used to set the name and e-mail address customer invoices and print/email checks/invoices (when you e-mail a group of invoices) are sent from. This menu allows you to select other Sent From e-mail addresses for the different forms that you send via e-mail.

You can optionally add e-mail addresses where messages and attached documents can be sent to; including the salesperson that was selected when the invoice is entered and saved, internal staff, outside accountants, or other addresses that are not related to the customer the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document type (invoice or print/email checks/invoices).

1. Select **Setup > General > Email Addresses**.

Email Addresses and Options

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhale@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Customer Invoices** and **Print Checks/Invoices** (when you e-mail a group of invoices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the customer invoice or print/email checks/invoices is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
3. If you want the salesperson to receive a copy of the customer Invoice, in the **Email Customer Invoices** box, select either **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
4. Click **Save**.

## Step 5 - E-mailing an Invoice

When entering invoices, the Print and E-mail icons will display the defaults for the selected customer. For example, if you have a customer setup to E-mail Only, the Print icon will display a red X on it and the E-mail icon will have a Green check mark.


1. If a customer is setup to e-mail their invoices, the system will automatically prompt you to e-mail the invoice when the invoice is saved.
2. You can change the print or e-mail settings for a customer from the invoice entry screen by simply clicking on the Print or E-mail icons. If you click on the E-mail icon, the settings from the Email/Print tab in Setup > Customers or Setup > Names display. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on.
3. If you attached documents to a customer invoice (for example pictures of a product, specifications of a product, warranty information, etc),. you can email the attachments with the customer invoice. See the [Attach Documents to Transactions](#) topic for detailed information.
4. Use the Print/Email Checks/Invoices screen to e-mail a group of invoices.



Note: if a customer has multiple invoices selected in the Print/Email Checks/Invoices screen, they will get a separate e-mail for each invoice being sent.

Correct or Remove Sales Tax on a Previously Entered Customer Invoice


This document explains how to correct or remove sales tax on a previously entered invoice. For example, if a customer was originally charged sales tax and later notifies you that they are tax exempt. These steps will correct the customer's balance and the sales tax reports.

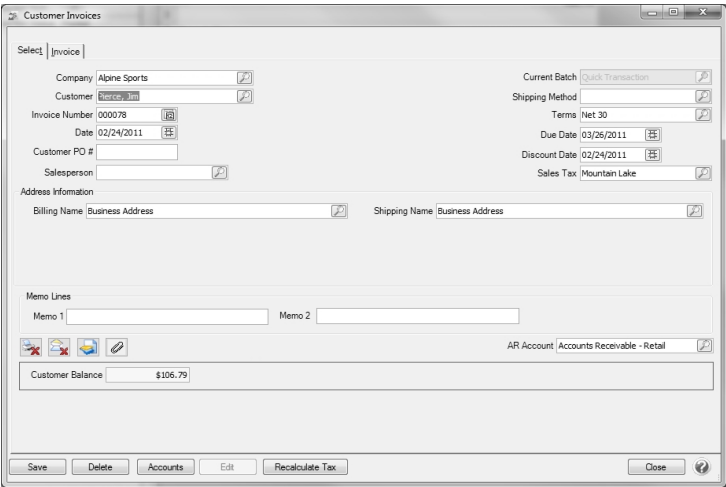
 Note: If the invoice has already been paid, the payment should be deleted prior to processing the correction detailed below and re-entered after the invoice is corrected.

- [Remove Sales Tax on a Previously Entered Invoice](#)
- [Correct the Sales Tax on a Previously Entered Invoice](#)

Remove Sales Tax on a Previously Entered Invoice

- Using the Report Drill Downs or Transaction Search, **Edit** the original invoice.

 Note: For step-by-step instructions on how to edit an existing transaction, please refer to the *Edit or Delete a Transaction* topic.



The screenshot shows the 'Customer Invoices' window. The 'Select' dropdown is set to 'Invoice'. The 'Company' field is 'Alpine Sports'. The 'Customer' field is 'Brenco, Jim'. The 'Invoice Number' is '000078'. The 'Date' is '02/24/2011'. The 'Customer PO #' is empty. The 'Salesperson' is empty. The 'Address Information' section has 'Billing Name (Business Address)' and 'Shipping Name (Business Address)' fields. The 'Memo Lines' section has 'Memo 1' and 'Memo 2' fields. The 'Customer Balance' is '\$106.79'. The 'AR Account' is 'Accounts Receivable - Retail'. The 'Current Batch' is 'Quick Transaction'. The 'Shipping Method' is empty. The 'Terms' is 'Net 30'. The 'Due Date' is '03/26/2011'. The 'Discount Date' is '02/24/2011'. The 'Sales Tax' is 'Mountain Lake'. The window has buttons for 'Save', 'Delete', 'Accounts', 'Edit', 'Recalculate Tax', and 'Close'.

- Once the original invoice is displayed, right-click on the **Customer** and select **Edit**.
- Click on the **Accounting** tab and select the **Not Subject to Tax** box. If known, also enter the Exemption Id number.

4. Click **Save** on the Edit Customer screen.
5. On the Customer Invoices screen, click on the **Recalculate Tax** button.
6. Select the **Invoice** tab and verify that the **Sales Tax** is now zero.

7. If you'd like to reprint the edited invoice or attach a document to this transaction, on the Select tab, select the **Print** button or see the [Attach Documents to Transactions](#) topic for detailed information.
8. Click on **Save**

## Correct the Sales Tax on a Previously Entered Invoice

1. Using the Report Drill Downs or Transaction Search, **Edit** the original invoice.



Note: For step-by-step instructions on how to edit an existing transaction, please refer to the *Edit or Delete a Transaction* topic.

- Once the original invoice is displayed, select the appropriate **Sales Tax**.



Note: If the sales tax calculated was incorrect because an item was marked taxable and shouldn't have been (or vice versa), then right-click on the **Item** (on the Invoice tab) and make the correction.

- Click on the **Recalculate Tax** button.
- Select the **Invoice** tab and verify that the **Sales Tax** is now the correct amount.
- If you'd like to reprint the edited invoice or attach a document to this transaction, on the **Select** tab, select the **Print** button or see the [Attach Documents to Transactions](#) topic for detailed information.
- Click on **Save**

## Receivable Reminders

The Receivables Reminder will check for Accounts Receivable invoices that are due for a specific company either on the receivable due date, on a set number of days prior to the receivable due date, or on a set number of days after the receivable due date.

### Create a Receivables Due Reminder

The Receivables Reminder will check for Accounts Receivable invoices that are due for a specific company/fund either on the receivable due date, on a set number of days prior to the receivable due date, or on a set number of days after the receivable due date.

- On the **Setup** menu, click **Reminders**. Click **New**.
- In the **Message** box, enter up to 50 characters of a required message that will display in the Message column in the Reminders Due window when this reminder is due.
- In the **Type** box, select Receivable Reminders.
- In the **Description** box, enter a detailed description about the reminder.
- Click the **Receivables** tab.

- Under **Reminder Details**, select **On Due Date** to be reminded when an Accounts Receivable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Receivable invoices are due, or select **After Due Date** to be reminded after the Accounts Receivable invoices are due.
  - » If you selected **Prior To Due Date**, in the **Days Before Due Date** box, enter the number of days prior to when Accounts Receivable invoices are due that you want to be reminded.

- » If you selected **After Due Date**, in the **Days After Due Date** box, enter the number of days after the Accounts Receivable invoices are due that you want to be reminded.
- In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.
  - If you want to automatically perform an action when this reminder is due, click **Action**, clear the No Action Taken check box and select the menu selection you want to perform. For example, you may want to select Processes > Sales > Receipts or Reports > Reports for an Accounts Receivable reminder that is due.
  - Click **Save** to save the reminder and return to the List tab, or click **Close** to save the reminder and close the Reminders screen.

## Receipts

### Enter a Receipt Applied to Customer Open Invoices

This document provides step-by-step instructions on how to enter a payment received from a customer and apply the payment to their open invoices.

#### Entering a Receipt that is Applied to Customer Open Invoices

- Select **Processes > Sales > Receipts**.

- Select the **Bank Account** where the funds are being deposited.



Note: To save time & keystrokes, use the **Options** button at the bottom of the screen to turn off those fields that you are not using in the receipts screen. If using bank deposits, a **Bank Deposit** can also be selected.

- In the **Received From** field, enter the appropriate name, click the Lookup icon to lookup the name or click New or New One Time Use to create a new name, right-click and select New to create a new name, or right-click and select Invoice Search to enter an invoice number to find the customer. .

4. Once the customer is selected, the Apply to Open Invoices field will be highlighted in yellow if they have open invoices. To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Received From** box, and select **Review Transactions**.
5. In the **Date** box, enter the date the payment was received.
6. In the **Payment Type** box, select the type of receipt that is being made, check, cash, credit card, etc.
7. In the **Check/Ref #** box, enter a check or credit card number if applicable (up to 20 characters).
8. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt only, select the printer to print the receipt to, the number of copies of the receipt to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

9. Select the **Apply to Open Invoices** button to display this customer's open (unpaid) invoices.
10. The Receipt Amount will display a value:
  - » If the value entered on the previous screen in the (Amount - Total) is greater than 0.00, the Receipt Amount value will display the (Amount - Total).
  - » If the value entered on the previous screen in the (Amount - Total) is less than 0.00, the Receipt Amount will display 0.00.

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
04/01/09	000009	\$ 144.35	\$ 0.00	<input type="checkbox"/>	01/31/0	\$ 0.00	\$ 0.00	\$ 144.35	04/11/09
07/01/09	000009	\$ 244.35	\$ 0.00	<input type="checkbox"/>	07/31/0	\$ 0.00	\$ 0.00	\$ 244.35	01/01/80

Over Payment (Customer Deposit)  
 Account:    
 Amount:

Discounts Taken  
 Account: Returns & Allowances    
 Amount:

Total Due:   
 Total To Be Paid:

Buttons: Pay All, Reset, Expand All, Cancel, OK

14. Begin selecting which invoices this payment should be applied to. There are various ways to select invoices:
  - » Click on the **Pay All** button if all invoices were paid in full.
  - » Verify or enter the **Receipt Amount** and click **Apply**. The system will automatically apply the payment to the oldest invoices. If the amount received was more than their open invoices, the system will automatically create a deposit for the overpayment amount.

- » Put a check mark in the **Pay** box for each invoices to be paid.
  - » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.
15. Once the appropriate invoices have been selected, click **OK** to return to the main receipt screen.

16. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt and other forms selected on the File > Preferences > Printing > Receipts screen will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt and other forms selected on the File > Preferences > Printing > Receipts screen will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt and other forms selected on the File Preferences > Printing > Receipts screen only, select the printer to print the receipt and other forms to, the number of copies of the receipt and other forms to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

17. Click **Save** to complete the transaction.

**Adjustments:** If a customer overpays or underpays by a few cents and you want to clear their account while entering the receipt, follow these modifications to the above instructions:

- » Enter the amount actually received from the customer in the **Amount** field on the main **Receipts** screen.
- » In the **Apply Receipt to Open Invoices** screen, enter a **Receipt Amount** that is equal to what you want to clear (including the few cents difference) and select invoices as you normally would (step 8).

- » Once the main **Receipts** screen is again saved, the grid will have an additional line that specifies the amount that was under or overpaid (an underpayment will display as a negative amount and an overpayment as a positive). Choose the **Account** that amount should be charged to and **Save** the entry.

## Customer Deposits, Prepayments and Overpayment Processing

A customer deposit is a prepayment for the purchase of future goods and services (unearned revenue). Overpayment of customer invoices (A/R) may also be considered customer deposits because they are also considered unearned revenues.

When a customer deposit is entered, it must be posted to a liability account (unearned revenue) that belongs to the Customer Deposits account category.

### [Step A: Verify or Add a Customer Deposits Account \(Onetime Setup\)](#)

### [Step B: Creating Deposits for Customer Overpayments and Prepayments/Deposits](#)

### [Step C: Applying Deposits to Invoices](#)

### [Refunding a Customer Deposit](#)

### [Frequently Asked Questions](#)

## Step A - Verify or Add a Customer Deposits Account (Onetime Setup)

1. Select **Setup > Accounts > Accounts** and review the list to see if you have an existing Customer Deposits account. If you do, edit that account. Otherwise, click **New** to begin adding a new account.
2. If you are editing an existing Customer Deposits account, verify that the **Type** is set to **Liabilities** and the **Category** is set to **Customer Deposits**. Correct if needed. Then, click **Save** and skip to Step B section below.
3. When creating a new account, enter an appropriate **Number** and **Name**.

4. Select **Liabilities** as the **Type**.
5. Select **Customer Deposits** as the **Category**.
6. Click **Save**.

## Step B: Creating Deposits

There are two types of deposits that can be entered in CenterPoint depending on if the customer is giving you a prepayment or deposit for a future purchase, or if they have inadvertently overpaid an invoice. Step-by-step instructions are included below for both scenarios.

Creating a deposit for a customer prepayment or deposit

1. Select **Processes > Sales > Receipts**.

2. Enter the **Bank Account** the receipt will be deposited into. If using bank deposits, also specify the appropriate Bank Deposit.
3. Enter the customer the deposit was **Received From**, the **Date**, and the **Amount**. The **Payment Type** and **Check/Ref #** fields are optional.
4. In the grid, select your **Customer Deposits** account in the **Account** field.
5. If a receipt for the customer is desired, click the **Print** button.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

6. Click **Save** to complete the transaction. This receipt will now display as a deposit on the customers account, increase the bank account and increase the customer deposits liability account.

Creating a deposit for a customer's overpayment

1. Select **Processes > Sales > Receipts**.
2. Enter the **Bank Account** the receipt will be deposited into. If using bank deposits, also specify the appropriate **Bank Deposit**.
3. Enter the customer the deposit was **Received From**, the **Date**, and the **Amount**. The **Payment Type** and **Check/Ref #** fields are optional.
4. Click on the **Apply to Open Invoices** button.

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount
10/13/10	00001	\$ 0.00	\$ 500.00	<input checked="" type="checkbox"/>	10/13/10	\$ 0.00	\$ 0.00	\$ 500.00

Over Payment (Customer Deposit)

Account: Customer Deposits  
Amount: \$735.98

Discounts Taken

Account  
Amount: \$0.00

Total Due: \$0.00  
Total To Be Paid: \$500.00

Pay All Reset Expand All Cancel OK

5. Enter the amount received in the **Receipt Amount** field, and click **Apply**.
6. The remaining amount of the receipt will display in the **Over Payment (Customer Deposit)** area. Select your **Customer Deposits** account in the **Account** field. The amount will display automatically.
7. Click **OK** to return to the original receipt screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- Click **Save** to complete the transaction. This overpayment portion of this receipt will now display as a deposit on the customers account, increase the bank account and increase the customer deposits liability account.

### Step C: Apply Deposits to Invoices

There are two processes that can be used to apply a previously entered deposit to an invoice. Both are described below.

Option 1 - Apply the deposit while entering the customer sales invoice

- Select **Processes > Sales > Customer Invoices**. Use the normal process to enter an invoice for the customer.
- By default the system will automatically apply any unapplied deposits to the invoice. The amount applied will be displayed in the Deposits field.

The screenshot shows the 'Customer Invoices' window. At the top, it says 'Select Invoice'. Below that, 'Customer: Buchanan, Frank', 'Date: 10/25/09', and 'Invoice: 000078'. There are three input fields: 'Customer Balance' with '\$700.00', 'Credit Limit' with '\$0.00', and 'Remaining Credit' with '-\$700.00'. Below these is a table with columns: Item, Quantity, Description, Account, and Sales Price. The first row has 'Mountain Lake Club M', '1', 'Mountain Lake Club Membershi', 'Add', 'Service Sales', and '500.00'. Below the table is a scroll bar. At the bottom, there are several input fields: 'Misc' (\$0.00), 'Sales Tax' (\$0.00), 'Discounts' (\$0.00), 'Subtotal' (\$500.00), 'Invoice Total' (\$500.00), 'Deposits' (\$250.00), 'Terms Discount' (\$0.00), and 'Net Due' (\$250.00). There are buttons for 'Save', 'Clear', 'Recall', 'Accounts', 'Options', and 'Close'.



Note: If you prefer that the system not automatically apply deposits, click on the Options button at the bottom of the screen, select Apply Customer Deposits, and then select Manually Apply Customer Deposits to Invoices.

If you are **manually applying customer deposits**, the amount in the **Deposits** box will always display as 0.00 even if you have deposits available for application. To display all outstanding deposits and manually apply the deposit, click **Deposits**.

- The **Net Due** is calculated as the Invoice Total - Amount Received Applied - Sum of Customer Deposits Applied - Discounts.
- Click **Save** to complete the invoice and application of the deposit.

Option 2 - Apply the deposit after the customer sales invoice has been entered

- Select **Processes > Sales > Apply Customer Deposits**.


**Apply Customer Deposits**

Company: Alpine Sports  
 Customer: Buchanan, Frank  
 Deposit: 10/22/2009  
 Transaction Date: 10/22/2009  
 Transaction Number: 00001  
 Remaining Deposit Balance: \$0.00

Due Date	Invoice Date	Receipt / Invoice #	Amount Due	Apply Amount	Apply	Discount Available	Discount Taken	Amount Due After Discount
01/31/08	07/01/09	000014	\$ 200.00	\$ 250.00	<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 450.00
01/31/08	10/07/09	000014	\$ 500.00	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 500.00

Discounts Taken  
 Account:   
 Amount: \$0.00

Save Apply All Reset Expand All Close

2. Enter the **Customer** and the **Transaction Date**.
3. Click on the lookup button  to the right of the **Deposit** field to display all unapplied deposits. Select the appropriate deposit from the list.
4. In the grid below, select the invoice(s) to apply the deposit to. All unpaid invoices will display in the grid. To select an invoice, put a check in the **Apply** box.
5. Click **Save** to complete the transaction.

## Refund a Customer Deposit

Option A: Refund a Customer Deposit with a Printed Check

1. Select **Processes > Sales > Refund Customer Deposits**.

**Refund Customer Deposits**

Company: Alpine Sports  
 Customer: Jefferson, Zach  
 Refund Date: 05/16/2013  
 Refund Method: Payment

Payment Information  
 Bank Account:   
 Check Number: 000011  
 Memo 1: Refund customer deposit/overpayment  
 Memo 2:

Select	Transaction Number	Transaction Date	Deposit Amount	Applied to Invoices	Amount Remaining	Refund Amount	Applied to Sales Orders	Applied to Batch Transactions
<input type="checkbox"/>	000057	07/08/13	\$ 4,000.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00

Refund Total: \$0.00

Save Clear Options Close

2. Enter the **Company/Fund**, **Customer**, and select the **Refund Date**. In the **Refund Method** box, select Payment.
3. Select the **BankAccount**. If you need to print a check for the refund, enter the check number and check the **Print this check?** box.

4. **Memo Line 1** will display the following text: "Refund customer deposit/overpayment". This text can be changed. Enter any other information into the **Memo Line 2** box.
5. Select the deposit to be refunded.
6. Click the Print button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) Select whether the check should be printed when it is created, the printer to print the check to and the number of copies to print. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
7. Click **Save** to complete the refund .
8. Click **Close**.

Option B: Create an Vendor Invoice for a Refunded Customer Deposit

1. Select **Processes > Sales > Refund Customer Deposits**.

Select	Transaction Number	Transaction / Date	Deposit Amount	Applied to Invoices	Amount Remaining	Refund Amount	Applied to Sales Orders	Applied to Batch Transactions
<input type="checkbox"/>	000057	07/08/13	\$ 4,000.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00

2. Enter the **Company/Fund**, **Customer**, and **Refund Date**.
3. Select **Accounts Payable Invoice** as the **Refund Method**.
4. Select the **AP Account** and enter an optional **Invoice Number**.
5. Select the **Customer Deposit** you are refunding.
6. Click **Save** to complete the refund and create the AP Invoice. Click **Close**.

## Frequently Asked Questions (FAQ)

**Q: Which report should I use to review my customers outstanding deposits?**

**A:** The **Customer Deposits** report. Select Reports > Reports > Transaction Reports > Receipts > Customer Deposits.

**Q: Is there a way to un-apply a deposit to an invoice?**

**A:** Yes. The easiest way to do this is by using the drill-down capabilities in our reports.

1. Preview the **Applied Customer Deposits Journal** (Reports > Reports > Transaction Reports > Receipts > Applied Customer Deposits Journal).

2. While previewing the report, verify that it is in interactive mode by clicking on **View** and selecting **Interactive Mode**. Click on the dollar amount to be un-applied in the **Amount Applied** column to display the original transaction that applied the deposit (this will be either the Apply Customer Deposit or Customer Invoice screen).
3. If the **Apply Customer Deposit** screen is displayed, click the Delete button.



Note: if you'd like to apply it to a different invoice, simply deselect the Apply box for this original invoice and put it in the correct invoice. If the Customer Invoices screen is displayed instead, click on the **Edit** button. Then select the **Invoice** tab and click on the **Deposits** button. Remove the check box to the left of the transaction. click **Ok** and then **Save**.

**Q: Which report will show me deposits that have been applied?**

**A:** The **Applied Customer Deposits Journal** (Reports > Reports > Transaction Reports > Receipts > Applied Customer Deposits Journal) will display all applied deposits. While previewing this report, use the drill-down capabilities to review which invoice(s) it was applied to. This is done by clicking on the dollar amount while previewing the report.



Note: While previewing the report, verify that it is in interactive mode by clicking on **View** and selecting **Interactive Mode**.

**Q: Can I delete a customer deposit?**

**A:** If a customer deposit was inadvertently entered, it can be deleted as long as it has not been included in a bank deposit and is not in a closed period.



Note: If it is deleted, customer reports will not show the deposit be entered & reversed. It will not display at all. The easiest way to do delete a customer deposit is by using the drill-down capabilities in our reports.

1. Preview the **Customer Deposits** report (Reports > Reports > Transaction Reports > Receipts > Customer Deposits). Note: While previewing the report, verify that it is in interactive mode by clicking on **View** and selecting **Interactive Mode**.
2. Click on the deposit amount to be deleted. On the **Applied Customer Deposits Journal** that is displayed next, again click on the deposit amount. The original **Receipt** transaction will be displayed.
3. Select the **Delete** button.

**Q: Will customer deposits/overpayments be included in the Open Invoice and Aged Receivable reports?**

**A:** Customer deposits and overpayments can be included in the Accounts Receivable Aging, Customer Deposits, Applied Customer Deposits Journal, and the Customer Ledger reports. There is not an option to include them in the Accounts Receivable Open Invoice report.

## Enter a Miscellaneous Receipt

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This topic provides step-by-step instructions on how to enter a transaction for miscellaneous receipts (for example, an insurance reimbursement check) that was not received from a customer.



Note: If you need to enter a receipt that should be applied to a customers balance, please refer to the *Enter a Receipt Applied to Customer Open Invoices* topic instead.

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## Entering a Miscellaneous Receipt:

1. Select **Processes > Sales > Receipts**.

2. For this type of a transaction we will be using only a few of the fields that are available in the receipts screen. Begin by selecting the **Bank Account** where the funds are being deposited.



Note: To save time & keystrokes, use the **Options** button at the bottom of the screen to turn off those fields that you are not using in the receipts screen. If using bank deposits, a **Bank Deposit** can also be selected.

3. In the **Received From** field, enter the appropriate name, , click the Lookup icon to lookup the name or click the New or New One Time Use button to create a new name, right-click and select New to create a new name, or right-click and select Invoice Search to enter an invoice number to find the customer. .
4. In the **Check/Ref #** box, enter a number that identifies the payment type, for example check or credit card number (up to 20 characters).
5. In the **Date** field, enter the date of the receipt. Enter the **Amount** of the receipt.
6. In the **Payment Type** box, select the type of receipt that is being made, check, cash, credit card, etc.
7. In the lower grid portion of the receipt, enter the first **Account** (normally a revenue/sales account, but depending on the situation, may also be an expense account) that is affected by this receipt.



Note: The fields that are displayed in the grid can be customized. In the example displayed above, we've chosen to only display the Account and Amount fields. To customize your grid, right click anywhere in the grid area and choose Add/Remove Columns.

8. Enter the **Amount** that should be applied to this account.



Note: if a revenue/sales account was used in the Account field the amount should be entered as a positive. If an expense account was used (to lower the expense balance) the amount should be entered as a negative.

9. If funds should be posted to additional accounts, simply tab down to the next line in the grid and repeat the prior two steps until the **Total** field equals the **Amount** field at the top of the screen.

10. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt only, select the printer to print the receipt to, the number of copies of the receipt to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

11. Click **Save** to complete the transaction.

## Make a Bank Deposit

Bank deposits allow you to specify which receipts were deposited into the bank at one time. Receipts with the same bank deposit number will be assigned to the same bank deposit. If you create a deposit and then add the transactions to that deposit, they will all be consolidated to a single line in checkbook reconciliation. Bank deposits will appear in the Bank Reconciliation screen on the Reconcile tab under Deposits and Other Credits. If you do not include your receipts in a deposit, all of our receipts will be listed separately when you go to reconcile your checkbook. This will make reconciling your bank statement difficult because your bank statement will sum all of the amounts that are deposited at the same time into one amount on your bank statement.

A sequence number can be set up for use with bank deposit numbers. The sequence number can be set to include an identifier for the deposit (for example DEP), set to increment, include the date, and reset on each day. To create an incrementing sequence number with the date that will reset daily, select Setup > General > Numbering Sequences. select the Bank Deposits transaction screen, determine if the sequence number should be unique by company and bank account, in the Format box enter DEPddmmyy#, select the Reset on New Date check box, and then click Save.

There are 3 steps to making a bank deposit:

### [Step A: Assign receipts to a bank deposit \(two options\)](#)

#### [Option 1: After entering the receipt transactions](#)

#### [Option 2: While entering receipt transactions](#)

### [Step B: Review the Deposit Summary](#)

### [Step C: Make the deposit and print the deposit slip](#)

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## Step A: Assign Receipts to a Bank Deposit

### Option 1: Assign receipts after entering the receipt transactions

1. Enter all receipt transactions in **Processes > Sales > Receipts**.
2. Select **Processes > Banking > Bank Deposit**. Click **New**.

- » In the **Company/Fund** box, select the company/fund this bank deposit is for. If you are creating a bank deposit from the Receipts screen, the company/fund id will display from the Receipts screen.
- » In the **Bank Account** box, select the bank account this bank deposit is for. Only accounts in the Bank and Line of Credit account categories will display. If you are creating a bank deposit from the Receipts screen, the bank account id will display from the Receipts screen.
- » In the **Description**, enter a description for the bank deposit slip. The default value for the description will be "<Bank Deposit Date> Deposit". If you prefer to set the Description box to something other than the default, enter the information or leave the box blank, right-click and select Set As Default.
- » Enter or select the **Date** of the bank deposit.
- » The **Deposit #** box retrieves the default sequence number. This can be changed if needed. (See Optional Setup at the end of this document for more information on Deposit #.)
- » Select if you wish to **Print Deposit Slip**.



Note: The deposit slip will print the form type, number of copies, and to the printer specified in File > Preferences > Printing > Bank Deposit Slips. To set a default selection for the Print Deposit Slip check box, determine if you want the deposit slip to print, right-click, and then select **Set As Default**. To clear the default, right-click and select **Clear Default**.

3. On the **Deposit Filter** tab, select the date range of receipt transactions to display.. The date defaults to Today's date.
4. Select the **Payment Types** used in the receipt transactions you wish to include. If you did not use the Payment Type in the receipt transaction, select Unknown.



Note: All payment types will display for selection except for payment types with the Type of Payment set to Other that have not been assigned a cash account.

- Click on the **Receipts** tab.

- Select the receipts to be deposited with this bank deposit.



Note: Use **Select All** if all receipts displayed should be included in this bank deposit. You can view the total of all receipts selected for deposit in the **Total Amount Selected** box. Click **Refresh** if a change was made in Transaction Search or through a report to a receipt to display the change on the Receipts tab.

- Click **Save** to complete the deposit.

## Option 2: Assign receipts while entering the receipt transactions.

- Select **Processes > Sales > Receipts** to begin entering a receipt transaction.

2. In the **Bank Deposit** field, select an existing deposit or right mouse click and choose **New** to add a new bank deposit.
3. Continue entering the receipt as normal. Click **Save** when the transaction is entered completely.
4. As each additional receipt transaction is entered, specify the appropriate **Bank Deposit**.



Note: if you have multiple receipts to put in the same deposit, right click on the selected bank deposit and choose **Set Default**.

## Step B: Review the Deposit Summary

1. Select **Processes > Banking > Bank Deposit**.
2. Select the appropriate deposit and click on **Edit**.
3. Click on the **Summary** tab. The **Deposit Summary** will display total receipts for each payment type.

4. If you are getting cash back in this deposit, enter the amount in the **Cash Back Amount** box.
5. Enter the **Expense Account** to use for the cash back. An optional memo can also be entered.



Note: When the deposit is made, a journal entry is recorded between the bank account and the expense account for the Cash Back Amount.

## Step C: Make the Deposit and Print the Deposit Slip

1. When you are ready to complete the deposit, click **Make Deposit (Processes > Banking > Bank Deposits > Edit)**. If the **Print Deposit Slip** check box was selected on the deposit, the deposit slip will print. If the Form Type selected in File > Preferences > Printing > Bank Deposit Slips is the default Pre-printed form, when the number of non-cash receipts on the deposit is greater or equal to 39 lines, you will receive a message prompting you to load your preprinted bank deposit form followed by blank paper before clicking **OK** to continue.
2. Deposit slips can be reprinted by selecting the closed deposit on the **List** tab. Click **Print Deposit Slip**.

## Print/Reprint or Email/Resend Invoices

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Invoices can be printed, reprinted, emailed or resent in CenterPoint. CenterPoint allows you to email or print your invoices at the time you save the transaction entry. The invoice will be attached to an e-mail as a PDF file using the selected form design. You can also choose to print/email or reprint/resent multiple invoices after transaction entry via the **Processes > Sales > Print/Email Invoices** screen. During the reprint process, you can choose to keep the original invoice number or assign a new check number. There are also additional options for reprinting/resending invoices defined in this document.

### [One Time Setup: Email Preferences](#)

### [Optional Setup: Define a Default Subject and Message for Emailed Invoices](#)

### [Set Customer Email/Print Defaults](#)

### [Set Sent From and Optional Email Addresses](#)

### [Printing or Emailing an Invoice During Entry](#)

### [Printing or Emailing Multiple Invoices](#)

### [Reprint/Resend Invoices](#)

#### [Option 1: Reprint/Resend Invoices from Print/Email Invoices](#)

#### [Option 2: Reprint/Resend Transactions from Transaction Search](#)

#### [Option 3: Reprint/Resend From Report Drill Downs](#)

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## One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any Customer Invoices Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

**Preferences - Email Setup**

Accounts: Customer Invoices, Depreciation, **Email Setup**, Billing Statements, Customer Invoices, Receipts, Sales Orders, Vendor Checks (Pay Advices)

General: General, Interfaces, Items, Payroll, Printing, Reports, Sales Orders, Security, Vendor Invoices

Current Settings | Global | Application | **Database** | User

Server: smtp.thiscompany.com  
 Port: 25  
 Require Login: Yes  
 Username: jonz  
 Password:   
 Require secure connection (SSL/TLS): No  
 Timeout: 30

Test Settings  
 To/From Email Address: jonz@thiscompany.com [Test]

Reset Defaults Clear Save

- Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
- Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.

- Once the email is received, select **Save** in the Preferences screen.

### Optional Setup - Define a Default Subject and Message for Emailed Invoices

If you'd like to use the same email subject and message each time you email an invoice, it can be added to the preferences. Otherwise, when emailing an invoice, you'll have the opportunity to enter the subject and message at that time.

- Select **File > Preferences > Email Setup > Customer Invoices**.
- Select the **Database** tab.

**Preferences - Customer Invoices**

Accounts: Customer Invoices, Depreciation, Email Setup, Billing Statements, Customer Invoices, Receipts, Sales Orders, Vendor Checks (Pay Advices)

General: General, Interfaces, Items, Payroll, Printing, Reports, Sales Orders, Security, Vendor Invoices

Current Settings | Global | Application | **Database** | User

Subject: Invoice From Alpine Sports  
 Message: If you have any questions regarding the attached invoice, please call 800-888-8000.  
 Form: Standard Preprinted

Reset Defaults Clear Save

- 3. Enter a default **Subject** and **Message**.

 **Note:** To create paragraphs, press your Ctrl and Enter keys at the same time.

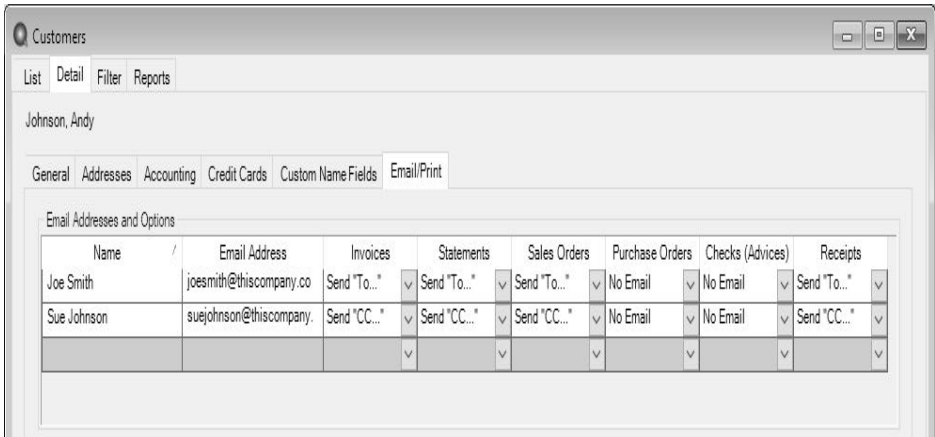
- 4. Select a default **Form** for emailing invoices. This form will be used to format the PDF file that will be attached to the email.
- 5. Click **Save**.

**Set Customer Email/Print Defaults**

Prior to emailing an invoice to a customer, the customer file must include an email address and email form options on the Email/Print tab.

If your customers don't currently have email addresses on the **Email/Print** tab in their record , use the following step to update their records individually.

- 1. Select **Setup > Names > Names** or **Setup > Customers**.
- 2. Find the appropriate customer and click **Edit**.
- 3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where Invoices can be sent for this customer. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic) or Customer Invoices (Detail) entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.



Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
Joe Smith	joesmith@thiscompany.co	Send "To..."	Send "To..."	Send "To..."	No Email	No Email	Send "To..."
Sue Johnson	suejohnson@thiscompany.	Send "CC..."	Send "CC..."	Send "CC..."	No Email	No Email	Send "CC..."

The **Print Options** section on this tab for **Print Customer Invoices** is used to determine if invoices should be printed for this name/customer. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic) or Customer Invoices (Detail) screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

- 4. Click **Save**.

## Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address invoices are sent from. This menu allows you to select other Sent From email addresses for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	jsmith@alpinestarts.com	No Email	No Email	No Email	No Email	No Email	No Email	No Email
		No Email	No Email	No Email	No Email	No Email	No Email	No Email

Salesperson Email Options

Email Customer Invoices: No Email

Email Sales Orders: No Email

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how invoices should be sent, **No Email**, **Send "From..."** (the default e-mail address the invoice is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

## Printing or Emailing an Invoice During Entry

When entering invoices, the Print and Email icons will display the defaults for the selected customer. For example, if you have a customer setup to email only, the Print icon will display a red X on it and the Email icon will have a green check mark on it.

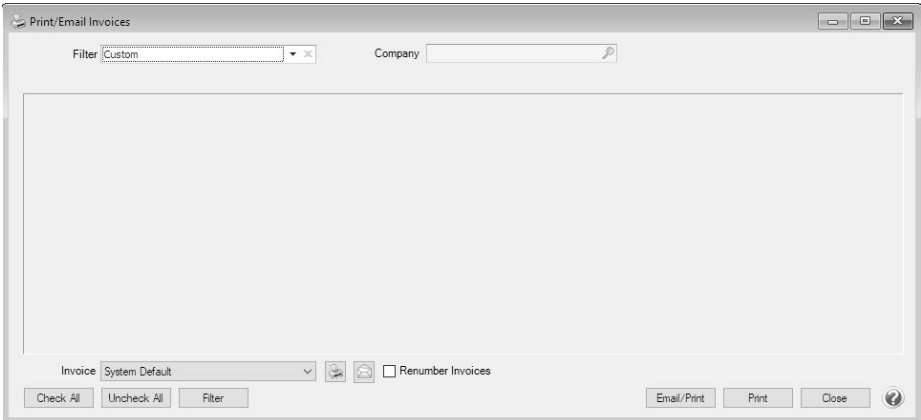
1. If a customer is setup to email their invoices, the system will automatically prompt you to email the invoice when the invoice is saved.
2. You can change the print or email settings for a customer from the Customer Invoices entry screens by clicking on the Print or Email icons. If you click on the Email icon, the settings from the Email/Print tab in Setup > Customers or Setup > Names > Names display. You can add additional recipient email addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the format of the form the invoice should be emailed on.
3. Use the Print/Email Invoices screen to email a group of invoices after transaction entry.



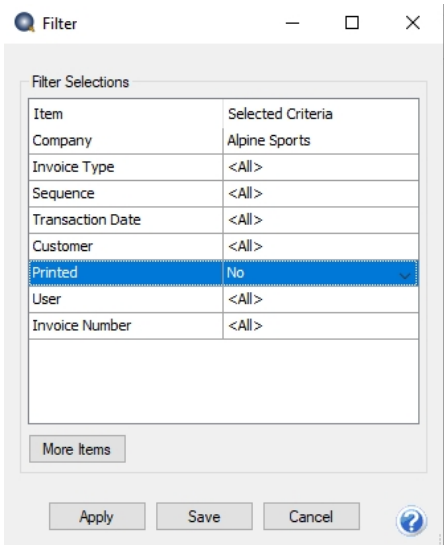
Note: if a customer has multiple invoices selected in the Processes > Sales > Print/Email Invoices screen, they will get a separate email for each invoice being sent. See the *Printing or Emailing Multiple Invoices* section of this document for more information.


Printing or Emailing Multiple Invoices

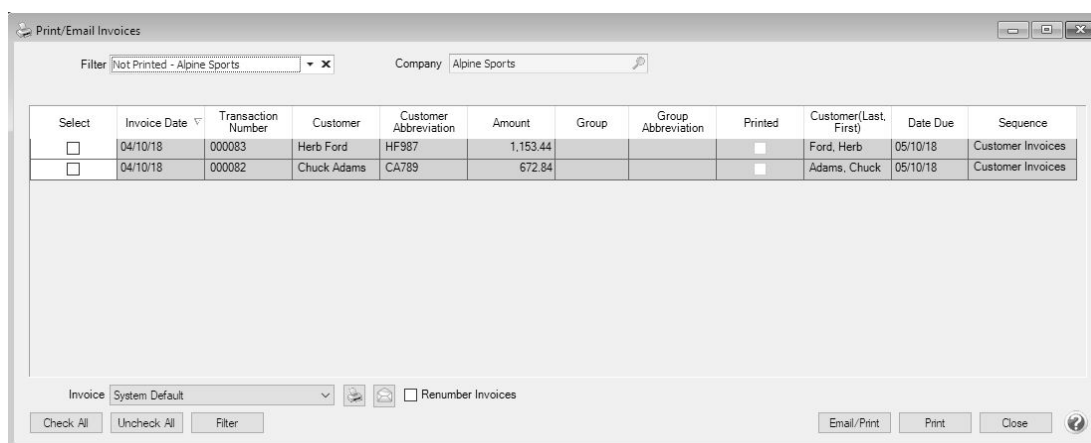
- 1. Select **Processes > Sales > Print/Email Invoices**.
- 2. If this is the first time entering this screen, the screen will not list any invoices. After using the screen for the first time, the previous filter selection will automatically display.



- 3. If you would like to filter the list of invoices that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display invoices that aren't printed and the filter was saved with the name Not Printed - Alpine Sports.



 Note: To display a range of invoice numbers to print/email, click in the Invoice Number Selected Criteria column and then enter a range to print/email From and To.



4. To select all invoices for printing, click **Check All** or select each invoice you want to print/email. To unselect all invoices from the printing selection, click **Uncheck All**.
5. Select the **Invoice** form type.
6. Click the **Printer** icon to change the default printer and the number of copies to print.
7. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Customer Invoices for the Subject, Message, and Form.
8. Click **Email/Print** to email and or print the selected invoices. Invoices will be emailed and/or printed according to the email/print settings on the customer. Click **Print** to print a copy of all selected invoices.
9. You will receive a *Process Completed Successfully* message when the invoice(s) complete emailing.
10. Click **Close**.

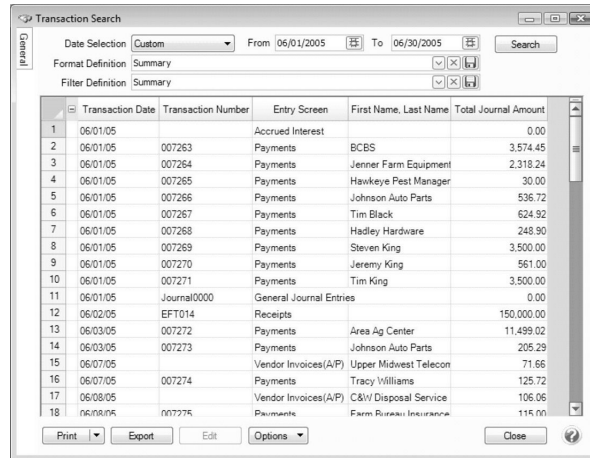
## Reprint/Resend Invoices

### Option 1: Reprint/Resend Invoices from Print/Email Invoices

1. Select **Processes > Sales > Print/Email Invoices**.
2. Choose a saved filter that will include the invoice or click the **Filter** button to define new filter criteria.
3. To select all invoices for reprinting/resending, click **Check All** or select each invoice you want to reprint/resend. To unselect all invoices from the selection, click **Uncheck All**.
4. Select the **Invoice** form type.
5. Click the **Printer** icon to change the default printer and the number of copies to print.
6. Select the **Renumber Invoices** check box to change the invoice number for printed invoices.
7. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Customer Invoices for the Subject, Message, and Form.
8. Click **Email/Print** to resend and/or reprint all selected invoices or click **Print** to reprint all selected invoices. Invoices will be reprinted and/or resent based on the selections made for the invoices in Setup > Customers or Setup > Names > Names.
9. You will receive a *Process Completed Successfully* message when the invoice(s) complete resending.
10. Click **Close**.

### Option 2: Reprint/Resend Transactions from Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Enter the selection criteria for the invoices to be reprinted:



- » Select a period from the drop down or enter a specific date range in the **Date Selection** field.
- » Select **Summary** in the **Format Definition** field.

3. Click **Search**. The transactions that meet the selection criteria specified in step 2 will display.
4. Select the transactions you need to reprint/resend. More than one transaction can be selected at a time by dragging your mouse down the rows or by holding down the Ctrl key on the keyboard while single clicking on individual transactions.
5. Right-click and select **Reprint Invoices**.

#### Option 3: Reprint/Resend From Report Drill Downs

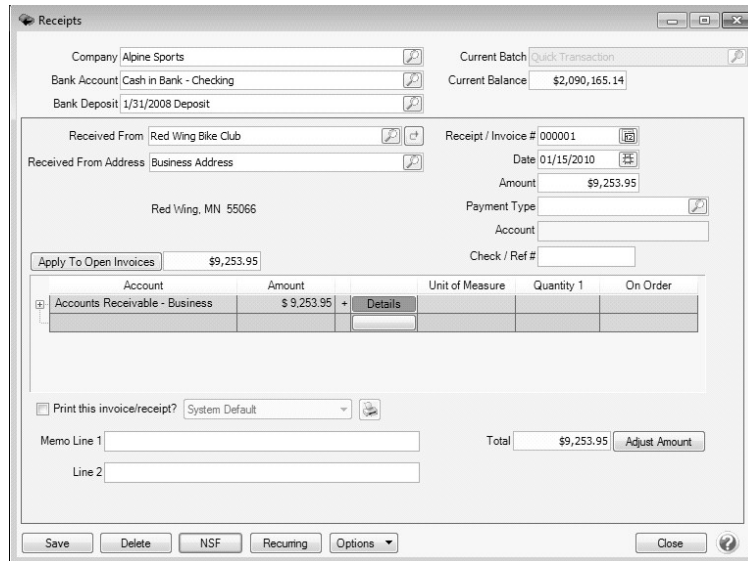
1. Select Reports > Reports.
2. Preview any report where the transaction will be included.
3. Click on the appropriate transaction to display the transaction in it's original format. The Printer and Email icons that display on the transaction will determine if the invoice will be reprinted/resent when you click **Save**.

## Customer Checks Returned from Bank for NSF (Non-Sufficient Funds)

If a bank refuses to honor a check because there is not enough money in the payer's checking account, the original receipt needs to be marked as such in CenterPoint. The NSF process in CenterPoint creates a reversing negative receipt and reverts the invoices originally paid back to a status of not paid. The process also allows the business to charge the customer a fee because of the returned check.

### Mark a Customer Receipt as NSF

1. Edit the original customer receipt transaction. This can be done through Transaction Search or by using the Report Drill Down capabilities within CenterPoint. See the topic for detailed instructions on how to find and edit an existing transaction.
2. Once the original receipt is displayed in the Receipts screen (through the edit process), a NSF button will be displayed.



The 'Receipts' window shows the following information:

- Company: Alpine Sports
- Bank Account: Cash in Bank - Checking
- Bank Deposit: 1/31/2008 Deposit
- Current Batch: Quick Transaction
- Current Balance: \$2,090,165.14
- Received From: Red Wing Bike Club
- Received From Address: Business Address
- Red Wing, MN 55066
- Receipt / Invoice #: 000001
- Date: 01/15/2010
- Amount: \$9,253.95
- Payment Type: [blank]
- Account: [blank]
- Check / Ref #: [blank]
- Apply To Open Invoices: \$9,253.95

Account	Amount	Unit of Measure	Quantity 1	On Order
Accounts Receivable - Business	\$ 9,253.95			

Print this invoice/receipt? System Default

Memo Line 1: [blank]  
Line 2: [blank]

Total: \$9,253.95

Buttons: Save, Delete, NSF, Recurring, Options, Close

- Click the **NSF** button.



The 'Non-Sufficient Funds Receipt' window shows the following information:

- Original Receipt Date: 01/15/2010
- NSF Date: 12/04/2012
- NSF Charge: \$25.00
- Income Account: Income
- Accounts Receivable Account: Accounts Receivable - Business

Buttons: OK, Cancel

- In **NSF Date** field, specify the date the check came back from the bank.
- If the bank charged you a fee because of the NSF check AND you'd like this fee charged back to the customer, then specify the amount in the **NSF Charge** field.



Note: If there was a fee charged from the bank but your customer is not required to pay the fee, then the NSF Charge amount should be left at 0.

- If an amount was entered in the NSF Charge field, then specify the account it should be charged to in the **Income Account** and **Accounts Receivable Account** fields.
- Click **OK**.
- At the **Are you sure you want to post a NSF receipt?** click **Yes** to complete the process.
- If an amount was entered in the NSF Charge field, then a new unpaid invoice for that amount will be in the customer's record.
- If the bank charged a fee for the NSF check, the fee should be entered as a payment transaction in CenterPoint.

## Miscellaneous

### Customer Billing Statements

Billing statements are sent to customers as a way to communicate the activity on their account and the amount they currently owe you. If finance charges will be charged on a customer's account, they should be calculated prior to printing statements.

Statements will be printed for customers who have:

- » An outstanding balance that meets the criteria given in the Billing Statements Report Selections.
- » A Statement Type (Setup > Customers > Accounting tab) of Balance Forward or Open Invoice has been assigned to the customer.

---

#### Statement Type

The statement type assigned to the customer (**Setup > Customers > Accounting** tab) dictates how the unpaid invoices from prior months will be displayed on the billing statement. It does not affect how transactions (invoices and payments) from the current month are displayed, they will always be listed individually. A customer's account can be changed between Balance Forward and Open Invoice at any time.

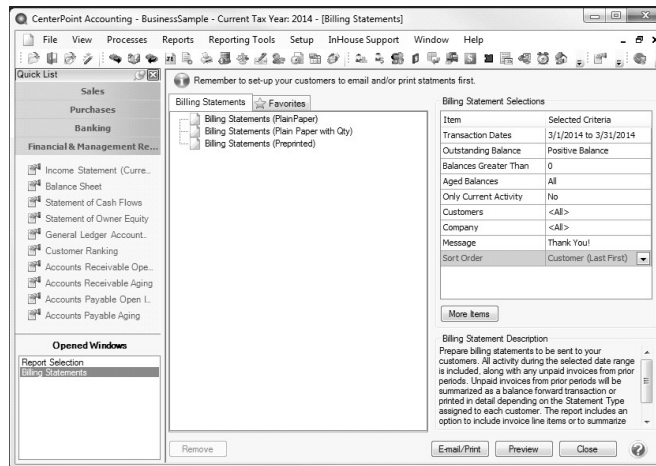
**Balance Forward:** Unpaid transactions from prior months will be summarized into a beginning balance line that is the first thing to print in the body of the statement.

**Open Invoice:** Each unpaid invoice from prior months will be listed individually.

### Printing Statements

1. Select **Processes > Sales > Billing Statements**.
2. Select the option that works best for your company/fund:
  - » **Billing Statements (Plain Paper)**- This is the most commonly used billing statement. It provides a statement that can be printed on plain paper.
  - » **Billing Statements (Plain Paper with Qty)**- This option is very similar to the first billing statement, except it also includes quantities when you choose to include details of each transaction.
  - » **Billing Statements (Preprinted)**: This report is designed to be printed on a preprinted form. The labels for most fields are not printed as they are expected to be included on the preprinted form.
  - » **Billing Stmt - Plain Paper with Payment Coupon** - This billing statement option is designed to be printed on blank paper. The report heading can serve as payment coupon on this billing statement when it is modified by entering user-definable text in the Header Text report selection filter.
  - » **Billing Stmt with Qty and Payment Coupon** - This option is very similar to the Billing Stmt - Plain paper with Payment Coupon, except it also includes quantities when you choose to include details of each transaction.
  - » **Billing Stmt - Plain Paper with Credit Limit** - This option is very similar to the Plain Paper billing statement, except it also includes a Credit Limit amount in the footer of the billing statement.
  - » **Billing Stmt - Plain Paper with Coupon & Credit Limit** - This option is very similar to the Plain Paper billing statement option, except it also includes a Credit Limit amount in the footer of the billing statement and a payment coupon. The report heading can serve as payment coupon on this billing statement when it is modified by entering user-definable text in the Header Text report selection filter.

3. On the right, specify the appropriate **Billing Statement Selections** for your business. We've identified below a number of the most commonly used selections. Click the **More Items** button to see additional report selection options if the option is not displayed in your displayed Billing Statement Selections.



- » **Transactions Dates:** Although any date range can be specified, normally the current month or prior month will be selected. All transactions (invoices and payments) with a transaction date that falls in that range will be displayed. All other unpaid invoices prior to that date will also be included in the statement. Transactions AFTER that date will not be included in the statement. The "to" date will be used as the Billing Statement Date on printed statements.
- » **Outstanding Balance:** This option allows you to decide who will receive statements; all customers, those who have a positive balance, or those who have a negative balance.
  - » If you select Positive Balance in the **Outstanding Balance** field, you can then further limit who receives a statement by using the Balances Greater Than field. For example, if you only want to send billing statements to customers with a positive balance higher than \$5.00, you would enter a 5 in Balances Greater Than.
- » **Aged Balances:** Normally used if you want to send statements only to those customers that have past due balances.
- » Selecting Yes in **Show Invoice Detail** will change the way invoices are printed on the statement. In addition to the summary line for each invoice, the line item details from each transaction will also be printed.



Note: If Show Invoice Detail is not a Report Selection on your screen, click More Items and select Show Invoice Detail.

- » Payments received during the specified transaction dates will be included. If you would also like to list which invoices the payments were applied to, select Yes in **Show Payment Detail**.
- » **Message:** This option will display a blank box to type a message into. Up to three lines of message text will print the width of the billing statement just above the aging information at the bottom of the statement.

- » **Sort Order:** This option is used to sort your printed billing statements by Customer (First Last), Customer (Last First), or Abbreviation.
  - » **Header Text:** This option allows you to enter text that will print as a row at the bottom of the header.
4. Click **Preview** or **E-mail/Print**. You can preview billing statements that will be printed or e-mailed.
  5. If you clicked E-mail/Print, the Email Billing Statements screen displays with the preferences set in File > Preferences > Email Setup > Billing Statements but can be changed. The e-mail default settings and provider must first be setup in File > Preferences > Email Setup > Email Setup prior to e-mailing billing statements.
  6. Click **Continue**. The system will determine which customers' billing statements will print and which will be emailed. If there are customers that have printed billing statements, a screen will display for you to select the printer to print the billing statements to.
  7. A progress bar displays and will display *E-mailing* when e-mails are being processed and *Printing* when billing statements are being printed.

## Emailing Billing Statements

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CenterPoint allows you to e-mail your customer billing statements. The statement is attached to an e-mail as a PDF file using the selected form design.

[Step 1: One Time Setup of Email Preferences](#)

[Step 2: Define a Default Subject and Message for Emailed Billing Statements \(Optional Setup\)](#)

[Step 3: Customer Email/Print Defaults](#)

[Step 4 - Sent From and Optional E-mail Addresses](#)

[Step 5: Emailing Billing Statements](#)

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### Step 1: One Time Setup: Email Preferences

This step can be skipped if you are already e-mailing invoices.

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for customer billing statements (when you e-mail a group of billing statements ) is set in **Setup > General > Email Addresses**, see Step 4 for more information.

- Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.
- Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration e-mail.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

- Once the e-mail is received, select **Save** in the Preferences screen.

## Step 2: Define a Default Subject and Message for E-mailed Billing Statements (Optional Setup)

If you'd like to use the same e-mail subject and message each time you e-mail a billing statement, it can be added to the preferences. Otherwise, when e-mailing a statement, you'll have the opportunity to enter the subject and message at that time.

- Select **File > Preferences > Email Setup > Billing Statements**.
- Select the **Database** tab at the top.
- Enter a default **Subject** and **Message**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

- Click **Save**.

### Step 3: Customer Email/Print Defaults

Prior to e-mailing a billing statement to a customer, the customer file must include an e-mail address and e-mail form options on the Email/Print tab.

If your customers don't currently have e-mail addresses on the Email/Print tab in their record, use the following steps to update their records individually.

1. Select **Setup > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Enter the appropriate information in the **E-mail** field.
4. Click the **Email/Print** tab.
5. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor or a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this customer. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

Customers

List Detail Filter Reports

Alpine Credit Company

General Addresses Accounting Credit Cards Custom Name Fields Email/Print

Email Addresses and Options

Name	Email Address	Invoices	Statements	Sales Order
John Jones	jjones@testemail.com	Send "To..."	Send "To..."	Send "To..."
Jill Jones	jilljones@testemail.com	Send "CC..."	Send "To..."	Send "CC..."

Print Options

Print Customer Invoices No

Print Customer Statements No

Print Receipts Yes

Print Sales Orders No

Print Purchase Orders No

Save Cancel Close

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this customer. The Print Options settings will be used to set the default image on the Print button on

the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

6. Click **Save**.

## Step 4 - Sent From and Optional E-mail Addresses

The Setup > General > Email Addresses menu selection is used to set the name and e-mail address customer invoices and print checks/invoices (when you e-mail a group of invoices) are sent from. This menu allows you to select other Sent From e-mail addresses for the different forms that you send via e-mail.

You can optionally add e-mail addresses where messages and attached documents can be sent to; including the salesperson that was selected when the invoice is entered and saved, internal staff, outside accountants, or other addresses that are not related to the customer the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document type (invoice or print checks/invoices).

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhale@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Billing Statements** should be sent, **No Email**, **Send "From..."** (the default e-mail address the customer invoice or print checks/invoices is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).
3. Click **Save**.

## Step 5: Emailing a Billing Statement

When processing billing statements, the E-mail/Print button will process e-mailed and printed statements at the same time. It will e-mail statements to customers who are setup to e-mail and will print copies for those that are setup for printing.

1. Select **Processes > Sales > Billing Statements**.
2. Choose the appropriate **Billing Statement** and **Billing Statement Selections**.
3. Click **E-mail/Print**.

4. The default **E-mail Billing Statements** form will be displayed. Modify if needed and click **Continue**.
5. Then select the printer for the statements that need to be printed and click **OK**.

## Gift Certificate Sales and Redemption

This document describes the process of selling and redeeming gift certificates.

### Step A: One-Time Setup

#### Step 1: Create a Liability Account

#### Step 2: Create a Payment Type

#### Step 3: Create a Sales Item for Gift Certificate Sales

### Step B: Gift Certificate Sales

### Step C: Gift Certificate Redemption

## Step A: One-Time Setup

### Step 1: Create a Liability Account

This account will be used when the gift certificate is sold. The liability account will then be relieved when the gift certificate is redeemed (used).

1. Select **Setup > Accounts > Accounts**. Click **New**.

2. Specify an appropriate number for this new **Account**. This is optional if you do not use account numbers.
3. Specify "Gift Certificates Sold" or something similar in the **Name** field.
4. Select **Liabilities** in the **Type** field, and **Unearned Sales Revenue** in the **Category** field. Click **Save**.

## Step 2: Create a Payment Type

This payment type will be used when gift certificates are redeemed. It will relieve the liability account instead of increasing cash.

1. Select **Setup > General > Payment Types**. Click **New**.

2. Enter "Gift Certificate Redemption" in the **Name** field.
3. In the **Type of Payment** field, select **Other** as you will not be receiving cash or check payments when a gift certificate is used.
4. Specify your Gift Certificate Sold account (setup in Step 1) in the **Account** field.

## Step 3: Create an Item for Gift Certificate Sales

1. Create an **Item** (Setup > Sales > Items or Setup > Inventory > Items) as you normally would for gift certificates. Please refer to the *Understanding and Using Items* topic for step-by-step instructions for creating a new basic item.

2. When specifying accounts on the **Accounts** tab of the Sales Item, use the **Gift Certificate Sales** liability account setup in Step 1 (Create a Liability Account).
3. Click **Save**.

Step B: Gift Certificate Sales

- 1. Enter a **Customer Invoice** as you normally would. Please refer to the *Enter Unpaid Sales Invoice* topic for step-by-step instructions for entering an A/R Customer Invoice.

The screenshot shows the 'Customer Invoices' window. At the top, it says 'Select Invoice'. Below that, customer information is displayed: 'Customer: Johnson, Andy', 'Date: 11/30/2018', and 'Invoice: 000074'. A summary row shows 'Customer Balance \$388.70', 'Credit Limit \$10,000.00', and 'Remaining Credit \$9,611.30'. The main table lists items with columns: Item, Quantity Shipped, Description, Account, Sales Price, and Amount. One item is listed: 'Gift Certificate' with quantity '1', description 'Gift Certificate', account 'Ad', sales price '\$25.00', and amount '\$25.00'. Below the table, there are fields for 'Commission Amount' (\$0.00), 'Freight' (\$0.00), 'Misc' (\$0.00), 'Sales Tax' (\$2.72), and 'Discounts' (\$0.00). The 'Subtotal' is \$25.00, 'Invoice Total' is \$27.72, and 'Net Due' is \$27.72. At the bottom, there are buttons for 'Save', 'Clear', 'Recall', 'Accounts', 'Options', and 'Close'.

- 2. On the detail tab, use **Gift Certificate Sales** in **Sales Item** and enter the appropriate price.
- 3. Enter the Appropriate payment information and **Save** the transaction.

Step C: Gift Certificate Redemption

- 1. Enter a **Customer Invoice** as you normally would. Please refer to the *Enter Unpaid Sales Invoice* topic for step-by-step instructions for entering an A/R Customer Invoice.
- 2. On the **Detail** tab, specify the actual items that were purchased and their corresponding amounts.
- 3. Click on the **Amount Rcvd** button.

The screenshot shows the 'Amount Received' window. It displays 'Invoice Number: 000076', 'Date: 12/31/2010', and 'Customer: Adams, Chuck'. On the right, it shows 'Invoice Total \$25.00', 'Customer Deposit Applied \$0.00', and 'Amount Due After Discount \$25.00'. There is a checkbox for 'Calculate Discount' which is checked. Below this, a table lists payment details with columns: Bank Account, Payment Type, Check/Ref #, and Amount. One entry is shown: 'Gift Certificates Sold' with payment type 'Gift Certificate' and amount '\$25.00'. At the bottom, the 'Balance Due With Discount' is \$0.00. There are 'OK' and 'Cancel' buttons at the bottom.

4. Select **Gift Certificate** in **Payment Type**. Then specify the **Amount** of the gift certificate. If additional cash/check payments were also received, they can be identified on additional lines in the Amount Received screen.
5. Click **OK** and **Save** on the original Customer Invoice screen.

## Bad Debt Write Off

This document will explain how to write off a customer's unpaid balance. A write-off of accounts receivable has no effect on income/sales. It is simply a removal of the receivable and an increase of an expense (bad debt expense).

### [Step A: Create a Bad Debt Payment Type](#)

### [Step B: Write Off an Accounts Receivable](#)

### [Step C: Reporting Debts Written Off](#)

#### Prerequisite

You must have a Bad Debt Expense account (Setup > Accounts > Accounts) in the database. This account should have Expenses identified as the Category.

## Step A: Create a Bad Debt Payment Type

1. Select **Setup > General > Payment Types**. Click **New**.

2. Enter "**Bad Debt**" or something similar in the **Name** field.
3. In the **Type of Payment** field, select **Other** as you will not be receiving cash or check payments for these A/R invoices.
4. Specify your **Bad Debt Expense** account in the **Account** field.
5. Click **Save**.

## Step B: Write Off an Accounts Receivable

1. Select **Processes > Sales > Receipts**.

The Receipts screen displays the following information:

- Company:** Alpine Sports
- Current Batch:** No Batch
- Current Balance:** \$0.00
- Received From:** Adams, Chuck
- Received From Address:** Business Address
- Receipt / Invoice #:** 000058
- Date:** 08/08/2013
- Amount:** \$106.79
- Payment Type:** Bad Debt Write Off
- Account:** Bad Debt Expense
- Check / Ref #:**
- Apply To Open Invoices:** \$0.00
- Account:** (Empty)
- Amount:** \$106.79
- Quantity Available:**
- Unit of Measure:**
- Memo Line 1:**
- Memo Line 2:**
- Total:** \$0.00
- Buttons:** Save, Clear, Recall, Recurring, Options, Close

- Specify the appropriate customer in **Received From**.
- Specify the **Date** the amount should be written off.
- Specify the appropriate **Amount**. The amount does not have to equal the customer's current balance. A portion of their balance can also be written off.
- In the **Payment Type** field, select the **Bad Debt Write Off** (setup in Step A).
- Click on the **Apply to Open Invoices** button.

The Apply Receipt to Open Invoices screen displays the following information:

- Customer:** Chuck Adams
- Receipt Amount:** \$0.00
- Apply** button
- Table:**

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
09/29/10		\$ 0.00	\$ 106.79	<input checked="" type="checkbox"/>	10/29/11	\$ 0.00	\$ 0.00	\$ 106.79	01/01/80
- Over Payment (Customer Deposit):**
  - Account:**
  - Amount:** \$0.00
- Discounts Taken:**
  - Account:** Returns & Allowances
  - Amount:** \$0.00
- Total Due:** \$0.00
- Total To Be Paid:** \$106.79
- Buttons:** Pay All, Reset, Expand All, Cancel, OK

- Select the invoices to be written off by selecting the appropriate **Pay** boxes. If the entire balance should be written off, click on **Pay All** instead.
- Click **OK**.



Note: From the original Receipts screen, if you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- Click **Save** on the original Receipts screen.

### Step C: Reporting Debts Written Off

A report can easily be used to review which customer balances have been written off during a specific date range.

1. Select **Reports > Reports > Transaction Reports > Receipts > Non-Cash Receipts by Payment Type**.
2. In the **Report Selections**, select the date range (**Receipt Date**) to be reviewed. Also select **Bad Debt Write Off** in **Payment Type**.

Report Selections	
Item	Selected Criteria
Receipt Date	1/1/2010 to 12/31/2010
Payment Type	Bad Debt Write Off
Customer	<All>
Account	<All>
Company	<All>

3. Click **Preview** or **Print**. A list of customers balances that were written off during the selected date range will be displayed.

2/24/2011 2:15 PM		<b>Alpine Sports</b> <b>Non-Cash Receipts by Payment Type</b> <b>1/1/2010 to 12/31/2010</b>				Page 1 of 1
Receipt Date	Receipt Number	Customer / Description	Customer Abbr	Account Number	Account	Receipt Amount
<b>Bad Debt Write Off</b>						
12/31/2010	000058	Chuck Adams	CA789	6161	Bad Debt Expense	106.79
12/31/2010	000059	Tyler Washington	TW765	6161	Bad Debt Expense	500.00
<b>Bad Debt Write Off Totals</b>						<b>\$606.79</b>
<b>Report Totals</b>						<b>\$606.79</b>
Records included in total = 2						

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## Chapter 5 - Inventory Module

### Setup

#### Sales Price Matrix

The sales price matrix is used when multiple items use the same pricing scheme. Item level pricing (Simple Pricing) does not display on the Sales Price Matrixes screen. A price matrix determines where inventory item selling prices are established. The sales price matrixes can be setup to establish sales prices by the following methods: fixed price with no quantity breaks (default method), fixed price with quantity breaks, gross profit margin pricing, mark up base price percentage, or cost markup percentage. The decimal place precision for prices is determined by the Price selection in File > Preferences > General > Cost and Price Decimal Settings. The Sales Price Matrixes report provides a detailed list of all sales price matrixes setup. The report includes quantity break information and rates assigned to the sales price matrixes.

#### [Creating a Sales Price Matrix](#)

#### [Assigning a Price Matrix to an Item](#)

#### [Reporting Sales Price Matrixes](#)

#### Creating a Sales Price Matrix:

1. Select **Setup > Sales > Sales Price Matrixes**. Click **New**.
2. Assign an **Abbreviation** and **Name** for this sales price matrix.
3. Select the pricing **Method** used to establish pricing for this matrix:
  - » **Fixed Price (No Quantity Breaks)**- Enter actual dollar amount(s) as the selling price in the pricing level entries. (No calculations are done by the system.) The number of pricing levels that display is determined by the Pricing Levels selection in File > Preferences > Items > Price Levels. Fixed price methods should only be used if you have more than one item that uses the same fixed prices. If prices are different for items, then item level pricing should be used.
  - » **Fixed Price (With Quantity Breaks)**- Enter as many pricing levels as you need to handle any quantity breaks you offer. The number of pricing levels that display is determined by the Pricing Levels selection in File > Preferences > Items > Price Levels. Enter actual dollar amount(s) as the selling price in the pricing level entries. Fixed price methods should only be used if you have more than one item that uses the same fixed prices. If prices are different for items, then item level pricing should be used.
    - » **Quantity More Than/But Not Over**- Enter quantities in ascending order. As you enter the **But Not Over** quantity, the system will automatically fill in the next **Quantity More Than** quantity, for example if your price breaks are at 20 and 40, enter 20 in the But Not Over box and the next line will automatically display 20 in the Quantity More Than box, enter 40 in the But Not Over box and the next line will automatically display 40 in the Quantity More Than box. The quantity decimal place precision is set in File > Preferences > General > Quantity Decimal Settings.

- » **Gross Profit Margin %**- Gross profit margin percentage is the percentage of the selling price that is profit. Enter as many pricing levels as you need to handle any quantity breaks you offer. The number of pricing levels that display is determined by the Pricing Levels selection in File > Preferences > Items > Price Levels. Enter a percentage from 0 to 99 for the pricing levels. The gross profit margin is calculated using the formula  $\text{Price} = \text{Cost} / (1 - \text{Gross Profit Margin \%})$ . For example:

- » If the first selling price needs to produce a gross profit margin of 70%, enter 70. An item that costs \$60 with a markup of 70% will have a selling price of \$200.00. ( $\$60 / [1 - .70] = \$200.00$ ).
- » An item that costs \$60 with a gross profit margin of 40% will have a selling price of \$100.00. ( $\$60 / [1 - .40] = \$100.00$ ).

Gross Profit Margin gets costs as follows:

- » First, Last Cost is determined. Normally, the last cost is the last purchase cost of the item, but could have been updated with an inventory adjustment when inventory quantity is added. Second, if there is no Last Purchase Cost on record then it is determined if there is a Unit Cost on the Setup > Sales > Items > General tab or Setup > Inventory > Items > General tab.
  - » The Last Cost can be found on the Setup > Sales > Items > Purchases Information tab or Setup > Inventory > Items > Purchases Information tab. You can change that amount if a mistake has been found with the cost. Your change will be overridden with the next purchase or inventory adjustment is made.
  - » If you have the Multiple Inventory Location add-on module activated, when the Last Cost and Standard Cost is available for calculating a sales price, it is determined from the inventory location. However, when the Last Cost = 0.00 the Unit Cost is found on the Setup > Sales > Items > Purchases Information tab > Standard Cost by inventory location or Setup > Inventory > Items > Purchases Information tab > Standard Cost by inventory location instead of the Setup > Sales > Items > General tab > Unit Cost or Setup > Inventory > Items > General tab > Unit Cost.
- » **Cost Markup %**- Cost markup percentage is the percentage of total cost that is profit. Enter as many pricing levels as you need to handle any quantity breaks you offer. The number of pricing levels that display is determined by the Pricing Levels selection in File > Preferences > Items > Price Levels. Cost markup is usually a percentage added to cost, but in some businesses cost markup is greater than one. Enter a percentage from 0 to 1000 for the pricing levels. The cost markup % is calculated using the formula  $\text{Price} = \text{Cost} \times (1 + \text{Mark-Up Percent})$ . For example:
- » If you want the first selling price to be an 80% mark up on the cost of an item, enter .80. An item that costs \$60 with a markup of .80 will have a selling price of \$108.00 ( $60 \times [1 + .80] = \$108.00$ ).
  - » If you want the selling price to be 3 times (300%) the cost of an item, enter 3. An item that costs 60 with a markup of 3 will have a selling price of 180. ( $60 \times 3$ ).

Cost Markup % gets costs as follows:

- » First, Last Cost is determined. Normally, the last cost is the last purchase cost of the item, but could have been updated with an inventory adjustment when inventory quantity is added. Second, if there is no Last Purchase Cost on record then it is determined if there is a Unit Cost on the Setup > Sales > Items > General tab or Setup > Inventory > Items > General tab.
- » The Last Cost can be found on the Setup > Sales > Items > Purchases Information tab or Setup > Inventory > Items > Purchases Information tab. You can change that amount if a

mistake has been found with the cost. Your change will be overridden with the next purchase or inventory adjustment is made.

- » **Base Price %**- The key to this pricing method is the base price established for an item. Then, for each pricing level enter a percentage from 0 to 999%. The selling price is calculated using the formula: Price = Base Price x Base %. Enter as many pricing levels as you need to handle any quantity breaks you offer. The number of pricing levels that display is determined by the Pricing Levels selection in File > Preferences > Items > Price Levels. For example:
  - » If you want the first selling price to be 100% of base price, enter 100. An item with a base price of \$180.00 will have a selling price of \$180.00. ( $180 \times 1.00 = \$180.00$ )
  - » If the second price level is 90% of the base price, the selling price is \$162.00. ( $180 \times .90 = \$162.00$ ).
- » **Cumulative Quantity Pricing** - This pricing method can be applied to non-inventory item types and is set up similarly to the Fixed Pricing with Qty Breaks description above, however, the quantity break pricing is calculated cumulatively across multiple quantity breaks with an initial minimum price specified in the first break.
- » **Base Price + Additional Quantities** -
  - » Pricing Examples:
    - » Enter a Quantity of 3 for Sales Price 1 - the Extended Amounts = \$60.00 (Base Price)
    - » Enter a Quantity of 5 for Sales Price 1 - the Extended Amount = \$60.00 (Base Price).
    - » Enter a Quantity of 7 for Sales Price 1 - the Extended Amount = \$76.00 (\$60.00 for the first Quantity of 5 and an additional \$16.00 for the next Quantity of 2).

Quantity More Than	But Not Over	Sales Price 1	Sales Price 2	Sales Price 3
0.00	5.00	60.00	50.00	40.00
5.00	10.00	8.00	7.00	6.00
10.00	999.999.999.0	7.50	6.50	0.00

- » **Gross Profit % (Using COGS)** - The pricing method calculation is similar to the current Gross Profit Margin % method. The difference is that in the calculation the numerator is replaced by the Cost Of Goods Sold offset to the inventory cost (FIFO, LIFO, Average). Then to arrive at the Sales Price the resulting Amount is divided by Quantity Sold. Sales Price = (Cost Of Goods Sold \* ((1 + SalesPriceMatrixDetails.Value) / 100)) / Qty Sold
  - » For Example, a customer invoice is entered for a company with a FIFO cost valuation for an inventory item with a sales price Gross Markup % = 20%, Quantity Sold = 7, and the following FIFO costs:

- » 1/1/2022: Qty = 2 Total Cost = 2.00
- » 1/5/2022 : Qty = 3 Total Cost = 15.00
- » 1/10/2022: Qty = 5 Total Cost = 35.00

The following calculation occurs when the invoice is entered:

- »  $\text{COGS} = 31.00 (2@2.00 + 3@15.00 + 2@14.00)$
- »  $\text{Sales Price} = (31.00 / (1 - .20)) / 7 = 5.535714$
- »  $\text{Extended Amount} = 7 * 5.535714 = 38.75$

- » **Cost Markup % (Using COGS)** - This pricing method calculation is similar to the Cost Markup % method. The difference is that in the calculation the numerator is replaced by the Cost Of Goods Sold offset to the inventory cost (FIFO, LIFO, Average). The resulting Sales Price amount is divided by Quantity Sold:  $\text{Sales Price} = (\text{Cost Of Goods Sold} * ((1 + \text{SalesPriceMatrixDetails.Value}) / 100)) / \text{Qty Sold}$

- » For Example, a customer invoice is entered for a company with a FIFO cost valuation for an inventory item with a sales price Cost Markup % = 20%, Quantity Sold = 7, and the following FIFO costs:

- » 1/1/2022: Qty = 2 Total Cost = 2.00
- » 1/5/2022 : Qty = 3 Total Cost = 15.00
- » 1/10/2022: Qty = 5 Total Cost = 35.00

The following calculation occurs when the invoice is entered:

- »  $\text{COGS} = 31.00 (2@2.00 + 3@15.00 + 2@14.00)$
- »  $\text{Sales Price} = (31.00 * (1 + .20)) / 7 = 5.31429$
- »  $\text{Extended Amount} = 7 * 5.31429 = 37.20$

4. If you selected the methods of Gross Profit %, Cost Markup %, or Base Price %, you can also establish the way the selling price is rounded. After the selling price is calculated, it is rounded to the accuracy determined by this entry. In the **Round To** box, the options are:

Option	Decimal Position	Example
None	No rounding performed	\$13.666667 or \$12.168168
Tenth of a Cent	3rd (.000)	\$13.667 or \$12.168
Penny	2nd (.00)	\$13.67 or \$12.17
Dime	1st (.0)	\$13.70 or \$12.20
Dollar	Whole Number (0.)	\$14.00 or \$12.00

5. The Adjust By box is used to adjust the selling price to a specific fraction of a dollar. This amount is added to the selling price calculated by the Method and Round To boxes. Enter any number from .00 (the default) to .99.
- » For example, if you are rounding to the nearest dollar and have an adjustment of .95, the selling prices will all end in \$.95, such as \$10.95 and \$5.95.

6. Enter the appropriate information in the pricing levels. See the Method box above for more information.
7. Click **Save**.
8. Repeat steps 1-8 for each sales price matrix needed.

### Assigning a Price Matrix to an Item:

1. Select **Setup > Sales > Sales Items** or **Setup > Inventory > Items**.
2. To change the price matrix on an existing sales item, select the item and click **Edit**.
3. Select the **Pricing** tab.
4. In the **Price Method** field, select **Price Matrix Pricing Per Item** or **Price Matrix Pricing per Unit of Measure**.
5. Click **Save**.

### Reporting Sales Price Matrixes

The Sales Price Matrixes report provides a detailed list of all sales price matrixes setup. The report includes quantity break information and rates assigned to the sales price matrixes. Select **Reports > Reports > Setup Lists > Sales > Sales Price Matrixes**.

## Creating Inventory Items with Advanced A/R and Inventory

Items are used to maintain information about the products and services your business tracks. The information stored for each item is item type, an additional description that can be printed on sales invoices (click the Additional




Description icon to enter the additional description), sales group, sales tax category, sales account, weight, status, tax and discount information, item picture, sales price and levels, unit of measurement, suggested price, and unit cost. Items provide a way to track costs, quantity on hand, calculate prices and commissions, and can be used both when purchasing and selling.

### Prerequisite

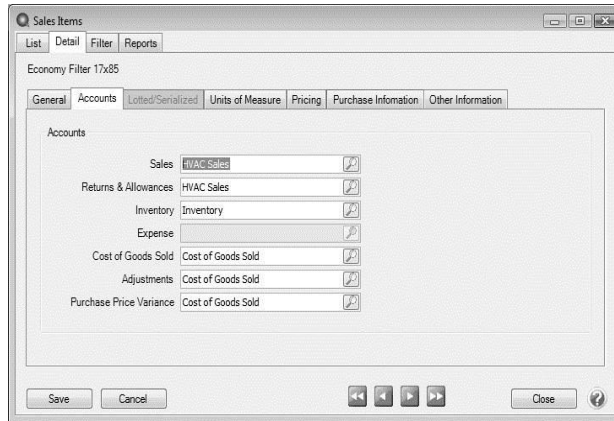
You must have the Inventory module purchased and registered in the Module Configuration Manager (File > Administration > Module Configuration Manager) to use all of the fields described in this topic. Without the inventory module, only a limited number of fields will be available in the items screens. Please refer to the standard Basic Items topic if you do not own the Inventory module.

### Creating an Item

1. Select **Setup > Inventory > Items** or **Setup > Sales > Items**.
2. Click on the **New** button.

3. Assign an **Abbreviation** and **Name** for this item. The unique Name (up to 50 characters) identifies the item. It can include formatting characters such as hyphens, periods, and slashes. Both the Abbreviation and Name will be included when reviewing inventory reports and printing sales invoices.
4. If needed, an additional description field can also be used. To enter an additional description; click  and enter up to 3200 characters. The additional description can also be printed on sales invoices. Click **OK** when the additional description is complete. The additional description will only print on reports when the Additional Description column is added one of the sales item reports.
5. Select the **Type** of sales item this is. The options are:
  - » **Inventory Item** - Material items your business tracks quantities for.
  - » **Serialized Item** - Material items your business tracks quantities for and a serial number is required for each item. A specific cost assigned to each serial number. That cost is used when the item is sold instead of following the costing method assigned to the company.
  - » **Lotted Item** - Material items your business tracks quantities for and a lot number is required for each item. A lotted item allows you to group quantities of this item by a lot number. The specific cost assigned to a lot number if used when selling instead of the costing method assigned to the company.
  - » **Service Item** - Tasks you perform for customers, such as service warranties and repair services. They do not track quantities.
  - » **Service Item with Labor Cost** - Tasks that you perform for customers, such as painting, but you have labor costs involved. When the service is sold, the labor costs are deducted from the payroll expense account and posted to cost of goods sold.
  - » **Non-tracked Item** - Material items you sell but quantities are not tracked.
6. Select the **Sales Group** this item belongs to. When creating a new sales item, the sales group can determine the default accounts for Sales, Returns and Allowances, and Cost of Goods Sold and can have a sales commission attached to it. The sales group is also used for tracking sales on the Sales by Group report.
7. Select the **Sales Tax Category** this item belongs to. The sales tax category determines if the sales item is taxable and at what rate.
8. Select **Taxable** if the item or service is subject to tax when sold to customers that are not tax exempt.
9. Specify the stocking **Unit of Measure** for this item. The stocking unit of measure is the unit of measure used to count physical inventory and is used to display quantities on inventory reports. A Unit of Measure must be selected when saving a Serialized Item.

10. If Service Item with Labor Cost was selected as the Type for this item, enter the **Unit Cost** of the sales item. This should be the hourly labor cost that will be used when calculating the cost of goods sold for this item. The unit cost must be greater than or equal to 0.00. This field is optional for all other items.
11. Click the **Accounts** tab and assign the appropriate accounts. If a sales group was selected, some accounts may already be assigned for you, but can be overwritten.



- » **Sales** - This account is credited when this sales item is sold on a customer invoice. This account is also debited when this sales item is returned on a customer invoice (credit memo).
  - » **Returns & Allowances** - This account is not used at this time. It will be used for returns when the sales order module is added to CenterPoint.
  - » **Inventory** - If the sales item is an Inventory, Lotted, or Serialized item, this account is required. This account is an asset account that is debited when you receive inventory and credited when you sell or use it.
  - » **Cost of Goods Sold** - If the sales item is an Inventory, Lotted, Serialized, or Service with Labor Cost item, this account is required. This account is debited when you sell or use inventory.
  - » **Adjustments** - If the sales item is an Inventory, Lotted, or Serialized type item, this account is required. This account is an expense or COGS account that is debited when inventory counts are adjusted down and credited when inventory counts are adjusted up. An offsetting entry is made to an inventory account.
  - » **Purchase Price Variance** - If the sales item is an Inventory, Lotted, or Serialized type item, this account is required. This is generally assigned a COGS account. If an item is sold into the negative (a sale is entered for a quantity greater than is currently available in inventory), the system will automatically estimate the cost to use on that sale. Normally the estimated cost is the last cost. When a purchase is entered that brings the quantity on hand back to zero or a positive number, the system will do an automatic PPV for the difference between the purchased cost and the estimated cost.
12. Click the **Units of Measure** tab to define the units of measure that can be used for purchasing and selling this sales item and which of these is considered the default stocking, default purchasing, default selling, and default application unit of measure. Any of the available units of measure may be used as the purchasing and selling units of measure during transaction entry. The Units of Measure tab will not be available for Non-Tracked, Service Items, or Serialized Items.

- a. In the first row of the grid, specify the UOM that will be assigned as the stocking UOM for this item (the stocking unit of measure is the unit of measure used to count physical inventory and is used to display quantities on inventory reports).

The screenshot shows the 'Items' window with the 'Units of Measure' tab selected. The 'Economy Filter 17x85' is applied. The 'Units of Measure' tab contains a table with the following data:

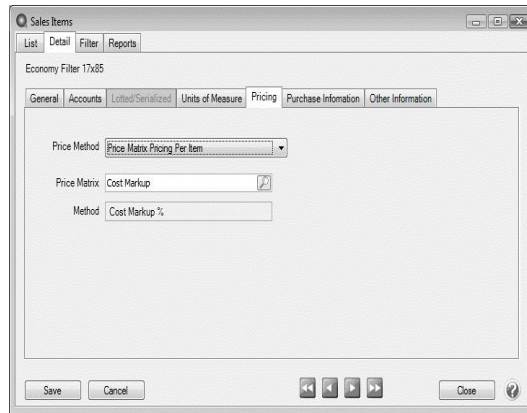
UOM	Conversion Factor to Stocking UOM	Stocking Unit of Measure	Purchase Unit of Measure	Selling Unit of Measure	Application Unit of Measure	Base Price	UPC Code
Each	1.00000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.99	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- b. Always specify a **Conversion Factor** of 1 for this UOM that is used as the stocking UOM.  
 c. If you will be calculating the price of this item based on the suggested retail price of the item, specify that suggested retail price in the **Base Price** field. The Base Price is otherwise optional.  
 d. Select the **Stocking Unit of Measure** box.  
 e. Repeat steps a-d for each additional UOM that can be used when purchasing, selling, or applying this item. For each additional UOM, specify the appropriate **Conversion Factor**. The conversion factor is used to identify the quantity difference between each UOM and the stocking UOM.

The screenshot shows the 'Items' window with the 'Units of Measure' tab selected. The 'Economy Filter 17x85' is applied. The 'Units of Measure' tab contains a table with the following data:

UOM	Conversion Factor to Stocking UOM	Stocking Unit of Measure	Purchase Unit of Measure	Selling Unit of Measure	Application Unit of Measure	Base Price	UPC Code
Each	1.00000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9.99	
Box	6.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58.99	
Case	12.00000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	110.00	

- f. Select the **Selling Unit of Measure** box for whichever UOM is used most often when selling this item. Also select the **Purchase Unit of Measure** for whichever UOM is used most often when purchasing this item. If you are applying the item, select the **Application Unit of Measure** for the UOM used to apply the item.
13. Click the **Pricing** tab to specify the selling prices for the sales item. Depending on the option chosen, one can enter in a specific price or have it calculate from other fields assigned to the item. The options are:



- » **Fixed Pricing with No Qty Breaks** - Enter the selling price for this sales item for each Sales Price Level. The number of price levels is determined by the File > Preferences > Items > Price Levels > Pricing Levels preference setting.
- » **Fixed Pricing with Qty Breaks** - Enter the selling price for this sales item with the quantity break information for each Sales Price Level.
- » **Price Matrix Pricing per Item** - Select the **Price Matrix** you previously set up in Setup > Sales > Sales Price Matrixes. The **Method** will display the method you assigned to the sales price matrix. The options are: Fixed Price (No Qty Breaks), Fixed Price (With Qty Breaks), Gross Profit Margin %, Cost Markup %, and Base Price %.
- » **Price Matrix Pricing per Unit of Measure** - For each unit of measure you defined for this sales item on the Units of Measure tab, select the **Price Matrix** you previously set up in Setup > Sales > Sales Price Matrixes. The **Method** will display the method you assigned to the sales price matrix. The options are: Fixed Price (No Qty Breaks), Fixed Price (With Qty Breaks), Gross Profit Margin %, Cost Markup %, and Base Price %.
- » **Price Matrix Pricing per Location** - Allows you to assign different prices for the same items at different inventory locations.
- » **Price Matrix Pricing per Location/Unit of Measure** - Allows you to assign different prices for the same items at different locations and units of measure.
- » **Cumulative Quantity Pricing** - This pricing method can be applied to non-inventory item types and is set up similarly to the Fixed Pricing with Qty Breaks description above, however, the quantity break pricing is calculated cumulatively across multiple quantity breaks with an initial minimum price specified in the first break.
- » **Base Price + Additional Quantities** -
  - » **Pricing Examples:**
    - » Enter a Quantity of 3 for Sales Price 1 - the Extended Amounts = \$60.00 (Base Price)
    - » Enter a Quantity of 5 for Sales Price 1 - the Extended Amount = \$60.00 (Base Price).
    - » Enter a Quantity of 7 for Sales Price 1 - the Extended Amount = \$76.00 (\$60.00 for the first Quantity of 5 and an additional \$16.00 for the next Quantity of 2).

Items

List Detail Filter Reports

Economy Bicycle Package

General Accounts Pricing Other Information

Price Method: Base Price + Additional Quantities

Quantity More Than	But Not Over	Sales Price 1	Sales Price 2	Sales Price 3
0.00	5.00	60.00	50.00	40.00
5.00	10.00	8.00	7.00	6.00
10.00	999,999,999.0	7.50	6.50	0.00

Save Cancel Close

14. Click **Save**.



Note: Calculated item prices can be viewed for an item from the General tab of the Setup > Sales > Items or Setup > Inventory > Items by right-clicking and selecting **Price Lookup**.

15. Click the **Other Information** tab to enter up to five fields of Custom Field information. The fields will be available for entry if the Item Custom Fields Preference (File > Preferences > Items > Item Custom Fields) is set to use or require custom field information. Examples of custom field information are: color, additional measurement (such as the diameter of a pipe), the name of an alternate supplier, expiration date or spoilage information, etc.
16. Select an **Item** that can be used in place of the item being set up (substitute item). (optional).



Note: If you want to attach a document to this item, see the [Scan and Attach Documents](#) topic for detailed information.

17. Click **Save**.

## Entering Beginning Balances for Inventory Items

When a new database is created that includes inventory items, or the inventory module is added to an existing CenterPoint database, the beginning balance quantities and amounts for the inventory items need to be entered. This is done using the Inventory Adjustments screen.

### Prerequisite

You must have the **Inventory** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering beginning balances for inventory items.

## Entering Beginning Balances for Inventory Items

1. Select **Processes > Inventory > Inventory Adjustments**.

Item	Template	Quantity 1	UOM 1	Profit Center	Location	Company	Inventory Location	Unit of Measure	Amount	Unit Cost
Shiny New Red B	Increase Inventory Adju	82,000	Each	Biking Equipm	Corporate	Alpine Sports	All Locations	Each	\$ 18,238.44	222.42
Economy Bicycle	Increase Inventory Adju	59,000	Each	Biking Equipm	Illinois Stor	Alpine Sports	All Locations	Each	\$ 4,425.00	75.00
Standard Bicycle	Increase Inventory Adju	23,000	Each	Biking Equipm	Minnesota	Alpine Sports	All Locations	Each	\$ 2,070.00	90.00

2. Select the **Company** the inventory adjustment is for.
3. Select the **Adjustment Date**.
4. In the **Adjustment Number** box, a sequence number will be assigned automatically. You can also select a sequence number. This is optional information for Inventory Adjustments.
5. In the **Item** box, select the sales item that needs to be adjusted. Only inventory types of Inventory, Lotted, or Serialized will display in the selection list.

» If the sales item you entered in step 5 is a Lotted or Serialized item, click the Lot/Serial button in the data entry grid (if it is not displayed, right-click and from the Add/Remove Columns screen, select Lot/Serial Number) the Lotted/Serialized Items screen will display. If you need to adjust existing lot/serial item quantities, the Display All Lot/Serial Numbers checkbox is selected. New items can be added by typing into a blank row. Enter a positive quantity to increase and decrease inventory.



Note: the Amount and Unit Cost for a lotted/serialized item will be blank. When adjusting existing lots or serial items, it is important to enter the quantities and amount to accurately update the inventory adjustment. Click OK. .

6. In the **Template** box, select the appropriate template:
  - » For an Inventory Item: Decrease Inventory Adjustment or Increase Inventory Adjustment.
  - » For a Lotted/Serialized Item: Decrease Lot/Serial Numbers or Increase Lot/Serial Numbers.
7. Enter the **Quantity** to be adjusted. All quantities are entered as positive numbers, as the Template selected in the previous step controls how the quantity will affect the on hand quantity.
8. The **Unit Cost** is a calculated field (Amount / Quantity) and is for display purposes only. The unit cost is found in this order:
  - » If the inventory quantity on hand > 0.00, the unit cost is based on the valuation method.
  - » If the inventory quantity on hand = 0.00 or less, the last purchase cost is used.
  - » If no last purchase cost is found, then the unit cost found on the Setup > Sales > Items > General tab or Setup > Inventory > Items > General tab is used.
  - » If the unit cost on the General tab = 0.00, .01 is used.

If you selected the Add Inventory (Enter Qty & Unit Cost) template, enter the **Unit Cost**. The Amount is calculated by multiplying the Unit Cost by the Quantity.
9. Select the **Company** the inventory adjustment is for.
10. Select the **Inventory Location** the inventory adjustment is for.
11. Select the **Unit of Measure** for the adjustment. If an item has multiple units of measure they will be displayed in the lookup. If a unit of measure other than stocking is selected and the conversion factor from stocking is different, the program converts quantities to the selected UOM. So, adjustments are made using the Unit of Measure selected. For example, if the unit of measure selected is dozen and the stocking unit of measure is

each, a quantity of 1 entered into the Quantity field is equal to 12 stocking units (quantity). Also if the unit cost for the stocking quantity is \$1.00, the unit cost displayed in the Unit Cost field will be \$12.00 as long as the quantity is not equal to zero.

12. The **Notation** can be used to enter information about the inventory adjustment.
13. The **Amount** is automatically calculated.
14. A **Comment** can be entered to specify the reason for the adjustment. Notations are optional.
15. Click the **+** button to display a preview of the journal entry that will be posted. If the company uses the FIFO or LIFO inventory valuation method, there will be more than one journal displayed.
16. Click **Save**.



Note: When posting a transaction for any account assigned to an Inventory account category that has a positive quantity and negative amount or a negative amount and a positive quantity, a warning message will display and the transaction will not be posted.

## Update Prices from a Vendor File

The Update Prices From Vendor File menu selection in Setup > Inventory or Sales allows you to update Base Price by Stocking, Selling, or Purchase Unit of Measure, Price Level by a percentage markup, dollar amount, and rounding selection, or Suggested Price from a vendor file in the .CSV file format.

### Step A - Create a Price Update Definition

#### Step B - Update Prices

- » The file being imported must be in a .CSV file format.
- » The abbreviation is used to find items in the CenterPoint database. The .CSV file must contain an abbreviation and the abbreviation in the .CSV file must also be in the CenterPoint database. If the abbreviation does not exist in CenterPoint, it will not be imported.
- » Sales items are not added to the CenterPoint database via the price update process if the .CSV file contains sales items that do not exist in CenterPoint. If sales items need to be imported into your CenterPoint database prior to updating the prices with this topic, see the [CenterPoint Data Importer](#) topic and use the Sales Item type of import.

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### Step A - Create a Price Update Definition

1. **Setup > Inventory or Sales > Update Prices From Vendor File.**
2. Click **New**.

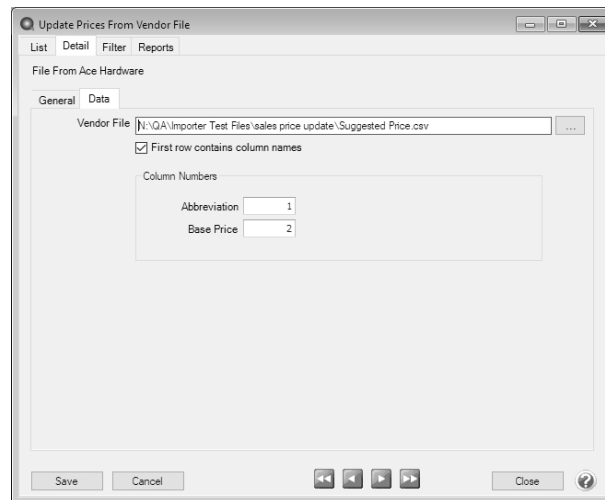
3. Enter an **Abbreviation** and a **Name** for this definition. For example, enter the vendor's name you received the .CSV file from.
4. In the **Update** box, determine which price you want to update, the options are **Base Price**, **Price Level**, or **Suggested Price**.
5. The Update By box will change depending on your selection in the Update box:
  - » If you selected **Base Price** in the Update box:
    - » Select either **Selling Unit of Measure**, **Stocking Unit of Measure**, or **Purchase Unit of Measure**.
  - » If you selected **Price Level** in the Update box:



Note: Sales Item Pricing will only occur for Fixed Pricing with No Quantity Breaks.

- » In the **Price Level** box, select which price level to update.
- » In the **Price Markup Factor** box, enter the percentage that your prices should be marked up (the range allowed is .01-10,000.00). For example, if you want to update your prices by 5 percent, enter the price markup factor as 1.05.
- » In the **Add/Subtract Amount**, select a positive or negative amount to adjust your prices by.
- » After the price level update is calculated based on your selections above, the **Round To** box is used to round the amount calculated by your selection in this box. Select either: **None**, **Tenth of Cent**, **Penny**, **Dime**, or **Dollar**.

- » In the **Adjust Up To** box, enter a number between 0 and .99. This entry will be used after all the other price adjustments are done and if this number is not zero, then pennies are adjusted up to this number. For example, if the preliminary price is \$19.50 and this box is .99, then the price is set to \$19.99 or after the preliminary price is \$17.99 and this box is .49 then the price is adjusted to \$18.49.
  - » If you selected **Suggested Price**, there is no selection for Update By.
6. Select the **Data** tab.



7. In the **Vendor File** box, select the vendor file from the location you saved it to on your computer.
8. If the **First row contains column names** in your vendor file select the check box.
9. Under Column Names, enter the column number that the **Abbreviation** and the **Base Price** are located in your vendor .CSV file.
10. Click **Save**.

## Step B - Update Prices

1. **Setup > Inventory** or **Sales > Update Prices From Vendor File**.
2. Select a definition.
3. Click **Update Prices**.
4. Click **New**.
5. A message will display indicating the number of successful and unsuccessful price updates and a description about the unsuccessful price updates.

## Processing

### Adjust Inventory Cost

This option allows a user to adjust inventory cost without changing quantities.

For LIFO and FIFO valuations (including Serial and Lotted Inventory) cost layers you want to adjust can be selected. For Average Cost valuations, the cost is adjusted without entering any quantities. The Inventory and Adjustment Accounts are used to post general journal entries when the adjusted amount is posted.

## Adjust Inventory Cost

1. Select **Processes > Inventory > Adjust Inventory Cost** or **Processes > Periodic > Adjust Inventory Cost**.

2. In the **Company** box, enter or select the company name that this inventory cost adjustment is for.
3. Select the **Inventory** account the adjustment is for. This is a required entry. The lookup list will display only postable inventory accounts and inventory items.
4. Select the **Adjustment Account** this inventory cost adjustment is for. This is a required entry. The lookup list will display only Asset, Liability, Equity, Expense, and Revenue accounts.
5. Enter the **Adjustment Date**.
6. In the **Adjustment Number** box, a sequence number will be assigned automatically.
7. Click **Select Costs**.
8. Enter an optional **Distribution Amount** and then click **Distribute** to distribute amounts to the cost records in the transaction grid by quantity. The distribution to grid lines is calculated as the (Row Quantity On Hand / Total Quantity on Hand) multiplied by the Distribution Amount.
9. All grid columns are inactive (read only) except for the **Adjustment Amount** and the **Desired Unit Cost** columns.
10. When a unit cost is entered into the **Desired Unit Cost** box, the system calculates:
  - » Adjustment Amount = (Quantity \* Desired Unit Cost) - Current Amount
  - » New Amount = Current Amount + Adjustment Amount

or

When an **Adjustment Amount** is entered the system calculates:

- » New Amount = Current Amount + Adjustment Amount
- » Desired Unit Cost = New Amount / Quantity

11. Click **Post Adjustments**. One General Journal entry will be posted for each cost record being adjusted. When the Adjustment Amount is greater than zero, Inventory is debited and when the Adjustment Amount is less than zero, Inventory is credited and the Adjustment Account will be posted as the Net of the cost adjusted.

## Inventory Adjustments

Inventory Adjustments are used to modify the quantity on hand for a sales item for one or more sales items. They can be used to increase or decrease the quantity on hand. When a decreasing inventory adjustment is processed, the cost of the inventory will be calculated on the costing method assigned to the database. An increasing inventory adjustment defaults to the last cost the item was purchased at, but does allow you to specify a different cost.

### Adjust Inventory Quantities

1. Select **Processes > Inventory > Inventory Adjustments**.

2. Select the **Company** the inventory adjustment is for.
3. Select the **Adjustment Date**.
4. In the **Adjustment Number** box, a sequence number will be assigned automatically. You can also select a sequence number. This is optional information for Inventory Adjustments.
5. In the **Item** box, select the sales item that needs to be adjusted. Only inventory types of Inventory, Lotted, or Serialized will display in the selection list.

» If the sales item you entered in step 5 is a Lotted or Serialized item, click the Lot/Serial button in the data entry grid (if it is not displayed, right-click and from the Add/Remove Columns screen, select Lot/Serial Number) the Lotted/Serialized Items screen will display. If you need to adjust existing lot/serial item quantities, the Display All Lot/Serial Numbers checkbox is selected. New items can be added by typing into a blank row. Enter a positive quantity to increase and decrease inventory.



Note: the Amount and Unit Cost for a lotted/serialized item will be blank. When adjusting existing lots or serial items, it is important to enter the quantities and amount to accurately update the inventory adjustment. Click OK. .

6. In the **Template** box, select the appropriate template:
  - » For an Inventory Item: Decrease Inventory Adjustment or Increase Inventory Adjustment.
  - » For a Lotted/Serialized Item: Decrease Lot/Serial Numbers or Increase Lot/Serial Numbers.
7. Enter the **Quantity** to be adjusted. All quantities are entered as positive numbers, as the Template selected in the previous step controls how the quantity will affect the on hand quantity.

8. The **Unit Cost** is a calculated field (Amount / Quantity) and is for display purposes only. The unit cost is found in this order:
  - » If the inventory quantity on hand > 0.00, the unit cost is based on the valuation method.
  - » If the inventory quantity on hand = 0.00 or less, the last purchase cost is used.
  - » If no last purchase cost is found, then the unit cost found on the Setup > Sales > Items > General tab or Setup > Inventory > Items > General tab is used.
  - » If the unit cost on the General tab = 0.00, .01 is used.  
If you selected the Add Inventory (Enter Qty & Unit Cost) template, enter the **Unit Cost**. The Amount is calculated by multiplying the Unit Cost by the Quantity.
9. Select the **Company** the inventory adjustment is for.
10. Select the **Inventory Location** the inventory adjustment is for.
11. Select the **Unit of Measure** for the adjustment. If an item has multiple units of measure they will be displayed in the lookup. If a unit of measure other than stocking is selected and the conversion factor from stocking is different, the program converts quantities to the selected UOM. So, adjustments are made using the Unit of Measure selected. For example, if the unit of measure selected is dozen and the stocking unit of measure is each, a quantity of 1 entered into the Quantity field is equal to 12 stocking units (quantity). Also if the unit cost for the stocking quantity is \$1.00, the unit cost displayed in the Unit Cost field will be \$12.00 as long as the quantity is not equal to zero.
12. The **Notation** can be used to enter information about the inventory adjustment.
13. The **Amount** is automatically calculated.
14. A **Comment** can be entered to specify the reason for the adjustment. Notations are optional.
15. Click the **+** button to display a preview of the journal entry that will be posted. If the company uses the FIFO or LIFO inventory valuation method, there will be more than one journal displayed.
16. Click **Save**.



Note: When posting a transaction for any account assigned to an Inventory account category that has a positive quantity and negative amount or a negative amount and a positive quantity, a warning message will display and the transaction will not be posted.

## Distribute Freight Cost to Inventory

Freight cost can be allocated to inventory items. Freight cost distribution can either be a percent of cost or percent of weight.

Caution should be taken when making freight cost distributions to inventory where invoice quantities have already been sold, especially if using the average cost valuation.

When distributions are performed where remaining quantity is less than the invoice quantity, the total of the adjustment amounts will always be less than the amount to distribute, because the remaining quantity is divided by the original invoice quantity in the adjustment amount calculation. The remaining distribution amount is deemed to have already been expensed as cost of goods sold on the Income Statement, because it is no longer in inventory. This occurs so you can enter the full freight amount and have the program distribute the correct cost to remaining inventory when some of that inventory has already been used.

## Distribute Freight Cost to Inventory

1. Select **Processes > Inventory > Distribute Freight Cost to Inventory**.

**Distribute Freight Cost to Inventory**

Inventory Purchase Information			Freight Transaction Information	
Company	"CPTESTCO" - Restored.		Transaction Date	04/04/2013
Vendor	Doug & Ann's Cleaning Service		Transaction #	124787
Invoice	004108			

**Distribution Information**

Distribution Method: **Percent of Cost**      Freight Distribution Amount: \$114.23      **Distribute**

Expense Account: **Freight Expense**

All Quantities and Unit Costs are displayed in stocking units of this screen.

Adjust	Item	Invoice Quantity	Remaining Quantity	Unit Cost	Original Invoice Amount	Adjustment Amount	New Cost	New Unit Cost
<input checked="" type="checkbox"/>	English Bridle	5.000	5.000	92.000	460.00	41.90	501.90	100.380
<input checked="" type="checkbox"/>	English Bridle	3.000	3.000	45.000	135.00	12.30	147.30	49.100
<input checked="" type="checkbox"/>	Western Bling Bridle	4.000	4.000	72.000	288.00	26.23	314.23	78.558
<input checked="" type="checkbox"/>	Western Bling Bridle	1.000	1.000	101.000	101.00	9.20	110.20	110.200
<input checked="" type="checkbox"/>	Western Bling Bridle	3.000	3.000	90.000	270.00	24.59	294.59	98.197

Total Adjustment Amount: \$114.22

**Save**      **Cancel**      **Close**

2. In the **Company** box, enter or select the company name that this freight distribution is for.
3. In the **Vendor** box, enter or select the vendor that this freight distribution is for.
4. Select the **Invoice** or payment you want to distribute freight to. The lookup will display a list of the vendor invoices and payments with positive invoice totals and quantities where freight has not previously been distributed with at least one sales item type of inventory item, lotted item or serialized item. Invoices that have already had a freight cost distribution transaction posted are not included in the lookup. When an invoice/payment is selected the grid below displays the vendor invoice details. All Quantities and Unit Costs are displayed in stocking units on this screen.
5. In the **Transaction Date** box, enter the distribution date or if the freight amount was entered on the original Vendor Invoice then that original invoice date will display.
6. In the **Transaction #** box, enter the freight invoice or distribution number.
7. Select the **Distribution Method**; Percent of Cost or Percent of Weight.
8. If the invoice selected had a freight amount, the amount displays in the **Freight Distribution Amount** box. If a **Freight Distribution Amount** doesn't display, enter the amount.
9. If the invoice selected has a freight amount entered, the **Freight Expense** account assigned to the invoice displays. If an expense account doesn't display, select a **Freight Expense** account.
10. Click the **Distribute** button to distribute the Freight Distribution Amount to the inventory line item details that have the Adjust checkbox selected.
11. The **Adjusted Amount** column will display the calculated amount. as:
  - » If the Distribution Method = Percent of Cost , each row is calculated as: (Freight Distribution Amount \* (row Invoice Amount / Sum of rows Invoice Amount)) \* (Remaining Quantity/Quantity).
  - » If the Distribution Method = Percent of Weight, each row is calculated as: (Freight Distribution Amount \* (row Total Weight/Sum of rows Total Weight)) \* (Remaining Quantity/Stocking Quantity).
  - » The **New Cost** column is calculated as:
    - » For FIFO or LIFO - Remaining Quantity \* Unit Cost) + Adjustment Amount
    - » For Average Cost - Inventory Available Balance Amount + Adjustment Amount.
  - » The **New Unit Cost** column is calculated as: New Cost/Remaining Quantity.
12. Click **Save**.

## Conducting a Physical Inventory

A physical inventory count is performed to reconcile what is physically on-hand to the on-hand quantity your database displays. The difference between the database and the count is then recorded by creating a series of adjusting entries.

The physical count process allows you to freeze inventory in order to take physical inventory counts, calculate variances and update inventory based on differences in system quantities and actual counted quantities (physical inventory). Several inventory counts can be in process simultaneously. When lotted or serialized items are included in a count, each lot or serial number is listed separately for counting purposes.

The physical inventory process requires the Inventory module be purchased, installed and registered.

This document includes the following steps:

### [Step A: Create the Physical Inventory File](#)

### [Step B: Print Count Sheets](#)

### [Step C: Physically Count the Items being Inventoried](#)

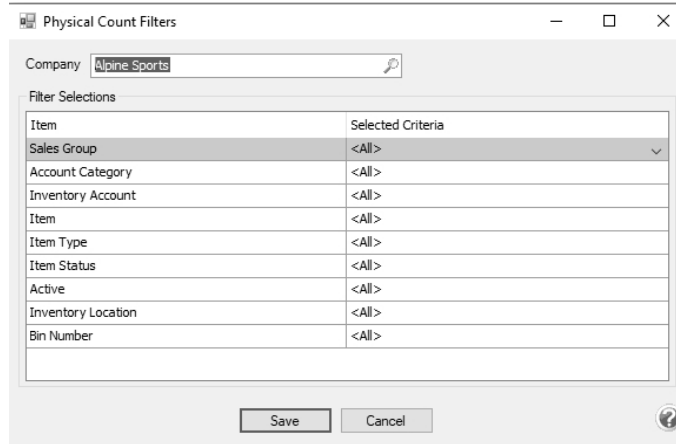
### [Step D: Enter Physical Counts in CenterPoint](#)

## Step A: Create the Physical Inventory File

1. Prior to creating the physical inventory file, be sure that transactions that have transpired on the shop floor have been entered in CenterPoint (purchase orders received, sales orders filled, etc.). Please refer to the Prepare for a Physical Inventory topic for more information on planning the inventory.
2. Select **Processes > Inventory > Physical Inventory Counts**.
3. Click **New**.
4. Enter a **Name** for the physical inventory count, for example Warehouse Count 2023.

Item Abbreviation	Item	Stocking UOM	CenterPoint Quantity	Counted Quantity	Update	Additional Description	Assigned Quantity	Inventory Location	Inventory Location Abbreviation	Bin Number

5. Click the **Count List** button to specify selection criteria that determines which inventory items to include in the physical count.



Physical Count Filters

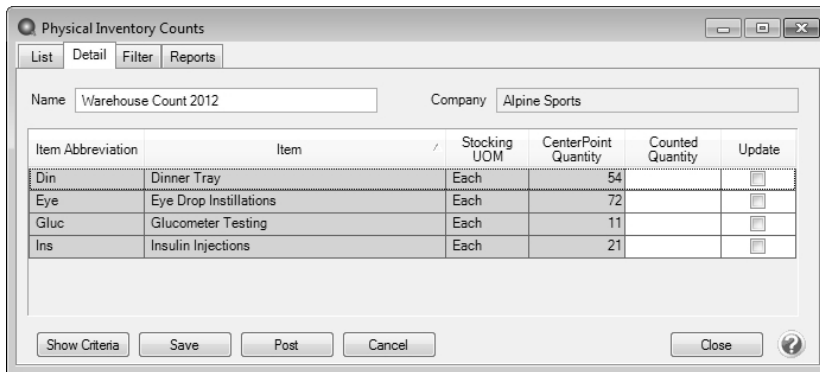
Company:

Filter Selections

Item	Selected Criteria
Sales Group	<All>
Account Category	<All>
Inventory Account	<All>
Item	<All>
Item Type	<All>
Item Status	<All>
Active	<All>
Inventory Location	<All>
Bin Number	<All>

Save Cancel

6. Choose the appropriate Filter Sections to limit the count list for this inventory click **Save**.



Physical Inventory Counts

List Detail Filter Reports

Name:  Company:

Item Abbreviation	Item	Stocking UOM	CenterPoint Quantity	Counted Quantity	Update
Din	Dinner Tray	Each	54		<input type="checkbox"/>
Eye	Eye Drop Instillations	Each	72		<input type="checkbox"/>
Gluc	Glucometer Testing	Each	11		<input type="checkbox"/>
Ins	Insulin Injections	Each	21		<input type="checkbox"/>

Show Criteria Save Post Cancel Close

## Step B: Print Count Sheets

Count sheets are used during the inventory counting process to document the quantities that are physically available.

1. Select **Reports > Reports > Transaction Reports > Inventory > Inventory Count Sheets**.
2. In the **Report Selections**, select the same criteria that was used in Step 5 above.
3. Within the **Report Selections**, change the **Display items with zero balances** filter to **Yes**.
4. Click **Preview**.
5. The report, by default, will be sorted by Item Abbreviation and Item. If you'd like it sorted by Sales Group or Bin Number instead; click on the **Group & Sort** tab. Select **Sales Group** or **Bin Number** and use the green arrow to move the selection above Item Abbreviation and Item.
6. Click **Refresh**.
7. Click **Print**.
8. If you have lotted or serialized items, repeat steps 1-7 for the **Lotted-Serialized Item Count Sheets** report.

## Step C: Physically Count the Items being Inventoried



Note: Once all items being inventoried have been counted, shipping and receiving activities can begin again.

## Step D: Enter Physical Counts in CenterPoint

1. Select **Processes > Inventory > Physical Inventory Counts**.
2. Select the inventory file created in Step A and click **Edit**.
3. Enter the quantities that were counted in the **Counted Quantity** field for each inventory item.



**IMPORTANT NOTE:** if the counted quantity for an item is zero, simply put a check mark in the **Update** box. The system will enter the zero for you.

Item Abbreviation	Item	Stocking UOM	CenterPoint Quantity	Counted Quantity	Update
Din	Dinner Tray	Each	54	63	<input checked="" type="checkbox"/>
Eye	Eye Drop Installations	Each	72	71	<input checked="" type="checkbox"/>
Gluc	Glucometer Testing	Each	11	0	<input checked="" type="checkbox"/>
Ins	Insulin Injections	Each	21	23	<input checked="" type="checkbox"/>

4. If you need to stop entering counts at anytime, simply click **Save** to save the Counted Quantities to this physical inventory file.
5. Once all counts are entered, click on the **Reports** tab to access the **Physical Inventory Variance**, **Physical Count List**, or **Physical Count by Location** reports. The Physical Count List and Physical Count by Location reports can be used to print or export open physical inventory count lists for open physical inventory counts. The variance report will display a list of inventory items in this inventory, the expected quantity, the counted quantity and the variance between the two quantities.
6. Select **Transaction Reports > Inventory > Physical Inventory Variance**.
7. In the **Report Selections**, select the physical inventory file in the **Count** field. Click **Print**.
8. Click on the **Detail** tab to get back to the physical inventory details.
9. If any corrections are needed to counted quantities, they can be made at this time. The variance report can then be rerun if needed.
10. Once all counts have been entered and the variances reviewed, click **Post** to complete the physical inventory process and create the inventory adjusting transactions.
11. Enter the date the counts were conducted in the **Date** field and click **Post**.
12. Once the physical inventory is posted, the status will change to Closed (a Post Date column can be added to the List tab to view when a physical inventory was performed). The Physical Inventory Variance report can be printed again for inventories with a status of Closed and it will include quantity and dollar variances.

## Item Price Lookup

This document describes how to view price stock status detail for any inventory item. The screen allows you to enter a quantity used to calculate a price based on the price level, location, quantity, and unit of measure. The information available on the screen includes sales price, Quantity on Hand, Quantity Assigned (on an unfilled sales order), Quantity Available, Quantity on Order (on a purchase order but not yet received), and Unit of Measure.

**Prerequisite**

You must have the **Accounts Receivable** module (included with CenterPoint Accounting (Business)) purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to using the Item Price Lookup screen.

- 1. Select **Processes > Item Price Lookup**.
- 2. In the **Item** box, enter or select the item you want to inquire on.
- 3. In the **Quantity** box, enter the quantity you want to calculate prices for.
- 4. In the **UOM** box, enter or select the unit of measure you want to use for the price calculation.
- 5. In the **Location** box, enter or select the location you want use for the price calculation.
- 6. In the **Price Levels** grid, the calculated sales prices (as many as the levels you have configured in Setup > Preferences > Items ) will display for the item, quantity entered, unit of measurement and location selected.

Item Price Lookup

ItemItem 1

Unit of MeasureEach

Quantity10.00000000

Inventory LocationLocation 2

Price Levels

Abbreviation	Name	Δ	Price	Amount
SP 1	Sales Price 1		15.00	150.00
SP 2	Sales Price 2		18.00	180.00
SP 3	Sales Price 3		20.00	200.00

Stock Status

CompanyAlpine Sports

Inventory Location	Δ	Quantity On Hand	Quantity Assigned	Quantity Available	Quantity On Order	Unit of Measure
All Locations		29.00000000	-8.00000000	21.00000000	4.00000000	Each

OK

- 7. Under Stock Status, the Quantity on Hand, Quantity Assigned, Quantity On Order will display for the Company. The stock status will not display for non-tracked or service items.
- 8. Click **OK** to close the screen.

## Chapter 6 - Assemblies Module

### Processing

#### Understanding and Using Assemblies

An assembly is an item that is sold from inventory and built from other inventory or component items (including non-tracked or service items). Every assembly starts out as an inventory item.

Before an assembly can be produced and sold, the assembly item and the component items must first be setup as separate items in Setup > Inventory > Items, including labor, which is setup as a service item. General Ledger accounts can also pass cost to the assembled item. You may want to use account allocation for such things as overhead.

Then, the assembled item must be defined in Setup > Inventory > Assemblies and then produced in Processes > Inventory > Build Assemblies to take the component items out of inventory and add the assembly quantity to inventory. Optionally, you can setup production plans which allow you to build multiple assemblies at the same time.

Follow the steps below to:

[Option 1: Setup an Assembly](#)

[Option 2: Setup an Assembly in a Different Inventory Location as the Component Item Inventory Location \(Prerequisite: The Inventory Location module must be Purchased and Registered\)](#)

[Option 3: Setup an Assembly in the Same Inventory Location as the Component Item Inventory Location \(Prerequisite: The Inventory Location module must be Purchased and Registered\)](#)

[Build an Assembly](#)

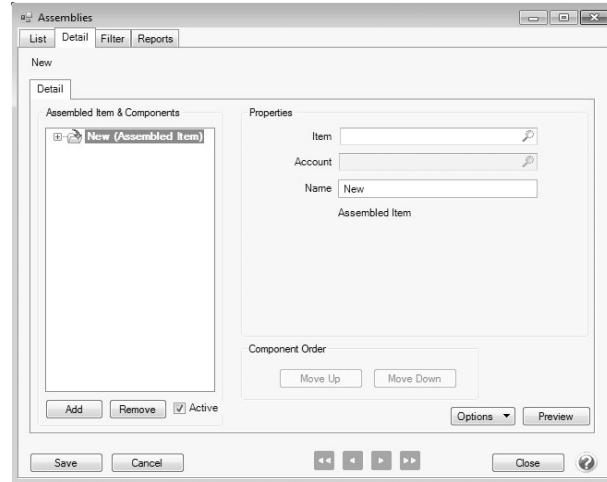
[Setup a Production Run Definition](#)


[Build a Production Run](#)

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#### Option 1: Setup an Assembly

1. Select **Setup > Inventory > Assemblies**. Click **New**.



2. Click the **Options** button, select **Add/Remove Assembly Items**. Select all of the check boxes that you will use when setting up this assembly. For example, if you need to change the profit center or location for the component items. Click **OK**.
3. On the right side of the screen, in the **Item** box, select any existing inventory item as the assembled item.
4. The item **Name** displays as the default. The name can be changed. This is the name that will display in the left column for the assembled item.
5. Click the  next to the assembled item on the left side of the screen to expand the details for the assembled item. To expand/collapse all the nodes on the Assembled Item & Component List, right-click and select either the Expand All or Collapse All option.



Note: The main Assembled Item cannot be removed.

6. On the left side of the screen, select the **Quantity - Unit of Measure** line.
7. On the right side of the screen, in the **Unit of Measure** box select the unit of measure to use when building the assembly.
8. Ignore the **Inventory Location** line.




Note: If you use the Inventory Location module, please see Option 2 or Option 3 in this document.

9. On the bottom left side of the screen, click **Add** to begin adding the component items that are used to produce the assembled item.
10. In the **Item** box, select a component item.



Note: When an Inventory Item is selected (type = Inventory Item, Lotted Item or Serialized Item), the Account box is not active. When a non-tracked item is selected, an Account must be selected. If the Account box is left blank, a message will display.

11. The item **Name** or the account **Name** displays as the default depending on whether you selected an account in lieu of an item. This name can be changed. This is the name that will display in the left column for the component item.
12. Click the  next to the component item on the left side of the screen to expand the details for the component item.

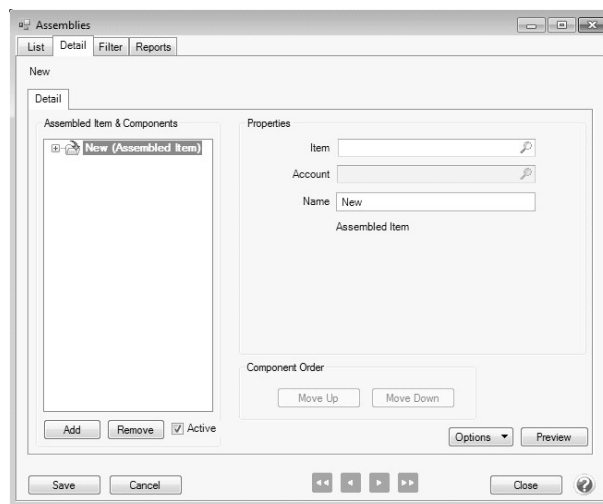
13. On the left side of the screen, select the **Quantity - Unit of Measure** line.
14. On the right side of the screen, in **Quantity** box, enter the number of this component to use (components can be saved with a zero quantity) when building the assembly and in the **Unit of Measure** box select the unit of measure to use when building the assembly.
15. Repeat steps 11-15 for all component items used in the assembly item.
16. Click **Save**.
17. Continue with the Build an Assembly section in this document to immediately build the assembly or continue with the Production Run section in this document to build the assembly with other assemblies and post your build.

## Option 2: Setup an Assembly in a Different Inventory Location as the Component Inventory Item Location

### Prerequisite

The Inventory Location module must be purchased and registered.

1. Select **Setup > Inventory > Assemblies**.
2. Click **New**.



3. Click the **Options** button, select **Add/Remove Assembly Items**. Select all of the check boxes that you will use when setting up this assembly. For example, if you need to change the profit center or location for the component items. Click **OK**.
4. On the right side of the screen, in the **Item** box, select any existing inventory item as the assembled item.
5. The item **Name** displays as the default. The name can be changed. This is the name that will display in the left column for the assembled item.
6. Click the **+** next to the assembled item on the left side of the screen to expand the details for the assembled item. To expand/collapse all the nodes on the Assembled Item & Component List, right-click and select either the Expand All or Collapse All option.




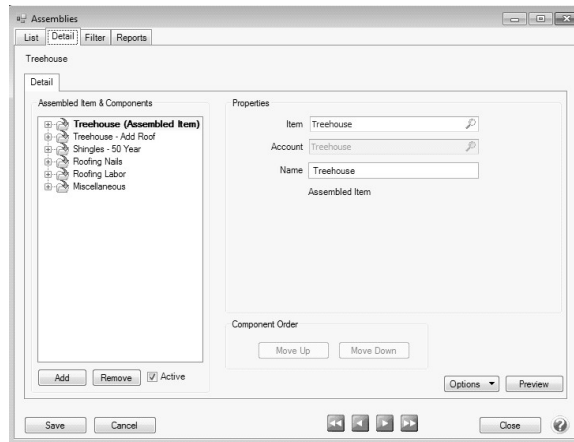
Note: The main Assembled Item cannot be removed.

7. On the left side of the screen, select the **Quantity - Unit of Measure** line.
8. On the right side of the screen, in the **Unit of Measure** box select the unit of measure to use when building the assembly.
9. On the left side of the screen, select the **Inventory Location** line.
10. On the right side of the screen, if you want the inventory location to always be the same, in the **Type** box, select **Always the Same** and in the **Value** box, select the inventory location for the assembled item. If you want to select the inventory location at the time the assembled item is built, select **Choose From List** and in the **Default** box, select the default location. Change the caption to "Build Location," so that it is easily identifiable on the Build Assemblies screen
11. On the bottom left side of the screen, click **Add** to begin adding the component items that are used to produce the assembled item.
12. In the **Item** box, select a component item.



Note: When an Inventory Item is selected (type = Inventory Item, Lotted Item or Serialized Item), the Account box is not active. When a non-tracked item is selected, an Account must be selected. If the Account box is left blank, a message will display.

13. The item **Name** or the account **Name** displays as the default depending on whether you selected an account in lieu of an item. This is the name that will display in the left column for the component item.
14. Click the  next to the component item on the left side of the screen to expand the details for the component item.
15. On the left side of the screen, select the **Quantity - Unit of Measure** line.
16. On the right side of the screen, in **Quantity** box, enter the number of this component to use (components can be saved with a zero quantity) when building the assembly and in the **Unit of Measure** box select the unit of measure to use when building the assembly.
17. On the left side of the screen, select the **Inventory Location** line.
18. On the right side of the screen, if you always want the component's inventory location to be the same, in the **Type** box, select **Always the Same** and in the **Value** box, select the inventory location the component item is from. If you want to select the component inventory location at the time the assembled item is built, select **Choose From List** and in the **Default** box, select the default location. Change the caption to "Component Location," so that it is easily identifiable on the build assemblies screen.
19. Repeat steps 11-17 for all component items used in the assembly item. For additional component items, the "Inventory Location" will normally be copied from the first component selected, unless components come from different locations. Set the **Type** to **Copy** for the Inventory Location line for all additional components. For Labor component items, set the **Type** to **Copy** and then under Extended Properties select the assembled item inventory location.



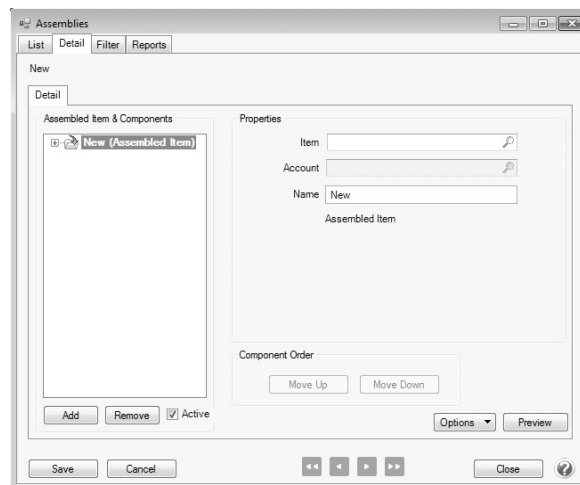
20. Click **Save**.
21. Continue with the Build an Assembly section in this document to immediately build the assembly or continue with the Setup a Production Run Definition section in this document to build the assembly with other assemblies and then follow the Run a Production Run section.

### Option 3: Setup an Assembly in the Same Inventory Location as the Component Item Inventory Location


#### Prerequisite

The Inventory Location module must be Purchased and Registered.

1. Select **Setup > Inventory > Assemblies**.
2. Click **New**.




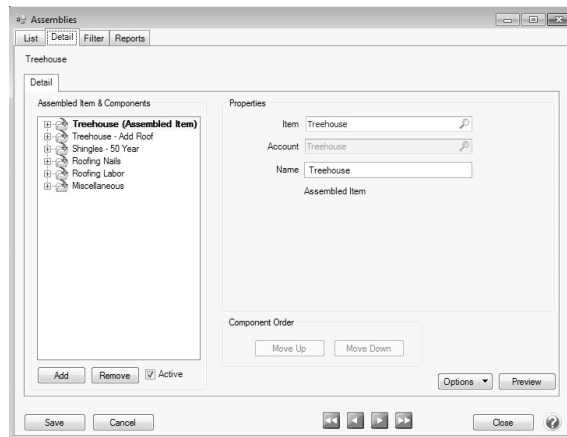
3. Click the **Options** button, select **Add/Remove Assembly Items**. Select all of the check boxes that you will use when setting up this assembly. For example, if you need to change the profit center or location for the component items. Click **OK**.
4. On the right side of the screen, in the **Item** box, select any existing inventory item as the assembled item.

5. The item **Name** displays as the default. The name can be changed. This is the name that will display in the left column for the assembled item.
6. Click the  next to the assembled item on the left side of the screen to expand the details for the assembled item. To expand/collapse all the nodes on the Assembled Item & Component List, right-click and select either the Expand All or Collapse All option.



Note: The main Assembled Item cannot be removed.

7. On the left side of the screen, select the **Quantity - Unit of Measure** line.
8. On the right side of the screen, in the **Unit of Measure** box select the unit of measure to use when building the assembly.
9. On the left side of the screen, select the **Inventory Location** line.
10. On the right side of the screen, in the **Type** box, select **Always the Same** and in the **Value** box, select the **default** inventory location for the assembled item. If you want to select the inventory location at the time the assembled item is built, select **Choose From List** and in the **Default** box, select the default inventory location. Change the caption to "Build Location," so that it is easily identifiable on the Build Assemblies screen
11. On the bottom left side of the screen, click **Add** to begin adding the component items that are used to produce the assembled item.
12. In the **Item** box, select a component item.
13. The item **Name** or the account **Name** displays as the default depending on whether you selected an account in lieu of an item. This name can be changed. This is the name that will display in the left column for the component item.
14. Click the  next to the component item on the left side of the screen to expand the details for the component item.
15. On the left side of the screen, select the **Quantity - Unit of Measure** line.
16. On the right side of the screen, in **Quantity** box, enter the number of this component to use (components can be saved with a zero quantity) when building the assembly and in the **Unit of Measure** box select the unit of measure to use when building the assembly.
17. Repeat steps 11-15 for all component items used in the assembly item.



18. Click **Save**.
19. There are a couple of reports that can be run from Reports > Reports > Setup Lists > Assemblies to verify your setup:

- » **Assembly Components Where Used** -Displays each component and the assembled items where they are used. Component quantities needed for each assembled item are also included.
- » **Assembled Items - Assembled Items** - Displays the assembled item and lists each component along with quantities to build assemblies.

20. Continue with the Build an Assembly section in this document to immediately build the assembly or continue with the Setup a Production Run Definition section in this document to build the assembly with other assemblies and then follow the Run a Production Run section.

## Build an Assembly

A finished product or sub-assembly must be built (produced) before the item can be sold or used in an assembled item. Use the build process to remove the components from inventory and add the built quantity to the finished product. or sub-assembly.

1. Select **Processes > Inventory > Build Assemblies**.
2. Select the **Company** this assembly is being built for.
3. Select the **Assembled Item** you want to build.
4. Determine if you **Require all Components to be On Hand** when the assembly is built.
5. Verify the **Transaction #** and **Date**.
6. Enter the **Build Quantity**.

7. The Component button will be green if all of the components needed to build the assembly item have a Quantity On Hand greater than or equal to the Quantity Needed to build the assembly item. If the button is Red, either the Quantity On Hand is less than the Quantity Needed for a component item or a sub-assembly in the assembled item. If the button is Yellow, the Quantity Needed is less than or equal to the Quantity on Hand and a sub-assembly has a Quantity on Hand less than the Quantity Needed to build the assembled item. Click the **Component** button to view the Components Lists for the build. The Material Shortage button will identify which components triggered the color change on the Component button.

The screenshot shows a window titled "Components List". At the top, there is a field for "Assembled Item" containing "Treehouse" and a "Build Quantity" field containing "1.00". Below this is a table with the following columns: Component, Quantity Needed, Quantity On Hand, Quantity Short, Unit of Measure, Inventory Location, Material Shortage, and Sequence.

Component	Quantity Needed	Quantity On Hand	Quantity Short	Unit of Measure	Inventory Location	Material Shortage	Sequence
Miscellaneous	2.75	0.00	0.00		All Locations	Ready	5
Roofing Labor	2.00	0.00	0.00		All Locations	Ready	4
Roofing Nails	200.00	49,838.00	0.00	Each	All Locations	Ready	3
Shingles - 50 Year	100.00	6,172.00	0.00	Each	All Locations	Ready	2
Treehouse - Add Roof	1.00	2.00	0.00	Each	All Locations	Ready	1

At the bottom of the window is an "OK" button.

8. Click **OK**.
9. To print reports about this build assembly, click the **Reports** button and select either the Material Requirements, Material Shortage or Assembled Item Cost report.



*HINT: If you need to gather the materials for the build prior to actually completing the build, print the Materials Requirements report (click the Reports button and select Material Requirements) prior to clicking the Build Assemblies "Save" button and without actually completing a build you can use the Assembled Item Cost report for "What If" planning.*

10. Click **Build** to remove the components from inventory and add the built quantity to the finished product. or sub-assembly. If the Require all components to be on hand check box is select and there is a shortage of any required component the build will fail.



**Note:** Once a component item is used in an assembly transaction such as a Build, it cannot be removed. If you need to remove a component from this assembly, copy it and create a new assembly without the component.

## Setup a Production Run Definition

Production runs are used to build multiple assemblies at the same time. First define the production run and then run then Build the Production Run to complete the build process.

1. Select **Setup > Inventory > Production Run Definitions**.
2. Click **New**.

General

Abbreviation

Name

Company

☒ Require all components be "On Hand"

Seq. /	Assembly	Quantity	Unit of Measure

Refresh

Save Cancel << < > >> Close

3. Enter an **Abbreviation** and **Name** for the Production Run Definition.
4. Select the **Company** the Production Run Definition is for.
5. Select the **Assemblies** and **Quantity** to build in the Production Run Definition. Repeat for all assemblies to be built at the same time.



Hint: If one assembled item requires a another assembled item as one of its components (subassembly), the sequence of the subassembly should be a lower number than the item requiring it.

Treehouse Complet Build

General

Abbreviation

Name

Company

☒ Require all components be "On Hand"

Seq. /	Assembly	Quantity	Unit of Measure
1	Treehouse Frame	2.00	Each
2	Treehouse - Add Flooring	2.00	Each
3	Treehouse - Add Siding	2.00	Each
4	Treehouse - Add Siding	2.00	Each
10	Treehouse	2.00	Each

Refresh

Save Cancel << < > >> Close

6. Click **Save**.
7. Click **Close**.

## Build the Production Run

1. Complete the Setup a Production Run Definition section of this document.
2. Select **Processes > Inventory > Production Runs**.

Production Run: Treehouse Complet Build      Build Date: 05/23/2013  
 Company: Assemblies R Us      First Assembly Number: 000005  
☒ Require all components to be "On Hand"

Seq.	Material Shortage	Assembly	Quantity	Quantity On Hand	Unit of Measure	Inventory Location	
<input checked="" type="checkbox"/> 1	Ready	Treehouse Frame	2.00	1.00	Each	All Locations	Detail
<input checked="" type="checkbox"/> 2	Qty Short	Treehouse - Add Flooring	2.00	0.00	Each	All Locations	Detail
<input checked="" type="checkbox"/> 3	Qty Short	Treehouse - Add Siding	2.00	1.00	Each	All Locations	Detail
<input checked="" type="checkbox"/> 4	Qty Short	Treehouse - Add Siding	2.00	1.00	Each	All Locations	Detail
<input checked="" type="checkbox"/> 10	Available	Treehouse	2.00	1.00	Each	All Locations	Detail

If the assembled item inventory location is to be selected at build time, the Inventory Location box will be active as it is in this screen shot. If you have component inventory locations to select at build time, click the Detail button.

Build Cancel Refresh Reports Close

- The button in the Material Shortage column will be green if all of the components needed to build the assembly item have a Quantity On Hand greater than or equal to the Quantity Needed to build the assembly item. If the button is Red, either the Quantity On Hand is less than the Quantity Needed for a component item or a sub-assembly in the assembled item. If the button is Yellow, the Quantity Needed is less than or equal to the Quantity on Hand and a sub-assembly has a Quantity on Hand less than the Quantity Needed to build the assembled item. Click the button in the Material Shortage column to go to the assembly and view the components list by clicking **Components**.
- If a component location needs to be selected for a build, click the Detail button and select the component location.
- To print reports about this production run, click the **Reports** button and select either the Material Requirements, Material Shortage, Assembled Item Cost, or Assembled Item Planning Using Last Cost report.



*HINT: If you need to gather the materials for the build prior to actually completing the build, print the Materials Requirements report (click the Reports button and select Material Requirements) prior to clicking the Build Assemblies "Save" button and without actually completing a build you can use the Assembled Item Cost report for "What If" planning.*

- Click **Build**.
- Click **Close**.



**Note:** Once a component item is used in an assembly transaction such as a Production Run, it cannot be removed. If you need to remove a component from this assembly, select the Quantity - Unit of Measure line for the component and enter 0 in the Quantity box.

## Chapter 7 - Sales Orders

### Processing

#### Sales Order Work Flow Steps

The Sales Order module allows a business to track quotes and orders that are placed by customers. An order differs from an invoice in that the products/services have not been provided to the customer yet. When the products/services are provided, the order is then "filled". A filled order can then be invoiced. Invoicing an order deducts the quantities from inventory and also increases the customers balance for the amount of the unpaid order. The order of the steps outlined below are just a suggestion. The order that works for your business may differ from these suggestions.

#### Prerequisite

You must have the Sales Order module purchased, installed and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to proceeding with the processes outlined below.

#### Work Flow Steps

1. **Enter a Quote:** If a customer requests a quote it would be entered in **Processes > Sales > Sales Orders (or Sales Orders (Edit/Fill/Invoice))**. Select **Quote** as the **Type** of . A quote has no affect on inventory. It is simply used to provide a price quote to a customer. A quote can be copied or turned into an order if the customer decides to proceed with the transaction.
2. **Enter an Order:** An Order is used to track items and services that have been sold to a customer but have not yet been supplied. When an order is entered for an inventory item, it increases the Quantity Committed and decreases the Available Quantity. There are three ways to enter an order for a customer. Refer to the Enter a Quote or Sales Order document for step-by-step instructions.
  - a. Start with a new blank order form by selecting **Processes > Sales > Sales Orders (or Sales Orders (Edit/Fill/Invoice))**. A **Type** of **Order** should be assigned to the transaction. Include all items & services that were sold to the customer. If a deposit was already received for this order, it can be applied at this time. Refer to the *Enter a Quote or Order* document for step by step instructions
  - b. Create a new sales order by copying from an existing order or quote. If you know that this customer or another customer ordered the same product/services, you can create a new order by copying from that existing order. From within **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**, select the original order and click copy. Any needed modifications to the new order can then be made. If a quote is copied to an order, the original quote will remain in CenterPoint as an open quote.
  - c. If a quote was created for this customer, the quote can be converted to a sales order. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Find the original quote and click **Edit**. Change the **Type** to **Order**. Converting a quote to an order removes the original quote from the system. Refer to the *Convert a Quote to an Order* document for step by step instructions.

3. **Printing Orders and Quotes:** Orders are normally printed on an individual basis when the order is saved. Be sure to click the Print button. (An image of a printer displays on the button. A green check mark means the order will be printed and a red X means the order will not be printed.) The selections set in File > Preferences > Sales Orders > Printing will display and can be changed. Select whether the order should be printed when it is created. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
4. **Filling an Order:** When an order has been shipped/provided to the customer, it must be filled in CenterPoint. The fill process simply supplies numbers in the **Shipped Quantity** fields. Orders can be filled individually or with a group. Refer to the *Fill Sales Orders* document for step-by-step directions on each of the options mentioned below.
  - a. Fill a Single Order: Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Select the order and click on the **Fill Single Order** button. This process will copy the ordered quantity to the Shipped Quantity based on the selections made in File > Preferences > Sales Orders > General > Fill Sales Item Lines.
  - b. Manually Fill a Single Order: Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Select the **Order** and click on the **Edit** button. Manually fill in the appropriate **Shipped Quantities** for items that were provided to the customer.
  - c. Fill Multiple Orders: Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Select the orders to be filled and click on the **Fill Orders** button.

Once an order has shipped quantities for at least one item, the **Status** will automatically change from **Open** to **Filled** or **Partially Filled**.

5. **Creating Invoices:** Orders that have been shipped/filled are then ready to be invoiced. This step can be done as often as you'd like (even after each order is filled) but it's most commonly done once a day for all orders that have been filled/shipped since the last invoicing process. Only orders with a status of Filled or Partially Filled can be invoiced. Once an order is invoiced, the Status will automatically change to Invoiced. When an order with a Status of Partially Filled is invoiced, the invoice will include all shipped items/quantities and a new Back Order (with the same order number) will be created for the remaining items unless you select the Shipped Quantity Only check box on the Create Invoices Post & Print screen. If the Shipped Quantity check box is selected, the invoices will include only shipped items/quantities and will not create a Back Order if a line on the sales order was partially filled. Commissions are calculated and copied to customer invoices on a prorata basis shipped vs ordered during the invoicing process.
  - a. Invoice an Individual Order: Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Select the order and click on the **Create Invoices** button and follow the onscreen prompts.  
Note: When using Step a or b above to fill an order, you can also click on the Create Invoices button within the transaction (after shipped quantities have been entered/updated).
  - b. Invoice Multiple Orders: Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Select all of the orders to be invoiced and click on the **Create Invoices** button. Note: Instead of manually selecting each of the Filled or Partially Filled orders, you can also setup a Filter so the List screen displays only Filled or Partially Filled Orders. Refer to the *Fill Sales Order* document for information on setting up filters.

Packing slips can also be printed during the invoicing step.

## Miscellaneous Processes

- » Orders can be edited at anytime prior to being invoiced. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Select the Order and click on the Edit button.
- » If a customer cancels an order you can either change the Status to Canceled on the Order, or if you prefer, the entire order can be deleted. If an invoice created by a sales order is deleted from Transaction Search, the status of the sales order will be changed to cancelled.
- » An Inventory Pick List (Reports > Reports > Transaction Reports > Sales Orders) can be used to communicate with the shipping department what orders need to be shipped. The printed report includes a place for the shipping dept to hand write what quantities were actually shipped. This can then be used to accurately fill the orders in CenterPoint.
- » A Sales Orders report (Summary or Detail) can be used to review orders at anytime. Normally this report is processed with the Status filter set to Open, thus supplying a report listing all unshipped orders.
- » To unfill an order, select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**. Find the order to be unfilled and click **Unfill Orders**. All Shipped Quantities in the order will revert back to zero and the status will change back to Open.

## Enter a Quote or Sales Order

The Sales Order module is used to prepare quotes and manage orders received from customers. Once the goods and/or services have been provided to the customer, the fill and invoice process will deduct the items from inventory and prepare an invoice to bill the customer.

In this topic, we will identify how to enter customer quotes and/or orders. The same entry screens are used for both quotes and orders. Items that are placed on an order are identified in inventory as "Assigned". When the order is filled (shipped) and invoiced, the inventory will no longer be Assigned and it will be deducted from the on-hand quantity.

### Prerequisite

You must have the Sales Order module purchased, installed and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering a sales order.

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## Entering a Sales Order or Quote


1. To begin entering a sales order, select **Processes > Sales > Sales Orders** or selecting **Processes > Sales > Sales Orders (Edit/Fill/Invoice)** from the main CenterPoint Accounting screen. If you selected Sales Orders (Edit/Fill/Invoice), then click **New**.

2. Enter the **Customer**. Once the customer is selected, the Shipping Method, Salesperson, Terms, and Sales Tax fields will be populated automatically from the information saved in the customer maintenance screen (Setup > Customers).

3. To view or add internal notes for a customer, click the **Additional Notes** icon .



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

4. Select the appropriate Type for this transaction. **Quotes** have no affect on inventory or customer balances and terms and credit limits will be ignored when Quotes are saved.. They are used to simply provide pricing information to the customer. The **Order** option should be used if the customer has confirmed that they would like to purchase the goods/services.
5. In the **Order or Quote Number** box, the next available sequence number will display. Click the Sequence icon  or press F4 to display the sequences associated with the Sales Order Entry screen. You can use a different sequence for orders vs. quotes.
6. If desired, enter a **Customer PO #** or some other information that indicates the source of the sales order.
7. If known or if the customer has identified how the order should be shipped, specify the appropriate **Shipping Method**.
8. Specify the **Terms** that should be used when the order is invoiced. Terms are used to calculate Due Dates, Discount Due Dates and Early Payment Discounts.
9. If applicable, choose whether the shipping charges are paid by your company (**Destination**) or your customer (**Origin**) in the **FOB** field.
  - » **Origin** - Customer is responsible for the shipping charges because the goods are released at the point of origin ("ship from" location).
  - » **Destination** - Vendor (your company) is responsible for the shipping charges because the goods aren't released until they arrive at the customer's location.

10. Enter the customer-specified delivery date in the **Date Required** field. This is the latest date the customer must receive the product by. You can use this date in Fill Orders to help select the orders to fill. The default is the current system date.
11. Enter the soonest this order can be delivered in the **Earliest Date** field. Use it to delay filling an order. It is also used in Fill Orders when selecting orders to fill.
12. Specify the appropriate **Sales Tax** for this customer and order.
13. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the order will be printed and a red X means the order will not be printed.) The selections set in File > Preferences > Sales Orders > Printing will display and can be changed. Select whether the order should be printed when it is created. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
14. Select the **On Hold** check box if the sales order or quote is not yet final. For example, if a customer isn't sure how many they want. A sales order cannot be filled until this check box is cleared (changed back to an open status). Selecting this check box indicates additional processing is needed. The inventory quantity is "committed." The sales order cannot be invoiced or filled during the auto-fill process.
15. CenterPoint determines the **Status** based on your input. The status is updated when orders are saved or processed (filled or invoices created).
16. The system will automatically bring you to the **Order** tab when you enter/tab off of the last field on the Select tab. Otherwise, you can click the Order tab manually or use the hot-key combination Alt + D.
17. There are many fields that can be displayed on the Order tab. These can be selected by right-clicking anywhere in the grid and selecting Add/Remove Columns. In this topic, we will identify the most commonly used fields.

Sales Orders

Select Order

Customer: Johnson, Andy Date: 11/30/2018 Order: 0 Status: Open Type: Order

Customer Balance: \$388.70 Credit Limit: \$10,000.00 Remaining Credit: \$9,611.30

Item	Description	Quantity Ordered	Quantity Shipped	Unit of Measure	Sales Price	Amount	Substitutes	Comments	Notation	Price Level	Tax	Line Sequence
① Economy Bicycle	Economy Bicycle Package	1	0	Each	99.99	\$ 99.99	Substitutes	Comments	Package Incl			10
① Standard Bicycle	Standard Bicycle Package	5	0	Each	139.99	\$ 699.95	Substitutes	Comments	Package Incl			20
① Standard Ski Pac	Standard Ski Package	5	0	Each	225.00	\$ 1,125.00	Substitutes	Comments	Package Incl			30
① Premium Ski Pac	Premium Ski Package	4	0	Each	475.00	\$ 1,900.00	Substitutes	Comments	Package Incl			40

Item UOM Quantity Assigned Quantity On Hand Quantity Available On Order Vendor Part #

Premium Ski Package Each 0 0 0 0

Subtotal: \$3,824.94

Freight: \$0.00 + Misc: \$0.00 + Sales Tax: \$415.77 - Discounts: \$0.00 = \$415.77

Order Total: \$4,240.71

Deposits: \$0.00 Net Due: \$4,240.71

Save Clear Accounts Options Create Invoice Create PO(s) Close

18. Select the first **Item** ordered by the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items. Once the Item is selected the system will automatically display the **Description, Account** and **Sales Price**.



Note: If you have the Show Information Grid on (Options button > Show Information Grid), you will see that when entering items on sales orders, the Quantity Assigned, On Hand, Available and On Order reflect changes currently in process for the current transaction and others within the system that have not yet been saved.

19. Select the appropriate **Unit of Measure** for this item and specify the **Quantity Ordered**.
20. If the item entered is a lotted or serialized item, the **Lotted/Serialized Items** screen will be displayed. If you know at this time which lot/serial numbers will be delivered to the customer, they can be specified by entering a **Quantity Ordered** of 1 in the corresponding row(s). Otherwise, specify the total **Quantity Ordered** and correct **Price** for this item, in the **Select Later** row. When the Select Later option is used, you will be required to specify the actual lot or serial numbers sold when the order is filled.

Serial Number	Quantity Available	Quantity On Hand	Quantity Assigned	Quantity On Order	Quantity Ordered	Quantity Shipped	Price	Override Price
Select Later	0	0	0	0	4	0	\$175.00	
1234	1	1	0	0	0	0	\$475.00	

21. When all serial/lot information is complete, click **OK** to return to the Sales Order screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. Attached files (for example, pictures of a product, specifications of a product, warranty information, etc.) can be emailed with sales orders. If the Attachments column is added to the Sales Orders (Edit/Fill/Invoice). List tab, the number of attached documents for a saved sales order will display.

22. The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
23. Continue entering additional lines on the invoice for each item that is sold to this customer.
  - » If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account, notation, and
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character notes for each line in the data entry grid.
  - » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.

24. To add up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields or a 3200 character comment for the invoice, click the **Options** button and select **Custom Fields/Comments**.
25. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. The Freight and Miscellaneous dollars can be added when the order is filled also. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
26. The **Sales Tax** will be calculated automatically based on the Sales Tax selected.



When creating invoices from sales orders, sales tax is not recalculated if a sales order is filled without a backorder and is recalculated if a sales order is partially filled and a backorder is created.

27. If the customer is setup to receive Trade Discounts, the amount calculated will be displayed in the **Discounts** box.
28. The **Order Total** box displays the calculated amount from the Subtotal + Freight + Misc + Sales Tax - Discounts boxes.
29. By default the system will automatically apply any unapplied deposits to the sales order. The amount applied will be displayed in the **Deposits** box.



Note: If you prefer that the system not automatically apply deposits, click on the Options button at the bottom of the screen, select Apply Customer Deposits, and then select Manually Apply Customer Deposits to Invoices. If you are manually applying customer deposits, the amount in the Deposits box will always display as 0.00 even if you have deposits available for application. To display all outstanding deposits and manually apply the deposit, click Deposits

30. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.

31. Verify the order information for accuracy and click **Save** to complete the transaction.



Note: If the customer is on credit hold and the order has a Quantity Shipped when the Save button is clicked, a message will display preventing the order from being saved.



Note: If two or more users are editing a sales order at the same time, the changes will be recorded for the first user to click Save. Subsequent saves of the sales order will not be allowed and the following message displays: "This Sales Order has been edited by another user. Your changes will not be saved. In order to edit this sales order, you will need to click the Close button."

The order will be printed if the Print button displays with a green check mark or e-mailed if the Email button displays with a green check mark.

## Convert a Quote to a Sales Order

A quote is entered into the system to document quoted prices to a customer. If the customer then commits to purchasing the goods/services, an order is created to properly manage the sale and inventory levels. When a quote is converted to an order, the goods identified on the order will be marked as "Assigned" in inventory.

The new order can quickly be created without reentering the information on the quote, using one of two processes. The option you choose depends on if you prefer to keep a copy of the original quote after it's been converted into an order.


### [Option A: Change the Original Quote to an Order](#)

### [Option B: Copy the Original Quote to a New Order](#)

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## Option A: Change the Original Quote to an Order

This option simply converts the original transaction from a quote to an order. A copy of the original quote is not kept.

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Highlight the original quote and click **Edit**.
3. Change the Type field to **Order**.
4. Change the **Date** to the current date. If you are using different sequence numbers for quotes and orders, click on the Sequence icon  in the **Order #** field. Select the appropriate sequence for orders.
5. Make any additional changes that were identified by the customer and click **Save**. If the **Print this order?** check box was selected on the Select tab, the order will print when the order is Saved.

## Option B: Copy the Original Quote to a New Order

Using this option will copy the data from the original quote to a new order transaction. The original quote will continue to be saved as an open quote in the system.

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Highlight the original quote and click **Copy**.
3. All of the information from the original quote will be copied to a new order. The **Date** will automatically be changed to the current date and the next available **Order #** (using the default sequence) will be assigned.
4. Make any additional changes that were identified by the customer and click **Save**. If the **Print this order?** check box was selected on the Select tab, the order will print when the order is Saved.

## Sales Order - Quick Entry

The Sales Order module is used to prepare quotes and manage orders received from customers. Once the goods and/or services have been provided to the customer, the fill and invoice process will deduct the items from inventory and prepare an invoice to bill the customer.


In this topic, we will identify how to enter customer quotes and/or orders quickly on a single-tab consolidated entry screen. Sales orders can also be entered on a multi-tab entry screen by following the [Enter a Sales Order or Quote](#) topic.

**Prerequisite**

You must have the Sales Order module purchased, installed and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering a sales order.

**Quickly Enter a Sales Order or Quote**


1. To begin entering a sales order, select **Processes > Sales > Sales Orders - Quick Entry**.

2. Enter the **Customer**. Once the customer is selected, the Shipping Method, Salesperson, Terms, and Sales Tax fields will be populated automatically from the information saved in the customer maintenance screen (Setup > Customers).
3. To view or change the customer's Billing Name/Address, shipping Name/Address, or Sales Tax, click the **Address** icon  to display the Customer Billing & Shipping Addresses screen.

4. To view or add internal notes for a customer, click the **Additional Notes** icon .



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

5. Select the appropriate Type for this transaction. **Quotes** have no affect on inventory or customer balances and terms and credit limits will be ignored when Quotes are saved. They are used to simply provide pricing information to the customer. The **Order** option should be used if the customer has confirmed that they would like to purchase the goods/services.
6. In the **Order or Quote Number** box, the next available sequence number will display. Click the Sequence icon  or press F4 to display the sequences associated with the Sales Order Entry screen. You can use a different sequence for orders vs. quotes.
7. The **Date** will display the current system date.
8. If desired, enter a **Customer PO #** or some other information that indicates the source of the sales order.
9. In the **Terms** box, verify or enter the terms that should be used when the order is invoiced. Terms are used to calculate Due Dates, Discount Due Dates and Early Payment Discounts.
10. Enter the customer-specified delivery date in the **Date Required** field. This is the latest date the customer must receive the product by. You can use this date in Fill Orders to help select the orders to fill. The default is the current system date.
11. Enter the soonest this order can be delivered in the **Earliest Date** field. Use it to delay filling an order. It is also used in Fill Orders when selecting orders to fill.
12. In the **Salesperson** box, verify or enter the salesperson responsible fore this order or quote.
13. There are many fields that can be displayed in the data entry grid. These can be selected by right-clicking anywhere in the grid and selecting **Add/Remove Columns**. In this topic, we will identify the most commonly used fields.

14. Select the first **Item** ordered by the customer by either typing in a portion of the item abbreviation or the item description or click on the lookup button to display a list of items. Once the Item is selected the system will automatically display the **Description**, **Account**, **Unit of Measure**, and **Sales Price**. This information will pull from the information that has been setup on the item and can also be modified, if needed.



**Note:** If you have the Show Information Grid on (Options button > Show Information Grid), you will see that when entering items on sales orders, the Quantity Assigned, On Hand, Available and On Order reflect changes currently in process for the current transaction and others within the system that have not yet been saved.

15. Select the **Quantity Ordered**. If you have already shipped or given the goods/services to the customer you can enter that quantity in **Quantity Shipped**. If you are entering a quote, the Quantity Shipped is not available.
16. If the item entered is a lotted or serialized item, the **Lotted/Serialized Items** screen will be displayed. If you know at this time which lot/serial numbers will be delivered to the customer, they can be specified by entering a **Quantity Ordered** of 1 in the corresponding row(s). Otherwise, specify the total **Quantity Ordered** and correct **Price** for this item, in the **Select Later** row. When the Select Later option is used, you will be required to specify the actual lot or serial numbers sold when the order is filled.

Serial Number	Quantity Available	Quantity On Hand	Quantity Assigned	Quantity On Order	Quantity Ordered	Quantity Shipped	Price	Override Price
Select Later	0	0	0	0	4	0	\$75.00	
1234	1	1	0	0	0	0	\$475.00	

☐ Include lot or serial numbers with 0 quantities

Total Amount: \$1,900.00

OK Cancel

17. When all serial/lot information is complete, click **OK** to return to the Sales Order screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. Attached files (for example, pictures of a product, specifications of a product, warranty information, etc.) can be emailed with sales orders. If the Attachments column is added to the Sales Orders (Edit/Fill/Invoice). List tab, the number of attached documents for a saved sales order will display.

18. The **Taxed** check box allows you to indicate if a sales item is taxable or non-taxable on each line of the invoice. If an exemption id is required for this customer, it can be entered in Setup > Customers > Accounting in the Exemption Id box.
19. Continue entering additional lines on the invoice for each item that is sold to this customer.
  - » If you click the **Detail** button in the data entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the data entry grid such as associated account, notation, and
  - » The **Substitutes** button will be highlighted in red if there is not enough quantity available from the item/location combination and the item has a substitute. Click the button to display the Substitutes Locations/Items screen. The Inventory Locations tab allows you to view the quantity on hand, assigned, available at the locations available in the system. The Substitutes tab lists any substitute items, inventory locations, quantity on hand, assigned, available, on order, and unit of measure.
  - » If you click the **Additional Description** button on the data entry grid, the Sales Item Additional Description screen displays that allows you to type in a 3200 character additional description for each line item in the data entry grid.
  - » If you click the **Comments** button on the data entry grid, a Line Comments screen displays that allows you to type in a 3200 character notes for each line in the data entry grid.

- » If you click the **Price Level** button in the data entry grid, the Price Levels screen displays the price levels for the pricing method for the item being entered and allows you to select a different price level for the item.
  - » A **Notation** can also be entered if you'd like to specify a description of what was purchased. If the sales item has an additional description, it will display in the Notation column. The Notation field is optional.
20. Click the **Memo/Comments** button to add or view **Memo 1** or **Memo 2** (which print on the sales order/quote), **Comments** (or a 3200 character comment for the invoice), or up to eight custom fields you can define in File > Preferences > General > Custom Transaction Fields .
  21. If known or if the customer has identified how the order should be shipped, specify the appropriate **Shipping Method**.
  22. If applicable, choose whether the shipping charges are paid by your company (**Destination**) or your customer (**Origin**) in the **FOB** field.
    - » **Origin** - Customer is responsible for the shipping charges because the goods are released at the point of origin ("ship from" location).
    - » **Destination** - Vendor (your company) is responsible for the shipping charges because the goods aren't released until they arrive at the customer's location.
  23. If applicable, enter **Freight** and **Miscellaneous** charges at the bottom of the screen. The Freight and Miscellaneous dollars can be added when the order is filled also. To specify management details to be posted for the freight or miscellaneous charges, for example profit center, location, project, etc. or a notation specific to these charges, click the **Freight** or **Miscellaneous** buttons and enter the information on the Details screen.
  24. The **Sales Tax** will be calculated automatically based on the Sales Tax selected in Setup > Customers. To change or adjust the Sales Tax, click the button labeled with the assigned sales tax (next to the amount).

Abbreviation	Name	Rate	Calculated Amount	Adjusted Amount
CO	Colorado	2.90000000%	2.90	2.90
MtnLake	Mountain Lake	1.70000000%	1.70	1.70
SummitCo	Summit County	2.20000000%	2.20	2.20
Totals		6.80%	6.80	6.80



If the calculated sales tax amount is changed and saved, sales tax will not be recalculated. If changes are made to the Sales Grid, other than entering a quantity shipped less than the quantity ordered, sales tax is recalculated.

25. If the customer is setup to receive Trade Discounts, the amount calculated will be displayed in the **Discounts** box.
26. The **Order Total** box displays the calculated amount from the Subtotal + Freight + Misc + Sales Tax - Discounts boxes.
27. By default the deposit amounts will automatically be applied to the current order unless you change the deposit application by clicking the Deposits button and change the deposit application. If the applied deposit is less than or equal to the balance due on the current sales order, the entire amount is applied. If the applied deposit is greater than the balance due on the current sales order, only the balance due will be applied. The

Balance Due is calculated as the Invoice Total - Amount Received Applied - Sum of Customer Deposit Applied - Discount Amount. Click **OK**.



Note: If you prefer that the system not automatically apply deposits, click on the Options button at the bottom of the screen, select Apply Customer Deposits and then select Manually Apply Customer Deposits to invoices.

» If you are **manually applying customer deposits**, the amount in the **Deposits** box will always display as 0.00 even if you have deposits available for application. To display all outstanding deposits and manually apply the deposit, click **Deposits**. The Apply Customer Deposits screen displays all available deposits that have previously been received with a deposit date that is less than or equal to the current invoice date and not yet applied to a sales invoice. To apply the deposit to the invoice, select the check box next to the Date and then click **OK**. If the applied deposit is less than or equal to the balance due on the current invoice, the entire amount is applied. If the applied deposit is greater than the balance due on the current invoice, only the balance due will be applied. The Balance Due is calculated as the Invoice Total - Amount Received Applied - Sum of Customer Deposits Applied - Discount Amount.

28. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the order will be printed and a red X means the order will not be printed.) The selections set in File > Preferences > Sales Orders > Printing will display and can be changed. Select whether the order should be printed when it is created. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
29. Select the **On Hold** check box if the sales order or quote is not yet final. For example, if a customer isn't sure how many they want. A sales order cannot be filled until this check box is cleared (changed back to an open status). Selecting this check box indicates additional processing is needed. The inventory quantity is "committed." The sales order cannot be invoiced or filled during the auto-fill process.
30. CenterPoint determines the **Status** based on your input. The status is updated when orders are saved or processed (filled or invoices created).
31. Verify the order information for accuracy and click **Save** to complete the transaction. Saved Quick Entry sales orders will display in Sales Orders Edit/Fill/Invoice like standard sales orders and can be edited on the Processes > Sales > Sales Order screen.



Note: If the customer is on credit hold and the order has a Quantity Shipped when the Save button is clicked, a message will display preventing the order from being saved.



Note: If two or more users are editing a sales order at the same time, the changes will be recorded for the first user to click Save. Subsequent saves of the sales order will not be allowed and the following message displays: "This Sales Order has been edited by another user. Your changes will not be saved. In order to edit this sales order, you will need to click the Close button."

## Print or Email Sales Orders

CenterPoint allows you to email your sales order at the time you save the transaction entry. The sales order will be attached to an e-mail as a PDF file using the selected form design.

### Step 1: One Time Setup of Email and Printing Preferences

[Step 2: Define a Default Subject and Message for Emailed Sales Orders \(Optional Setup\)](#)

[Step 3: Customer Email/Print Defaults](#)

[Step 4: Sent From and Optional E-mail Addresses](#)

[Step 5: Printing or E-mailing a Sales Order During Entry](#)

[Step 6: Printing or Emailing Multiple Sales Orders](#)

## Step 1: One Time Setup: Email and Printing Preferences

### Email Setup

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.

3. Enter your **"To/From" Email Address**. This is the email address used only for testing the SMTP settings. The Sent From address for sales orders is set in **Setup > General > Email Addresses**, see Step 4 for more information.
4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** field.
5. Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



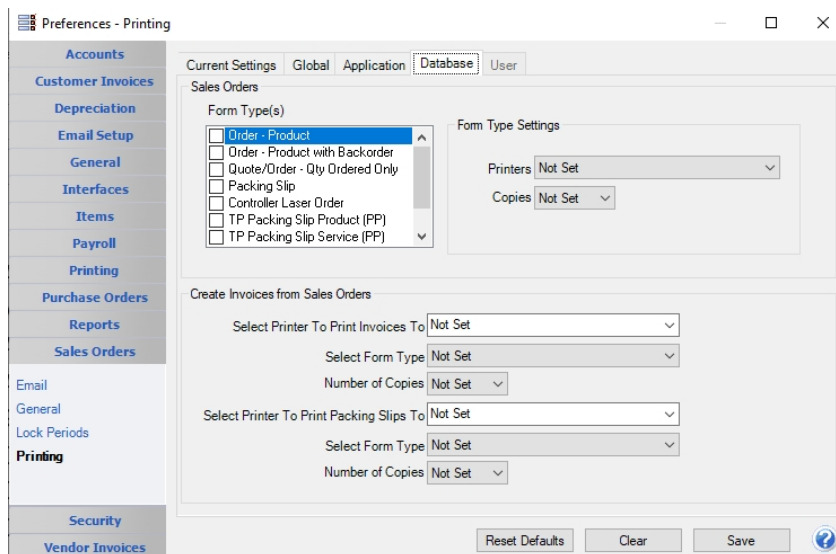
**Note:** If you didn't receive the email, then the settings in step 4 must be corrected.

6. Once the email is received, select **Save** in the Preferences screen.

### Sales Order Printing Preferences

Defines the form type(s) to use when printing sales orders, printer used to print sales orders and other selected form types, and the number of copies that will print when you choose to print sales orders and other form types.

1. Select **File > Preferences > Sales Orders > Printing**.
2. Select the **Database** tab at the top.



1. Under Form Type, all available sales order form types will display with System Default automatically selected (if you use Setup > Forms Designer > Sales Order Form Designer, you can create a new sales order form type.). The sales order form type can be overridden in Processes > Sales > Sales Orders. Select all forms that you want to print when a sales order is printed. Highlight the form type(s) you selected and then under Form Type Settings, set the following options:
  - » **Printers**- Select the printer to print the selected form type to. Setting this at the database level allows a different printer for each database.
  - » **Copies** - Select the number of copies to print of the selected form type.
2. Under Create Invoices from Sales Orders, the invoice settings below are used when invoices are created, posted, and printed from sales orders .
  - » **Select Printer To Print Invoices To** - Select the printer to print the invoices to. Setting this at the database level allows a different printer for each database.
  - » **Select Form Type** - Select the invoice form from the drop-down list. If you use Setup > Forms Designer > Invoice Forms Designer, you can create a new invoice form type that can be set here to be used as the default invoice form type.
  - » **Number of Copies** to print when you select to print invoices.
  - » **Select Printer To Print Packing Slips To** - Select the printer to print the packing slips to. Setting this at the database level allows a different printer for each database.
  - » **Select Form Type** - Select the packing slip form from the drop-down list.
  - » **Number of Copies** to print when you select to print packing slips.
3. Click **Save**.

## Step 2: Define a Default Subject and Message for Emailed Sales Orders (Optional Setup)

If you'd like to use the same e-mail subject and message each time you email a sales order, it can be added to the preferences. Otherwise, when -mailing a sales order, you'll have the opportunity to enter the subject and message at that time.

1. Select **File > Preferences > Email > Sales Orders**.
2. Select the **Database** tab at the top.
3. Enter a default **Subject** and **Message**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing sales orders.
5. Click **Save**.

### Step 3: Customer Email/Print Defaults

Prior to e-mailing a sales order to a customer, the customer file must include an email address and e-mail form options on the Email/Print tab.

If your customers don't currently have email addresses on the **Email/Print** tab in their record , use the following step to update their records individually.

1. Select **Setup > Names** or **Setup > Customers**.
2. Find the appropriate customer and click **Edit**.
3. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple email addresses where invoices, statements, sales orders, and purchase orders can be sent for this customer. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent ). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Vendors' window with the 'Email/Print' tab selected. The window title is 'Vendors'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main content area is titled 'Pro Cast Supplies' and has sub-tabs: 'General', 'Addresses', 'Credit Cards', 'Custom Name Fields', and 'Email/Print'. The 'Email/Print' tab contains a section titled 'Email Addresses and Options' with a table of email addresses and print options.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders
Andrew Smith	asmith@testemail.com	No Email	No Email	No Email	Send "To..."
John Smith	jsmith@testemail.com	No Email	No Email	No Email	Send "CC..."

Below the table is a section titled 'Print Options' with five dropdown menus:

- Print Customer Invoices: No
- Print Customer Statements: No
- Print Receipts: No
- Print Sales Orders: No
- Print Purchase Orders: No

At the bottom of the window are buttons for 'Save', 'Cancel', and 'Close'.

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this vendor. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

4. Click **Save**.

#### Step 4 - Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address purchase orders are sent from. This menu allows you to select other Sent From email address for the different forms that you send via email.

You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the vendor the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Send "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhale@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Sales Orders** should be sent, **No Email**, **Send "From..."** (the default e-mail address the purchase order is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

### Step 5 - Printing or Emailing a Sales Order During Entry

When entering sales orders, the Print and Email icons will display the defaults for the selected customer. For example, if you have a customer setup to email only, the Print icon will display a red X on it and the Email icon will have a green check mark on it.

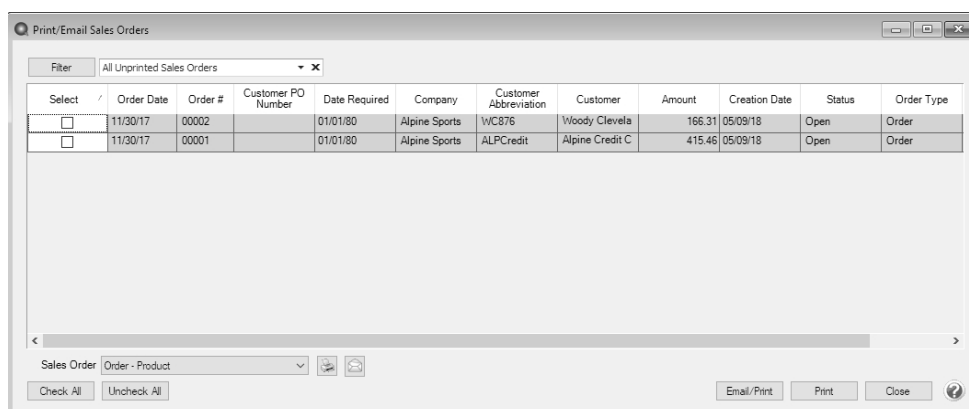
1. If a customer is setup to email their sales orders, the system will automatically prompt you to email the sales order when the sales order is saved.
2. You can change the print or email settings for a customer from the sales order entry screen by simply clicking on the Print or Email icons. If you click on the Email icon, the settings from the Email/Print tab in Setup > Customers or Setup > Names displays. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the form the sales order should be printed on.
3. If you attached documents to a sales order (for example pictures of a product, specifications of a product, warranty information, etc),. you can email the attachments with the sales order. See the [Attach Documents to Transactions](#) topic for detailed information
4. Use the Print/Email Sales Orders screen to email a group of sales orders.



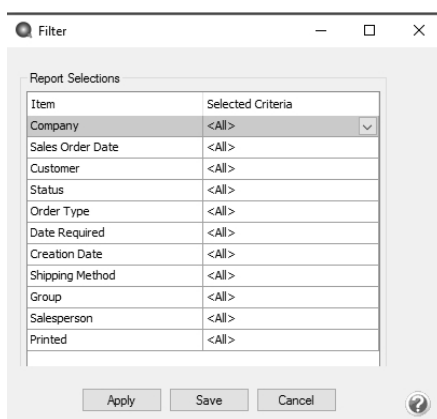
Note: if a customer has multiple sales orders selected in the Processes > Sales > Print/Email Sales Orders screen, they will get a separate e-mail for each sales order being sent. See the Step 6: Printing or Emailing Multiple Purchase Orders section of this document.

### Step 6 - Printing or Emailing Multiple Sales Orders

1. Select **Processes > Sales > Sales Orders > Print/Email Sales Orders**



2. All unprinted sales orders will display, but the filter can be changed to display all unprinted quotes. If you would like to filter the list of sales orders that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box.



3. To select all sales orders for printing, click **Check All** or select each sales order you want to print. To unselect all sales orders from the printing selection, click **Uncheck All**.
4. Select the **Sales Order** form type.
5. Click the **Printer** icon to select the printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email > Sales Orders for the Subject, Message, and Form.
7. Click **Email/Print** to email and/or print all selected sales orders or click **Print** to print all selected sales orders. Sales orders will be printed and/or emailed based on the selections made for the customer in Setup > Customers or Setup > Names.
8. Verify or change your Email Settings.
9. Click **OK**.
10. You will receive a *Process Completed Successfully* message when the sales order is e-mailed.
11. Click **Close**.

## Fill/Ship Sales Orders

Sales orders are entered when a customer commits to purchasing goods/services. When the item is delivered (shipped, picked up, etc.), the order needs to be filled so that the quantities can be deducted from inventory and the

customer invoiced for the sale. Filling an order simply means that a shipped quantity has been placed on the order. Orders can be filled a number of ways::

[Option A: Fill a Single Order](#)

[Option B: Manually Fill a Single Order](#)

[Option C: Manually Select Multiple Orders to be Filled at the Same Time](#)

[Option D: Use Filters to Select Multiple Orders to be Filled at the Same Time](#)

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### Option A: Fill a Single Order

Prior to using the Fill Single Order process, select **File > Preferences > Sales Orders > General** and choose the criteria the system should use when the Fill Single Order button is used.

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Highlight the order to be filled and click **Fill Single Order**.



Note: An order can also be manually filled by clicking Edit (instead of Fill Single Order) and manually entering Shipped Quantities on the Orders tab.

3. The order will be displayed and the **Quantity Shipped** fields will be auto-filled based on the option selected in the Preference mentioned above. If a serialized or lotted item is included on the order, click on the **Lot/Serial Number** detail button and select the lot or serial numbers that were provided to this customer.
4. Make any needed changes.
6. Click **Save**.



Note: If the customer is on credit hold and the order has a Quantity Shipped when the Save button is clicked, a message will display preventing the order from being saved.

7. Click **Create Invoice** and complete the Post & Print screen, and then click **Create**.
8. Click **OK**.
9. The **Status** on the order will automatically change to **Filled** or **Partial Fill** depending on if all or just some of the items were shipped.



Note: If the customer is on credit hold and the order has a Quantity Shipped when the Create Invoice button is clicked, a message will display preventing the invoice from being created for the customer.

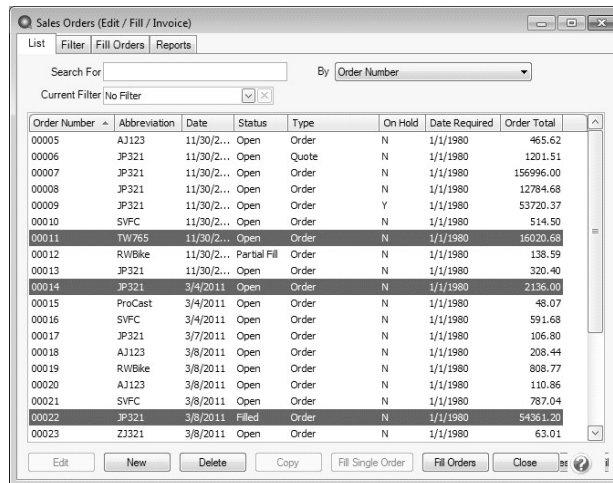
### Option B: Manually Fill a Single Order

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Highlight the order to be filled and click **Edit**.
3. The order will be displayed and the **Quantity Shipped** fields will be zero. Enter the appropriate Quantity Shipped for each item. If a serialized or lotted item is included on the order, click on the **Lot/Serial Number** detail button and select the lot or serial numbers that were provided to this customer.
4. Make any needed changes.
5. Click **Create Invoices** and complete the Post & Print screen, and then click **Create**
6. Click **OK**.

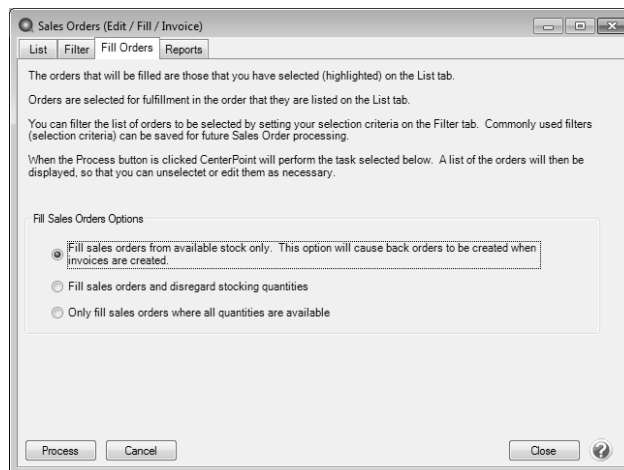
- The **Status** on the order will automatically change to **Filled** or **Partial Fill** depending on if all or just some of the items were shipped

### Option C: Manually Select Multiple Orders to be Filled at the Same Time

- Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
- Single-click on the first order to be filled. Then while holding down the Ctrl key on the keyboard, click on each additional order to be filled.



- Once all orders to be filled are highlighted, click on **Fill Orders**.



- Select the appropriate **Fill Sales Orders Option**.
  - » **Fill sales orders from available stock only:** Each highlighted order will be filled. Inventory items will be filled only to the extent that there are quantities on hand. Service and Non-inventory items will be filled in full. The items not filled will be placed on a back order.
  - » **Fill sales orders and disregard stocking quantities:** All items on all selected orders will be filled, even if there is not enough inventory on hand.

» **Only fill sales orders where all quantities are available:** Only those orders where there is enough inventory to fill all items in full will be filled.

5. Click **Process** and **Yes** to continue.
6. Those orders that were filled will be displayed in the **Filled Sales Orders** screen. Those orders that could not be filled or partially filled (because of the Fill Sales Orders Option selected) will not be included. The **Status** will specify if the order was completely or partially filled. To review the details of what was filled on a specific order, click on it and click **Edit**.

Selected	Order #	Order Date	Customer Abbreviation	Customer	Type	Status	Lot / Serial Items
<input checked="" type="checkbox"/>	00014	03/04/11	JP321	Jim Pierce	Order	Partial Fill	No
<input checked="" type="checkbox"/>	00024	03/08/11	ProCast	Pro Cast Supplies	Order	Filled	No

7. If the Lot/Serial Items column displays Yes for any order, you must Edit that order and specify the lot or serial numbers used for this order. Once the order is displayed with the Edit button, click on the Lot/Serial Number detail button.
8. Click **OK** to complete the fill process.



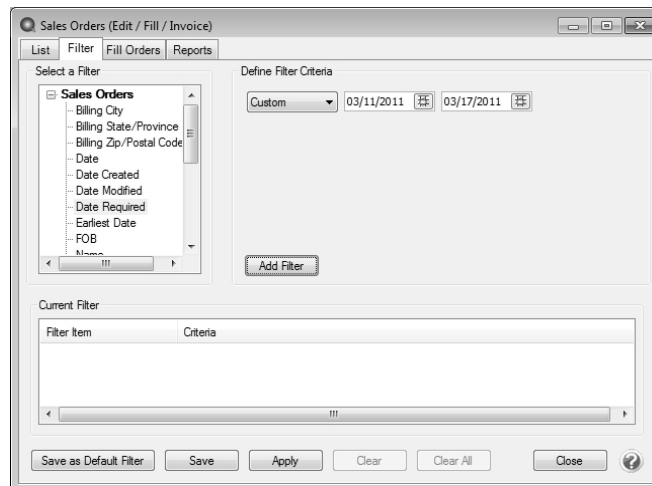
**Note:** To unfill an order at this point, unselect the **Selected** box.

9. Click **Create Invoices** and complete the Post & Print screen, and then click **Create**.
10. Click **OK**.

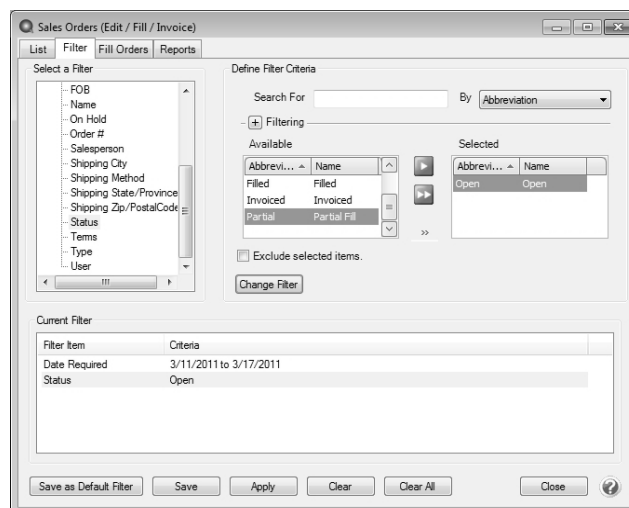
### Option D: Use Filters to Select Multiple Orders to be Filled at the Same Time

Using Filters allows you to select multiple orders to be filled based on criteria that you have provided. For example, select all orders dated a certain day or all orders that are required by the customer next week.

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Click on the **Filter** tab.
3. Select the criteria to be used from the left side of the screen, (for example, Date Required) and then specify the filter criteria information on the right side of the screen.



4. Click **Add Filter**.
5. Repeat steps 3 and 4 if additional criteria is needed.



6. If this is criteria that you will be using again in the future to fill orders, then click **Save** to save this as a new filter. Otherwise, click **Apply**.
7. The List tab will now display only those orders that meet the criteria specified on the Filter tab. Single-click on the first order, hold the shift key down (on the keyboard), and then click on the last order to highlight all of the orders.

Order Number	Abbreviation	Date	Status	Type	On Hold	Date Required	Order Total
00029	ProCast	2/5/2011	Open	Quote	N	3/12/2011	22.50
00016	SVFC	3/4/2011	Open	Order	N	3/12/2011	591.68
00018	AJ123	3/8/2011	Open	Order	N	3/12/2011	166.75
00030	ProCast	3/9/2011	Open	Order	N	3/12/2011	22.50

8. Click on **Fill Orders**.
9. Select the appropriate **Fill Sales Orders Option**.
10. Click **Process** in the Filled Orders screen and then **Yes** to continue.



Sales tax is not recalculated if a sales order is filled without a back order and is recalculated if a sales order is partially filled and a back order is created.

11. Click **Create Invoices** and complete the Post & Print screen, and then click **Create**.
12. Click **OK** to complete the fill process. At the main Sales Orders (Edit/Fill/Invoice) screen, use the **Current Filter** field to switch back to all orders (or all open orders).

## Create Invoices for Filled/Shipped Sales Orders

Creating an invoice from a sales order is the final step in the sales order process. An invoice can be created only for filled or partially filled sales orders (lines with a zero quantity shipped will be copied to the invoice when the sales order status is open). Once invoiced, an order will have a status of Invoiced and can no longer be edited or removed; but it can be copied to a new order or quote.

If an order has a deposit applied, the deposit will be applied to the invoice; thus lowering the net due. Any amount of the original deposit not used, will continue to be a deposit available to apply to other orders and invoices.

Invoicing deducts the quantity shipped from the inventory On Hand quantities and from Assigned Quantities. Any backorder quantities will continue to affect Assigned Quantities.

Commissions are calculated and copied to customer invoices on a prorata basis shipped vs ordered during the invoicing process.

Both invoices and packing slips can be printed from the Create Invoices Post & Print screen. If you always want the system to print one or the other during this process, select the box; then right click and select "Set As Default". You can also select which printer each form should print to.

Orders can be invoiced a number of ways:

[Option A: Invoice a Single Order](#)

[Option B: Manually Select Multiple Orders to be Invoiced at the Same Time](#)

[Option C: Use Filters to Select Multiple Orders to be Invoiced at the Same Time](#)

## Option A: Invoice a Single Order

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Select and open the order to be invoiced and click **Create Invoice**.



Note: An invoice can be created only for filled or partially filled sales orders.

3. The **Invoice Date** defaults to today's date, but can be changed.
4. **Next Invoice #** - If the File > Preferences >> Sales Orders > General Use Order Number as Invoice Number preference is set to Yes, the invoice number will be assigned the same number as the sales order number. If the preference is set to No, the Next Invoice # defaults to the next sequence number for invoices, but the number can be changed. When assigning back order numbers, if the File > Preferences > Sales Orders > General > Add version no. to back orders (Ex -1, -2, -3) is set to Yes, a version number will be added to the end of the order number. If the option is set to No, the same number will be assigned to the back order and subsequent invoices.
5. Selections on the Create Invoices Post & Print Screen:
  - » **Print Invoices ?** and **Print Packing Slips ?** - Both invoices and packing slips can be printed by selecting the appropriate check box. If you always want the system to print one or the other during this process, select the box; then right-click and select Set As Default. You can also select which form type to print the form on and printer each form should print to. The Create Invoices from Sales Order form type and printer defaults display from File > Preferences > Sales Orders > Printing, but can be changed.
  - » **Email Invoices ?** - Invoices can be emailed after the customer invoice is posted and printed by selecting the Email Invoices? check box. If you always want the system to email the invoice during this process, select the check box, then right-click and select Set As Default. You can also select which form type to email the form on. Click the Envelope icon to display the Email Settings which will display the To, CC, and BCC defaults from Setup > General > Email Addresses and the From default from Setup > General > Email Addresses (if blank the From default displays from File > Preferences > Email Setup > Email Setup > To/From Email Address).
  - » **Shipped Quantity Only** - You can select to create invoices that show the shipped (filled) items/quantities only and not show a Back Order if a line on the sales order was partially filled by selecting the Shipped Quantity Only check box. If you always want the system to show Shipped Quantity Only, select the check box, right-click and select Set As Default.
  - » **Recalculate Taxes** - When this option is selected, the sales tax will be recalculated on the invoice that is created from the sales order.

6. Click **Create**.

### Option B: Manually Select Multiple Orders to be Invoiced at the Same Time

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Single-click on the first order to be invoiced. Then while holding down the Ctrl key on the keyboard, click on each additional order to be invoiced.
3. Once all orders to be invoiced are highlighted, click on **Create Invoices**.
4. The **Invoice Date** defaults to today's date, but can be changed.
5. If the File > Preferences > Sales Orders > General > Use Order Number as Invoice Number preference is set to Yes, the invoice number will be assigned the same number as the sales order number. If the preference is set to No, the Next Invoice # defaults to the next sequence number for invoices, but the number can be changed. When assigning back order numbers, if the File > Preferences > Sales Orders > General > Add version no. to back orders (Ex -1, -2, -3) is set to Yes, a version number will be added to the end of the order number. If the option is set to No, the same number will be assigned to the back order and subsequent invoices.
6. Both invoices and packing slips can be printed from the Create Invoices Post & Print screen. Select the appropriate check box. If you always want the system to print one or the other during this process, select the box; then right click and select "Set As Default". You can also select which printer each form should print to. The Create Invoices from Sales Order form type and printer defaults display from File > Preferences > Sales Orders > Printing, but can be changed.
7. Click **Create**.

### Option C: Use Filters to Select Multiple Orders to be Invoiced at the Same Time

Using Filters allows you to select multiple orders to be invoiced based on criteria that you have provided. For example, select all orders that have been filled or partially filled.

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Click on the **Filter** tab.
3. Select the criteria to be used from the left side of the screen, (for example, Status) and then specify the filter criteria information on the right side of the screen, (for example, Status = Filled or Partial).
4. Click **Add Filter**.
5. Repeat steps 3 and 4 if additional criteria is needed.
6. If this is criteria that you will be using again in the future to fill orders, then click **Save** to save this as a new filter. Otherwise, click **Apply**.
7. The List tab will now display only those orders that meet the criteria specified on the Filter tab. Single-click on the first order, hold the shift key down (on the keyboard), and then click on the last order to highlight all of the orders.
8. Click on **Create Invoices**.
9. The **Invoice Date** defaults to today's date, but can be changed.
10. If the File > Preferences > Sales Orders > General > Use Order Number as Invoice Number preference is set to Yes, the invoice number will be assigned the same number as the sales order number. If the preference is set to **No**, the Next Invoice # defaults to the next sequence number for invoices, but the number can be changed. When assigning back order numbers, if the File > Preferences > Sales Orders > General > Add version no. to back orders (Ex -1, -2, -3) is set to Yes, a version number will be added to the end of the order number. If the option is set to No, the same number will be assigned to the back order and subsequent invoices.
11. Invoices can be emailed from the Create Invoices Post & Print screen by selecting the **Email invoices?** check box. Invoices will only be emailed to customers who have an email address set up for invoices in Setup

> Customers > Email/Print tab. The default form to use subject, and message for emailed invoices will automatically display from File > Preferences > Customer Invoice > Email - Invoices, and can be changed. Both invoices and packing slips can be printed from the Create Invoices Post & Print screen. You can also select which printer each form should print to. The Create Invoices from Sales Order form type and printer defaults display from File > Preferences > Sales Orders > Printing, but can be changed. If you always want the system to print or email invoices or packing slips during this process, select the check box; then right click and select "Set As Default".

12. Click **Create**.

## Create a Purchase Order from a Sales Order

When a customer special orders a product or orders an item that is currently out of stock in your inventory, you can efficiently create a purchase order at the time the sales order is entered. Thus saving the time of manually creating the purchase orders. This process can also be used for those times when the product is dropped shipped to the customer's address instead of being sent to your business.

A purchase order can be created for a single item or multiple items on the sales order. The vendor on the purchase order(s) is determined by the items being ordered and who they are normally ordered from. If multiple items need to be ordered and their default vendors are different, multiple purchase orders will be created.

## Create a Purchase Order from a Sales Order

1. Enter a sales order to the customer as you normally would.
2. Once the order is entered, but prior to clicking Save, select the **Create PO(s)** button from the **Order** tab.
3. Click **Yes** on the "**Your Sales Order will now be saved. Are you ready to create purchase orders or this sales order?**" screen. If the sales order is set to print, it will print after clicking Yes to Save the order.
4. The **Create Purchase Orders from Sales Order** screen will be displayed. Most of the information displayed can be modified.

5. The **Default Vendor** field can remain blank, unless you want all displayed inventory items to be ordered from a single vendor and that vendor is not in the Vendor column in the grid.

6. Select the **Create single PO using Default Vendor** check box if only one purchase order should be created for the default vendor.
7. Select the **Add non-tracked or service items** check box if you want all non-tracked or service items to be added to the purchase order grid. Any item that does not have an account assigned will display in red. If an account is not selected before creating the purchase order, a message will display and a purchase order isn't created until an account is selected.
8. Specify the **Deliver To** information. The information selected controls the text that will be printed in the Purchase Order Ship To field.
  - » For Drop Shipments: Select **Customer** from the drop down box. The purchase order(s) will specify the customer's name and address in the Ship To area.
  - » Select **Company Address** to have your own company address in the Ship To field.
  - » Select **Other** if you'd like to specify an address that is different than the Customer Ship To or your Company.
9. All items from the Sales Order will be listed in the grid. Review the information in the grid and make corrections as needed.



Note: To make the grid easier to view, right-click anywhere in the grid to select which columns should be displayed. Any fields you do not normally use on purchase orders can be removed.

10. The Vendor field will default to the vendor assigned to each item and can be changed directly in the grid. The default pulls from Setup > Sales > Items> Purchase Information > Vendor Information or Setup > Inventory > Items > Purchase Information > Vendor Information.
11. If you are ordering an item for this sales order AND for your own stock, you can increase the quantity to the quantity you need instead of the quantity on the sales order.
12. If an item should not be added to the purchase order, right-click on the row and select **Delete Row**.
13. Click the Print button. (An image of a printer displays on the button. A green check mark means the order will be printed and a red X means the order will not be printed.) The selections set in File > Preferences > Purchase Orders > Printing will display and can be changed. Select whether the order should be printed when it is created. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
14. Click **Create Purchase Orders**. A separate purchase order will be created for each vendor specified in the sales item grid. The purchase orders can also be viewed and/or modified by selecting **Processes > Purchases > Purchase Order Maintenance**.

## Chapter 8 - Purchase Orders

### Processing

#### Create a Purchase Order (with the Inventory module)

The Purchase Order module is used to provide a printed purchase order for vendors and manage the orders you've placed. This topic provides step-by-step instructions on how to create a purchase order for customers who also have the inventory module. When an inventory item is selected on the purchase order, the Quantity On Order increases for this item. Both inventory and non inventory items can be added to the same purchase order. A purchase order will have no affect on a vendors balance until the items are received.

#### Prerequisite

You must have the **Inventory** and **Purchase Order** modules purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any purchase orders for inventory items.

#### Create a Purchase Order

1. Select **Processes > Purchases > Purchase Orders**. Purchase orders can also be created from **Processes > Purchases > Purchase Order Maintenance > New** button.)

The screenshot shows the 'Purchase Orders' window with the following fields and values:

- Select:** Order
- Company:** Alpine Sports
- Vendor:** Pro Cast Supplies
- PO #:** 154780
- Date:** 05/16/2022
- Date Required:** 05/31/2023
- Entered By:** Johnson, Andy
- Approved By:** Johnson, Andy
- Vendor Balance:** \$4,378.00
- Status:** Open
- Shipping Method:** USPS First Class
- Terms:** Net 60
- Est Delivery Date:** 05/07/2023
- Deliver To:** Company Address
- Customer:**
- Address Information:**
  - Vendor Address:** Business Address
  - Delivery Address:** Alpine Sports
  - Line 1:** 7432 W. Pine Creek Rd.
  - Line 2:**
  - Line 3:** Mountain Lake, CO 80992
- Memo Lines:** Memo 1, Memo 2
- Buttons:** Save, Clear, Accounts, Options, Close

2. Select the **Vendor** you are ordering the goods or service from. The vendor name and default terms are displayed.
3. The default **PO #** is displayed based on the current value in the "Last Used Sequence" field in the Sequence assigned to the purchase order number field. Use the system-supplied PO number or enter a new one. Messages will display when duplicate sequence numbers are found based on the Duplicates and the Check

When fields in Setup > General > Numbering Sequence. The messages inform you if a duplicate sequence number was found and how the duplicate sequence number should be replaced with a new sequence number, automatically or manually.

4. Specify the **Date** for the purchase order. The date field defaults to today's date but can be changed as necessary.
5. The **Date Required** field is optional and is used to notify the vendor the date by which the goods/services need to be received.
6. Select or enter the name of the person responsible for placing the order in the **Entered By** field. The list of names will include those marked as Purchasers in Setup > Names > Names. This field is optional.
7. If the preference is set to No, select the name of the person responsible for approving the order in the **Approved By** field. This field is optional. The Approved By field lookup will provide you with a list of employees currently setup in CenterPoint. If you do not use CenterPoint Payroll but would like to track who purchased the items, they can be added by right-clicking in the Approved By field and selecting New. If the preference is set to Yes, The Approved By field will not be active and Processes > Purchases > Approve Purchase Order screen is used to approve purchase orders.
8. The **Status** field will default to Open. This can be changed to Hold if the purchase order is not yet complete. A purchase order that is on hold cannot be received.
9. Select the **Shipping Method** for shipping the goods being ordered. This is an optional field that can be printed on the purchase order.
10. The **Terms** will be used to calculate a due date (and optional discount due date) when an invoice is created for the received goods.
11. The **Est Delivery Date** field can be used to communicate with the vendor on when you would like to receive the goods, or can also be used to specify a date the vendor noted the goods would be delivered.
12. Normally the **Deliver To** field is set to **Company Address** for a manually created purchase order, but there are three options available:
  - » **Company Address**: The Delivery Address section of the purchase order will default to your companies location.
  - » **Customer**: This option is used if you'd like to drop ship the order to a customer. When Customer is selected, you will then select the appropriate Customer to ship to.
  - » **Other**: Allows you to manually specify an address to ship the order to.
13. The Email and Print buttons will always be active if the File > Preferences > Purchase Order > Require Purchase Order Approval preference is set to No. If the preference is set to Yes, the buttons will be active only when an Approval Date is entered. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names or Setup > Vendors will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the purchase order will not be printed or e-mailed when the purchase order is saved. If the Print or E-mail buttons display with a green check mark, it means the purchase order will be printed or e-mailed when the purchase order is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Purchase Order setting for this purchase order only, select the printer to print the purchase order to, the number of copies of the purchase order to print, and the form the purchase order should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Purchase Order setting and the default To, CC, BCC, From, Subject, Message, and form the purchase order should be e-mailed on. Individual and multiple purchase orders can also be printed/mailed from the Processes > Purchases > Print/Email Purchase Orders menu.
14. The system will automatically bring you to the Order tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the Order tab manually or use the hot-key combination Alt + D.

The screenshot shows the 'Purchase Orders' window. At the top, it displays 'Vendor: Pro Cast Supplies', 'Date: 9/26/2012', 'PO Number: 04879', and 'Status: Open'. Below this, the 'Vendor Balance' is \$4,378.00. The main table has columns: Account, Description, Notation, Quantity Received, Quantity Ordered, Unit of Measure, Unit Cost, Amount, On Order, and Vendor Part #. A single line item is entered with Account 'Pallets', Description 'Pallets', Notation 'Large Size', Quantity Received '0', Quantity Ordered '12', Unit of Measure 'Each', Unit Cost '6.45', Amount '\$77.40', On Order '12', and Vendor Part # 'PTLRG987'. A 'Details' button is next to the Amount field. At the bottom right, the 'Total' is \$77.40. The bottom of the window has buttons for 'Save', 'Accounts', 'Options', and 'Close'.

Account	Description	Notation	Quantity Received	Quantity Ordered	Unit of Measure	Unit Cost	Amount	On Order	Vendor Part #
Pallets	Pallets	Large Size	0	12	Each	6.45	\$77.40	12	PTLRG987

15. In the **Account** field, select the first Item to be purchased by either typing in a portion of the item abbreviation or description, or click on the lookup button to display a list of items and accounts.



Note: If a non-inventory item is being purchased, an account should be selected in the Account field, instead of an item.

16. The **Description** will automatically be displayed for inventory items, but can be overwritten. Use the **Notation** field to specify additional details regarding this item.
17. Specify the **Quantity Ordered**. If the account selected is in the Inventory or WIP account category, a positive quantity must be entered.



Note: If you have the Show Information Grid on (Options button > Show Information Grid), you will see that when entering items on purchase orders, the Quantity Assigned, On Hand, Available and On Order reflect changes currently in process for the current transaction and others within the system that have not yet been saved.

18. Specify the appropriate **Unit of Measure**. The default purchasing Unit of Measure for this item will be displayed. Click on the lookup button to view a list of all units of measure assigned to this item.
19. Specify the appropriate **Unit Cost**. The last cost for the item will be displayed. If the item has never previously been purchased, the cost will default to .01. You can override the unit cost. If you change the unit cost, it is not recalculated.
20. The **Amount** will be calculated automatically (Quantity Ordered \* Unit Cost). If the account selected is in the Inventory or WIP account category, a positive amount must be entered.
21. The **Vendor Part #** will display from the Setup > Sales > Items > Purchase Information tab or Setup > Inventory > Items > Purchase Information tab.
22. Continue entering additional lines for each item that is being ordered from this vendor.
23. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.



Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.

24. If you need to change the default Accounts Payable, Freight, Sales Tax or Prepaid Vendor Purchase accounts (set in File > Preferences > Vendor Invoices > Default Accounts) or the Reserve for Encumbrances (set in File > Preferences > Transactions > Encumbrances) accounts for this purchase order, click the **Accounts** button, change the account, and then click **OK**.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. If the Attachments column is added to the Purchase Order Maintenance List tab, the number of attached documents for a saved purchase order will display.

25. Verify the information for accuracy and click **Save** to complete the order. The order will be printed if the Print button displays with a green check mark or e-mailed if the Email button displays with a green check mark.

### Frequently Asked Questions

#### Q: Can a purchase order be canceled or closed?

**A:** Yes, from the List tab, select one or multiple purchase orders, right-click, and chose either **Cancel Order** or **Close Purchase Orders**, enter a **Close Date** (the date will default to the system date), and then click **Yes** or select a purchase order, click **Edit**, in the **Status** box select **Canceled** or **Closed**, click **Save**, enter a **Close Date** (the date will default to the system date), and then click **Yes**.

### Create a Purchase Order (without Inventory module)

The Purchase Order module is used to provide a printed purchase order for vendors and manage the orders you've placed. This topic provides step-by-step instructions on how to create a purchase order. A purchase order will have no affect on a vendors balance until the items are received.

[Create a Purchase Order](#)

[Edit an Existing Purchase Order](#)

[Delete a Purchase Order](#)

[Reprint an Existing Purchase Order](#)

[Cancel a Purchase Order](#)

[Frequently Asked Questions](#)

#### Prerequisite

You must have the **Purchase Order** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any purchase orders.

### Create a Purchase Order

1. Select **Processes > > Purchase Orders**.



Note: You can also create a new purchase order from **Processes > > Purchase Order Maintenance > New** button.)

2. Select the **Fund/Company** you are ordering goods for.
3. Select the **Vendor** you are ordering the goods or service from. The vendor name and default terms are displayed.
4. The default **PO #** is displayed based on the current value in the "Last Used Sequence" field in the Sequence assigned to the purchase order number field. Use the system-supplied PO number or enter a new one. Messages will display when duplicate sequence numbers are found based on the Duplicates and the Check When fields in Setup > General > Numbering Sequence. The messages inform you if a duplicate sequence number was found and how the duplicate sequence number should be replaced with a new sequence number, automatically or manually.
5. Specify the **Date** for the purchase order. The date field defaults to today's date but can be changed as necessary.
6. The **Date Required** field is optional and is used to notify the vendor the date by which the goods/services need to be received.
7. Select or enter the name of the person responsible for placing the order in the **Entered By** field. The list of names will include those marked as Purchasers in Setup > Names > Names. This field is optional.
8. If the Require Approval preference is set to No, Select the name of the person responsible for approving the order in the **Approved By** field. This field is optional. The Approved By field lookup will provide you with a list of employees currently setup in CenterPoint. If you do not use CenterPoint Payroll but would like to track who purchased the items, they can be added by right-clicking in the Approved By field and selecting New. If the preference is set to Yes, The Approved By field will not be active and Processes > Purchases > Approve Purchase Order screen is used to approve purchase orders.
9. The **Status** field will default to Open. This can be changed to Hold if the purchase order is not yet complete. A purchase order that is on hold cannot be received.
10. Select the **Shipping Method** for shipping the goods being ordered. This is an optional field that can be printed on the purchase order.
11. The **Terms** will be used to calculate a due date (and optional discount due date) when an invoice is created for the received goods.
12. The **Est Delivery Date** field can be used to communicate with the vendor on when you would like to receive the goods, or can also be used to specify a date the vendor noted the goods would be delivered.
13. Normally the **Deliver To** field is set to **Company/Fund Address** for a manually created purchase order, but there are three options available:
  - » **Company/Fund Address**: The Delivery Address section of the purchase order will default to your companies/funds location.
  - » **Customer**: This option is used if you'd like to drop ship the order to a customer. When Customer is selected, you will then select the appropriate Customer to ship to.
  - » **Other**: Allows you to manually specify an address to ship the order to.
14. Email and Print buttons will always be active if the File > Preferences > Purchase Order > Require Purchase Order Approval preference is set to No. If the preference is set to Yes, the buttons will be active only when an Approval Date is entered. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names or Setup > Vendors will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button ) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the purchase order will not be printed or e-mailed when the purchase order is saved. If the Print or E-mail buttons display with a green check mark, it means the purchase order will be printed or e-mailed when the purchase order is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Purchase Order setting for this purchase order only, select the printer to print the

purchase order to, the number of copies of the purchase order to print, and the form the purchase order should be printed on. To override the E-mail button setting for this invoice only, click the E-mail button to display the Email Settings screen where you can override the E-mail Purchase Order setting and the default To, CC, BCC, From, Subject, Message, and form the purchase order should be e-mailed on. Individual and multiple purchase orders can also be printed/emailed from the Processes > Purchases > Print/Email Purchase Orders menu.

15. The system will automatically bring you to the Order tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the Order tab manually or use the hot-key combination Alt + D.

Purchase Orders

Select | Order

Vendor: FirstBank of Alpine Date: 9/26/2011 PO Number: 10010 Status: Open

Vendor Balance: \$100.00

Account	Description	Notation	Quantity Received	Quantity Ordered	Unit Cost	Amount
Miscellaneous	screws and bolts			500.00	0.02	\$ 10.00
Office Equipment	new printer	HP 124ps		1.00	245.00	\$ 245.00

☒ Prepayment Amount Applied \$255.00 Total \$255.00

Current Prepayment Balance \$310.00

16. In the **Account** field, select the account that should be charged for the first item being ordered.
17. Enter a **Description** of the item being purchased. Use the **Notation** field to specify additional details regarding this item.
18. Specify the **Quantity Ordered**. This is an optional entry.
19. Specify the appropriate **Unit Cost**. The amount is calculated from the unit cost multiplied by the quantity, you can override the amount but it will not recalculate unit cost
20. Continue entering additional lines for each item that is being ordered from this vendor.
21. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.
22. If you need to change the default Accounts Payable, Freight, Sales Tax or Prepaid Vendor Purchase accounts (set in File > Preferences > Vendor Invoices > Default Accounts) accounts for this purchase order, click the **Accounts** button, change the account, and then click **OK**.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information. If the Attachments column is added to the Purchase Order Maintenance List tab, the number of attached documents for a saved purchase order will display.

23. Verify the information for accuracy and click **Save** to complete the order. The order will be printed if the Print button displays with a green check mark or e-mailed if the Email button displays with a green check mark.

## Edit an Existing Purchase Order

1. Select **Processes > > Purchase Order Maintenance**.
2. Select the **Purchase Order** you want to edit and click **Edit** (or simply double-click on the order). Only orders with a Status of Open or Hold can be edited.
3. Added a new optional Attachments column that will display the number of attachments saved with the transaction.
4. Make all needed changes and click **Save**.



Note: If you'd like to reprint the purchase order, click the **Print** button, select **Print Order**, complete the printer settings, and then click **OK** prior to clicking **Save**.

## Delete a Purchase Order

1. Select **Processes > > Purchase Order Maintenance**.
2. Select the **Purchase Order** you want to delete and click **Delete**.

## Reprint an Existing Purchase Order

1. Select **Processes > > Purchase Order Maintenance**.
2. Select the **Purchase Order** you want to reprint and click **Edit** (or simply double-click on the order). Only orders with a Status of Open or Hold can be reprinted.
3. Click the **Print** button, select **Print Order**, complete the printer settings, and then click **OK** prior to clicking **Save**.

### Cancel a Purchase Order

1. Select **Processes > > Purchase Order Maintenance**.
2. Right-click on the appropriate purchase order and select **Cancel Order**.



Note: A purchase order can also be canceled by editing a purchase order and selecting **Canceled** in the **Status** field.

## Frequently Asked Questions

### Q: Can a purchase order be canceled or closed?

**A:** Yes, from the List tab, select one or multiple purchase orders, right-click, and chose either **Cancel Order** or **Close Purchase Orders**, enter a **Close Date** (the date will default to the system date), and then click **Yes** or select a purchase order, click **Edit**, in the **Status** box select **Canceled** or **Closed**, click **Save**, enter a **Close Date** (the date will default to the system date), and then click **Yes**.

## Approve Purchase Orders

The Approve Purchase Order screen is used in conjunction with the File > Preferences > Purchase Order .> Require Purchase Order Approval preference for businesses that require a stricter system for entering and approving purchase orders; for example, the employee that has a purchase request and enters into CenterPoint may not have the authorization to approve it. The screen sets the "Date Approved" and "Approved By" on purchase orders.

### Prerequisite

You must have the **Purchase Order** module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to entering any purchase orders.

#### [Step A: Set the Require Approval Preferences \(One-time Setup\)](#)

#### [Step B: Approve Purchase Orders](#)

#### [Step C: Print/Email Approved Purchase Orders](#)

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### Step A: Set the Require Approval Preferences (One-time Setup) and

When the Require Approval preference is set, it changes the entry process for purchase orders. On the Processes > Purchases > Purchase Orders and Purchase Order Maintenance screens, the Approved by box will not be active and you will not be able to print or email a purchase order without an approval date. The Approval Requires a Vendor to be Selected preference allows you to determine when a vendor is required

1. Select **File > Preferences > Purchase Orders > Require Purchase Order Approval**.
2. Click the **Database** tab.
3. In the **Require Purchase Order Approval** box, select **Yes**.
4. In the **Approval requires a Vendor to be selected** box, determine if a vendor is required when a purchase order is approved.
5. Click **Save**.

### Step B: Approve Purchase Orders

All entered and saved purchase orders that require approval will display on this screen. Purchase orders that have been previously approved, edited, and saved will also redisplay on this screen for approval.

1. Select **Processes > Purchases > Approve Purchase Orders**.
2. The **Date Approved** will display the current system date and can be changed. Purchase order dates must be the same or earlier dates than the "Date Approved".
3. Select the **Approved By** name. The list of names that display in this Lookup will be names marked as Purchasers. If you create a new Approved By name through the Lookup screen, it must be marked as a Purchaser.
4. To filter the list of purchase orders that need to be approved, click the **Filter** button, select a filter selection, and then click **OK**.
5. To review a purchase order, double-click on the detail line in the grid or select the line and click the **Edit** button.
6. To approve one or more purchase orders, click the **Select** check box. To approve all purchase orders, click the **Select All** button.
7. Click **Approve**.
8. Click **Close**.

### Step C: Print/Email Approved Purchase Orders

After the purchase order is approved, the purchase order can be emailed or printed by following the steps below:

1. Select **Processes > Purchases > Print/Email Purchase Orders**.

Filter: All Unprinted POs

If purchase orders require approval then only those purchase orders that are approved will be displayed and can be printed or emailed.

Select	PO Date	PO Number	Company	Vendor Abbreviation	Vendor (First Last)	Date Approved	Approved By	Amount
<input type="checkbox"/>	06/30/14	45784	Alpine Sports	IceMan	Ice Man Supply	06/30/14	Andy Johnson	\$61.44
<input type="checkbox"/>	06/30/14	45785	Alpine Sports	ProCast	Pro Cast Supply	06/30/14	Andy Johnson	\$85.40

Purchase Order: Purchase Order

Check All Uncheck All Filter

Email/Print Print Close

- All unprinted, approved purchase orders will display. If you would like to filter the list of purchase orders that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box.
- To select all purchase orders for printing, click **Check All** or select each purchase order you want to print. To unselect all purchase orders from the printing selection, click **Uncheck All**.
- Select the **Purchase Order** form type.
- Click the **Printer** icon to select the printer and the number of copies to print.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email > Purchase Orders for the Subject, Message, and Form.
- Click **Email/Print** to email and/or print all selected purchase orders or click **Print** to print all selected purchase orders. Purchase orders will be printed and/or emailed based on the selections made for the vendor in Setup > Names or Setup > Vendors.
- Verify or change your Email Settings.
- Click **OK**. You will receive a *Process Completed Successfully* message when the invoice is e-mailed.
- Click **Close**.

## Printing or Emailing Purchase Orders

CenterPoint allows you to e-mail your purchase orders at the time you save the transaction entry. The purchase order will be attached to an e-mail as a PDF file using the selected form design.

### [Step 1: One Time Setup of E-mail Preferences](#)

### [Step 2: Define a Default Subject and Message for E-mailed Purchase Orders \(Optional Setup\)](#)

### [Step 3: Vendor E-mail/Print Defaults](#)

### [Step 4: Sent From and Optional E-mail Addresses](#)

### [Step 5: Printing or Emailing Purchase Orders During Entry](#)

### [Step 6: Printing or Emailing Multiple Purchase Orders](#)

### Step 1: One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab at the top.
3. Enter your **"To/From" Email Address**. This is the e-mail address used only for testing the SMTP settings. The Sent From address for purchase orders (when you e-mail a group of purchase orders) is set in **Setup > General > Email Addresses**, see Step 4 for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The 'Current Settings' section includes fields for Server, Port, Require Login, Username, Password, Require secure connection (SSL/TLS), and Timeout. The 'Test Settings' section has a 'To/From Email Address' field and a 'Test' button. The 'Save' button is at the bottom right.

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to fill the info, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Requires secure connection (SSL/TLS)** field.
5. Click **Test**. An e-mail will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



Note: If you didn't receive the e-mail, then the settings in step 4 must be corrected.

6. Once the e-mail is received, select **Save** in the Preferences screen.

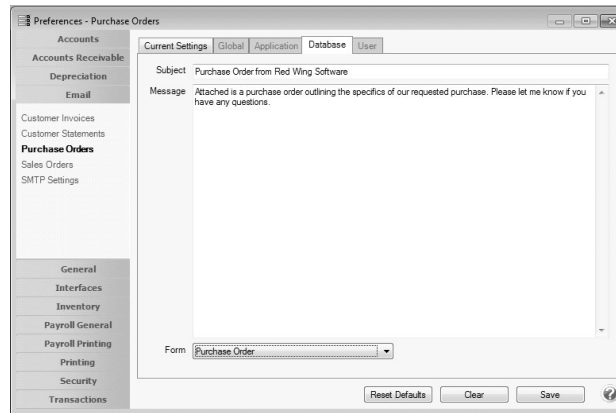
### Step 2: Define a Default Subject and Message for E-mailed Purchase Orders (Optional Setup)

If you'd like to use the same e-mail subject and message each time you e-mail a purchase order, it can be added to the preferences. Otherwise, when e-mailing a purchase order, you'll have the opportunity to enter the subject and message at that time.

1. Select **File > Preferences > Email Setup > Purchase Orders**.
2. Select the **Database** tab at the top.
3. Enter a default **Subject** and **Message**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.



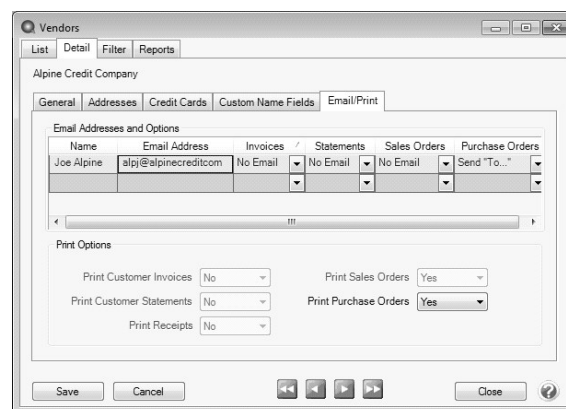
4. Select a default **Form** for e-mailing purchase orders.
5. Click **Save**.

### Step 3: Vendor E-mail/Print Defaults

Prior to e-mailing a purchase order to a vendor, the vendor file must include an e-mail address and e-mail form options on the Email/Print tab.

If your vendors don't currently have e-mail addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, and purchase orders can be sent for this vendor. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.



The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print SalesOrders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this vendor. The Print Options settings will be used to set the default image on the Print button on the Customer Invoices (Basic), Customer Invoices (Detail), Receipts, Sales Orders and Purchase Orders entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

4. Click **Save**.

#### Step 4 - Sent From and Optional E-mail Addresses

The Setup > General > Email Addresses menu selection is used to set the name and e-mail address purchase orders are sent from. This menu allows you to select other Sent From e-mail address for the different forms that you send via e-mail.

You can optionally add e-mail addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the vendor the transaction is entered for. You can also select how each e-mail is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

Name	Email Address	Customer Invoices	Print Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders
Jack Smith	jsmith@outsideaccountant.com	Sent "BCC"	Sent "From"	Sent "From"	Sent "From"	Sent "From"
Joe Hale	jhal@internalstaff.com	Sent "From"	Sent "From"	Sent "From"	Sent "From"	Sent "From"

Salesperson Email Options

Email Customer Invoices: Send "CC"

Email Sales Orders: Send "CC"

Save Cancel

2. Enter the **Name**, the **Email Address**, and select how **Purchase Orders** should be sent, **No Email**, **Send "From..."** (the default e-mail address the purchase order is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

#### Step 5 - Printing or Emailing Purchase Orders During Entry

When entering purchase orders, the Print and E-mail icons will display the defaults for the selected vendor. For example, if you have a vendor setup to E-mail Only, the Print icon will display a red X on it and the E-mail icon will have a Green check mark. If you have the File > Preferences > Purchase Order > Require Purchase Order Approval preference turned on, then purchase orders cannot be printed or emailed until they are approved.

1. If a vendor is setup to e-mail their purchase orders, the system will automatically prompt you to e-mail the purchase when the purchase order is saved.

- You can change the print or e-mail settings for a vendor from the purchase order entry screen by simply clicking on the Print or E-mail icons. If you click on the E-mail icon, the settings from the Email/Print tab in Setup > Vendors or Setup > Names display. You can add additional recipient e-mail addresses to the To, CC, or BCC boxes by separating the addresses with a semi-colon. You can also change the Form the invoice should be printed on.
- Use the Print/Email Purchase Orders screen to e-mail a group of purchase orders.



Note: if a vendor has multiple purchase orders selected in the Processes > Purchases> Print/Email Purchase Orders screen, they will get a separate e-mail for each purchase order being sent. See the Step 6: Printing or Emailing Multiple Purchase Orders section of this document.

## Step 6: Printing or Emailing Multiple Purchase Orders



Note: If purchase orders require approval, they will only display on this screen only after they are approved and can then be printed or emailed.

- Select **Processes > Purchases > Print/Email Purchase Orders**.

Select	PO Date	PO Number	Company	Vendor	Vendor (First Last)	Date Approved	Approved By	Amount
<input type="checkbox"/>	06/30/14	45784	Alpine Sports	Ice Man	Ice Man Supply	06/30/14	Andy Johnson	961.44
<input type="checkbox"/>	06/30/14	45785	Alpine Sports	ProCast	Pro Cast Supply	06/30/14	Andy Johnson	585.40

- All unprinted, approved purchase orders will display. If you would like to filter the list of purchase orders that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box.

Item	Selected Criteria
Company	<All>
Purchase Order Date	<All>
Vendor	<All>
Date Required	<All>
Date Approved	<All>
Approved By	<All>
Status	<All>
Printed	<All>

3. To select all purchase orders for printing, click **Check All** or select each purchase order you want to print. To unselect all purchase orders from the printing selection, click **Uncheck All**.
4. Select the **Purchase Order** form type.
5. Click the **Printer** icon to select the printer and the number of copies to print.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email > Purchase Orders for the Subject, Message, and Form.
7. Click **Email/Print** to email and/or print all selected purchase orders or click **Print** to print all selected purchase orders. Purchase orders will be printed and/or emailed based on the selections made for the vendor in Setup > Names or Setup > Vendors.
8. Verify or change your Email Settings.
9. Click **OK**.
10. You will receive a *Process Completed Successfully* message when the invoice is e-mailed.
11. Click **Close**.

## Purchase Order Prepayments

Prepayments (down payments) can be entered and sent to a vendor and in the future can be applied to a purchase order. This document provides step-by-step instructions on how to enter a prepayment and apply the prepayment to a purchase order:

[Creating a Prepaid Vendor Purchases Account \(One-Time Setup\)](#)

[Setting the Prepaid Vendor Purchases Default Account \(One-Time Setup\)](#)

[Entering the Prepayment](#)

[Entering the Purchase Order and Applying the Prepayment](#)

[Posting the Prepayment Amount in Receive Purchase Orders](#)

[Optional: Using the Remaining Prepayment without a Purchase Order](#)

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### Creating a Prepaid Vendor Purchase Account (One-Time Setup)

An account must be created to use when a prepayment (down payment) is entered. The account must be in the Prepaid Vendor Purchases account category.

1. Select **Setup > Accounts > Accounts**. Click **New**.
2. Enter an **Abbreviation** and **Number** for the account (optional).
3. Enter a **Name**.
4. The **Account Type** is **Asset**.
5. The **Account Category** is **Prepaid Vendor Purchases**.
6. Click **Save**.

The Prepaid Vendor Purchases account category must be set up to maintain balances by name so that each vendor has a prepayment account balance:

1. Select **Setup > Accounts > Account Categories**.
2. Select the **Prepaid Vendor Purchases** account category.
3. Click the **Balance Detail** tab.
4. Verify that **Name** is in the box on the right hand side of the Balance Detail tab. If the **Associated Account** is also on the right hand side of the tab, move it to the left hand side.

5. Click **Save**.
6. Click **Close**.


### Setting the Prepaid Vendor Purchases Default Account (One-Time Setup)

Enter the default account to display when a prepayment (down payment) is entered for a purchase order. The account selected here must be in the Prepaid Vendor Purchases account category.

1. Select **File > Preferences > Vendor Invoices > Default Accounts**.
2. Select the **Database** tab.
3. In the **Prepaid Vendor Purchases** box, enter or select an account in the Prepaid Vendor Purchase account category.
4. Click **Save**.

### Entering the Prepayment

1. On the **Processes** menu, point to **Purchases**, and then click **Payments**.
2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, enter the bank account that will be decreased by this prepayment transaction.
5. In the **Pay to the Order Of** box, enter the name this prepayment is being made to.
6. In the **Sequence** box, enter or select the type of sequence you want to use for this prepayment.
7. In the **Check Number** box, enter the appropriate check number.
8. In the **Date** box, enter the transaction date.
9. In the **Amount** box, enter the amount that the bank account should be decreased by.
10. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date on the check.
11. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.
12. Select the **Prepayment** account that the amount, or a portion of the amount, should be charged to.
13. Enter the **Amount** of the prepayment.

 Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

14. Click **Save**.
15. Click **Close**.

## Entering the Purchase Order and Applying the Prepayment

1. On the **Processes** menu, point to **Purchases**, and then click **Purchase Orders**.
2. Select the **Vendor** you are ordering the goods or service from. The vendor name and default terms are displayed.
3. Specify the **Date** for the purchase order. The date field defaults to today's date but can be changed as necessary.
4. Select the **Shipping Method** for shipping the goods being ordered. This is an optional field that can be printed on the purchase order.
5. The **Terms** will be used to calculate a due date (and optional discount due date) when an invoice is created for the received goods.
6. Normally the **Deliver To** field is set to **Company/Fund Address** for a manually created purchase order, but there are three options available:
  - » **Company/Fund Address:** The Delivery Address section of the purchase order will default to your companies/funds location.
  - » **Customer:** This option is used if you'd like to drop ship the order to a customer. When Customer is selected, you will then select the appropriate Customer to ship to.
  - » **Other:** Allows you to manually specify an address to ship the order to.
7. Select the **Print this Order?** check box if you would like the system to print this purchase order when the transaction is saved. If you always print your purchase orders; after selecting the box, right-click and select Set as Default.
8. The system will automatically bring you to the Order tab when you enter/tab off of the last field on the Select tab. Otherwise you can click on the Order tab manually.
9. In the **Account** field, select the first Item to be purchased by either typing in a portion of the item abbreviation or description, or click on the lookup button to display a list of items and accounts.



Note: If a non-inventory item is being purchased, an account should be selected in the Account field, instead of an item.

10. The **Description** will automatically be displayed for inventory items, but can be overwritten. Use the **Notation** field to specify additional details regarding this item.
11. Specify the **Quantity Ordered**.
12. Specify the appropriate **Unit of Measure**. The default purchasing Unit of Measure for this item will be displayed. Click on the lookup button to view a list of all units of measure assigned to this item.
13. Specify the appropriate **Unit Cost**. The last cost for the item will be displayed. If the item has never previously been purchased, the cost will default to .01.
14. Continue entering additional lines for each item that is being ordered from this vendor.
15. The **Current Prepayment Balance** displays at the bottom of the Order tab.
16. Select the **Prepayment Amount Applied** check box to apply the amount of the purchase order to the prepayment.

The screenshot shows the 'Purchase Orders' window with the 'Order' tab selected. The vendor is 'Pro Cast Supplies', the date is '11/30/2011', and the PO number is '0'. The status is 'Open'. The vendor balance is '\$4,378.00'. The table below shows one line item:

Account	Description	Notation	Quantity Received	Quantity Ordered	Unit of Measure	Unit Cost	Amount	On Order	Vendor P
Office Equipment	Chair			3		150.00	\$450.00		

At the bottom, there is a section for prepayments:

<input checked="" type="checkbox"/> Prepayment Amount Applied	\$450.00	Total	\$450.00
Current Prepayment Balance	\$500.00		

Buttons at the bottom include 'Save', 'Clear', 'Accounts', 'Options', and 'Close'.

17. Verify the information for accuracy and click **Save** to complete the order. If the Print this Order button was selected on the Select tab, the purchase order will print when the transaction is Saved.
18. Click **Close**.

## Posting the Prepayment Amount in Receive Purchase Orders

1. Select **Processes > Purchases > Receive Purchase Orders**.
2. Select the **Purchase Order** you want to receive. Only open purchase orders that are not on hold are available for receipt.
3. Once the PO is selected, the PO Number, PO Date, Vendor, PO Total will be displayed.
4. In the right corner, review the **Receiving Information**. This information will be used to create the vendor a/p invoice in CenterPoint. Unless you've already received an invoice from the Vendor, we recommend you leave the default values. Once the invoice is received from the vendor you will be able to correct the information by editing the a/p vendor invoice transaction.
5. Verify that the **Place on Hold** field is selected. If it's not, select the box and then right click on the field and choose **Set as Default**.



Note: The only time you would not put the transaction on hold is if you have already received the invoice for this receipt.

6. In the **Quantity Received** field, specify the actual quantity received for each item. If an item was not received, leave the field at 0.0.



Note: If all items were received for this purchase order, select Fill All at the bottom of the screen instead of entering the quantities manually.

7. If the cost differs from the received cost, you can change it in the **Amount** field. This value should be the amount for the quantity received. The Unit Cost field will automatically recalculate based on the Amounts and Quantity Received.
8. If an item received is a lotted or serialized item, the Lot/Serial # button on that row will be highlighted in yellow. Click on the **Lot/Serial Number** button to specify the Serial or Lot Numbers and Quantity Received. Click **OK** to save the Lotted/Serialized Items screen. The information from the Lotted/Serialized Items screen will update the Receive Purchase Order grid.
9. Repeat steps 7 or 8 for each item received on this purchase order.
10. The **Prepayment Amount** displays and can be changed based on the information entered above.
11. Once all items that were received have been documented, click **Post**.
12. If some of the original items or quantities on this purchase order were not received, a message will be displayed that allows you to leave the remaining items open (select **No**) or close the entire PO (select **Yes**).
13. The posting process will update the On Hand quantities in Inventory for the items received. The quantities received will also be deducted from the On Order quantities in inventory.
14. Click **Close**.

### Optional: Using the Remaining Prepayment without a Purchase Order

1. On the **Processes** menu, point to **Purchases**, and then click **Payments**.
2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, select the **Prepayment** account used for the remaining prepayment amount.
5. In the **Pay to the Order Of** box, enter the name of the vendor the remaining prepayment was made to.
6. In the **Date** box, enter the transaction date.
7. In the **Amount** box, enter the amount of the remaining prepayment.
8. Select the account that the remaining prepayment amount should be applied to.
9. Enter the **Amount** of the prepayment.

Payments

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Prepayment      Current Balance: \$50.00

Pay To The Order Of: Pro Cast Supplies      Sequence: Payments

Pay To The Order Of Address: Business Address      Check Number:      Date: 04/24/2013

Red Wing, MN 55066      Amount: \$50.00

Memo Line 1:      Line 2:      Apply To Open Invoices: \$4,378.00

Account	Invoice / Ref #	Amount	Notation	Vendor Part #	Description
Furniture	-	\$ 50.00			

Total: \$50.00      Adjust Amount

Save   Clear   Recall   Recurring   Options   Close

10. Click **Save**.

11. Click **Close**.

## Receive a Purchase Order

When the items ordered on a purchase order are received, they must also be received in CenterPoint. This process has you match receipts of items (or services/non-inventory items) against purchase order quantities. You can receive all of the items or some of them (a partial purchase order) and can adjust both quantity and cost during the receipt process. You can also receive negative purchase orders for non-inventory accounts and items. An Vendor A/P invoice is generated for the amount received. This transaction has a status of "On Hold" until the printed invoice is received from the vendor. Invoices that are held, will not be available to pay in the Pay Invoices Due screen.

### [Receive a Purchase Order](#)

### [Updating the Invoice Transaction One the Vendors A/P Invoice is Received](#)

### [Frequently Asked Questions](#)

## Receive a Purchase Order

1. Select **Processes > Purchases > Receive Purchase Orders**.

2. Select the **Purchase Order** you want to receive. Only open purchase orders that are not on hold are available for receipt.
3. Once the purchase order is selected, the **PO Number**, **PO Date**, and **PO Total** will be displayed.
4. If there was no vendor assigned to the PO, select the appropriate **Vendor**.
5. In the right corner, review the **Receiving Information**. This information will be used to create the vendor a/p invoice in CenterPoint. Unless you've already received an invoice from the Vendor, we recommend you leave the default values. Once the invoice is received from the vendor you will be able to correct the information by editing the a/p vendor invoice transaction. The Receipt/Invoice date entered cannot be before purchase order date and if the File > Preferences > Purchase Orders > Require Purchase Orders Approval preference is set and the purchase order was approved, the Receipt/Invoice date entered cannot be before the Approval date.



Note: If you select the Copy Reference # to Invoice / Ref # option from the Options button, CenterPoint will copy the Vendor Invoice / Ref # entered on the Receive Purchase Orders screen to the Invoice / Ref # on each row of the AP Invoice created. When this option is set on the Receive Purchase Order screen, it is also set on the Vendor Invoices (A/P) screen and vice versa.

6. Verify that the **Place on Hold** field is selected. If it's not, select the box and then right click on the field and choose **Set as Default**. Note: The only time you would not put the transaction on hold is if you have already received the invoice for this receipt.
7. In the **Quantity Received** field, specify the actual quantity received for each item. If an item was not received, leave the field at 0.0. If you are receiving non-inventory items and/or accounts, you will not be required to enter a quantity, alternately amounts can be received instead. Note: If all items were received for this purchase order, select Fill All at the bottom of the screen instead of entering the quantities manually.
8. If the cost differs from the received cost, you can change it in the **Amount** field. This value should be the amount for the quantity received. The Unit Cost field will automatically recalculate based on the Amounts and Quantity Received.
9. If an item received is a lotted or serialized item, the Lot/Serial # button on that row will be highlighted in yellow. Click on the **Lot/Serial Number** button to specify the Serial or Lot Numbers and Quantity Received. Click

**OK** to save the Lotted/Serialized Items screen. The information from the Lotted/Serialized Items screen will update the Receive Purchase Order grid.

10. Repeat steps 7 or 8 for each item received on this purchase order. Once all items that were received have been documented, click **Post**.



Note: If there are items on the purchase order that will never be received or are partially received and will never be completely received and you want to close the purchase order, please see the Frequently Asked Questions section of this document for more information.

11. The posting process will update the On Hand quantities in Inventory for the items received and create a vendor a/p invoice that is on hold. The quantities received will also be deducted from the On Order quantities in inventory.

## Updating the Invoice Transaction Once the Vendors A/P Invoice is Received

Once the invoice is received from the vendor, it should be verified against the transaction created by the Receive Purchase Order process. This will allow you to add any freight and sales tax amounts that were not known at the time of the receipt.

### Edit an Invoice

1. Edit the invoice created during the Receive Purchase Order process. Please refer to the Edit or Delete a Transaction topic for step-by-step instructions. In this example, we are going to edit the invoice by drilling down to the transaction from the Vendor Aging report.
  - a. Select **Reports > Reports > Transaction Reports > Purchases & Accounts Payable > Vendor Aging** report.
  - b. Click **Preview**.
  - c. Click on the invoice that corresponds to the invoice received from the vendor. The transaction will then be displayed in the Vendor Invoices (A/P) screen. Note: If you click on the transaction in the report and the Vendor Invoice (A/P) screen doesn't display, click on View and select Interactive. Then click on the transaction again.
  - d. Take the check mark out of the **On Hold** check box now that the vendors invoice has been received.
  - e. Change the **Reference #**, **Date**, and **Terms** fields to correspond to the information received on the invoice from the vendor.



Note: If you select the Copy Reference # to Invoice / Ref # option from the Options button, CenterPoint will copy the Vendor Invoice / Ref # entered on the Receive Purchase Orders screen to the Invoice / Ref # on each row of the AP Invoice created. When this option is set on the Receive Purchase Order screen, it is also set on the Vendor Invoices (A/P) screen and vice versa.

- f. Verify that the **Quantity** and **Amounts** match the printed invoice from the vendor.
- g. Specify **Freight** and **Sales Tax** amounts, if any.
- h. Click **Save** to update the transaction. The transaction will now be available to select for payment.
- » If an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

- » If a row on an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

#### Delete an Invoice

- » If an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.
- » If a row on an AP invoice transaction is deleted that was created from a purchase order that was closed or canceled, the purchase order will be reopened. It can be closed or canceled by selecting **Processes > Purchases > Purchase Order Maintenance**, right-click on the purchase order, and select either **Cancel Order** or **Close Purchase Orders**. A message will display when you delete the transaction, click **OK** to continue the deletion.

### Frequently Asked Questions

**Q: If there are items on the purchase order that will never be received or are partially received and will never be completely received how can the purchase order or purchase order line item be closed?**

**A:** Follow the procedures below for closing line items on a purchase order or closing the entire purchase order:

- » If you partially receive a line item on a purchase order and you will never receive the remaining portion of the quantity ordered for the line item, click the **Purchase Complete** check box on the line item and click **Post** to complete the receipt for this line item. If you receive other line items on the same purchase order, the line that was marked as **Purchase Complete** will not be editable.
- » If you partially receive a line item on a purchase order with multiple line items and you will never receive the remaining portion of the quantity ordered for the line item, click the **Purchase Complete** check box on the partially received line item, click **Post**, and then click **Close**. From the List tab, select the purchase order, right-click, and select **Close Purchase Orders**.
- » If you want to close a purchase order because you will never receive the line items or remaining portion of line items for a partially received purchase order, click the **Purchase Complete** button to automatically select the **Purchase Complete** check box on any line items where the check box isn't selected, click **Post**, and the purchase order will be closed.

## Chapter 9 - Depreciation Module

### Setup & Transactions

#### Fixed Asset Import

The Fixed Asset Import is used to import a previous system's fixed assets from a comma delimited (.CSV) file into CenterPoint Depreciation. The import will retrieve the assets from the comma delimited file and create the asset for the company and schedule identified in the Processes > Depreciation > Asset Entry - Previous Years screen in CenterPoint. Once validation of the file has successfully completed, the fixed assets are added into the database using the Asset Entry - Previous Years screen. The on screen process retrieves the assets from the grid and creates the assets in the database with the Federal depreciation schedules specified (Federal Farm, Federal Business or Federal Rental). The asset's depreciation schedule information will default to the default values for the capital asset type initially and are overridden with values from the imported asset if they exist.



**Important Note:** The Fixed Asset Import is designed to import only assets with the MACRS depreciation method. If your spreadsheet includes older depreciation methods, such as CLSL (Straight-Line), ACRS, or AMSL (Amortization Straight-Line) depreciation methods, they must be removed from the spreadsheet (.CSV) file prior to importing a previous system's fixed assets. After the import of the MACRS assets is complete, the assets with the older depreciation methods listed above should be entered into the Depreciation > Asset Entry - Previous Years screen in CenterPoint.

[Step 1: Prepare the Comma Delimited \(.CSV\) File Definition](#)

[Step 2: Prepare the Database for Importing \(One-time Setup\)](#)

[Step 3: Importing Fixed Assets](#)

[Step 4: Adding Additional Schedules to Imported Fixed Assets](#)

[Step 5: Verify the Imported Data](#)

#### Step 1: Prepare the Comma Delimited (.CSV ) File Definition

The Fixed Asset Import allows you to import the following data for fixed assets.



**Note:** All entries in the .CSV file definition (except GL Account which has a separate validation) can be validated by either abbreviation or by name. All rows should either contain abbreviations or names and must be the same for all rows, for example if you choose to use Capital Asset Type abbreviations all other rows must also use abbreviations.

**IMPORTANT** requirements for the data to be imported:

- The data to be imported must be saved in a comma delimited (.CSV) file. If the data is currently held in an XLS or TXT file, it must first be converted to a .CSV file before proceeding.
- The first row in the comma delimited file must be a row of column headings matching the list below (do not include the - required for required fields). The column headings can be in any order.
- The file being imported must have all seven required fields listed below; Capital Asset Type, Acquisition Type, Asset Name, GL Account (must be in your source CenterPoint Depreciation database), Service Date, Listed, and Previous System Year.
- All entries in the .CSV file definition (except GL Account which has a separate validation by GL account abbreviation, number, or name) can be validated by either abbreviation or by name. All rows should either contain abbreviations or names and must be the same for all rows, for example if you choose to use Capital Asset Type abbreviations all other rows must also use abbreviations.
- Data is only required in the required fields. If a non-required column is in your .CSV file (for example, property class), the file must still include a blank field in that column. A non-required column does not need to be in the .CSV file.

» **Capital Asset Type (required)** - The valid capital asset types are:

Abbreviation	Name
amort	Amortized Assets
bldcom	Buildings - Commercial
bldgen	Buildings - General Purpose
bldgrain	Buildings - Grain Bins, etc.
bldrent	Buildings - Rental
bldsing	Buildings - Single Purpose
eqbus	Equipment - Business
eqfarm	Equipment - Farm
eqoff	Equipment - Office
furn	Furniture & Fixtures
improve	Improvements
land	Land
lvstcat	Livestock - Cattle
lvsthog	Livestock - Hogs
lvsthors1	Livestock - Horses (B,W <=...
lvsthors2	Livestock - Horses (B,W > 12)
lvsthors3	Livestock - Horses (R > 2)
lvstoth	Livestock - Other
misc	Miscellaneous Assets
nondepoth	Nondepreciable - Other
nondeppers	Nondepreciable - Personal
nondepostc	Nondepreciable - Stock
orchvin	Orchards & Vineyards
vehauto	Vehicles - Autos & Trucks
vehgen	Vehicles - Gen Purp (>13,000)
vehtract	Vehicles - Truck/Tractor Units

» **Acquisition Type (required)** - The valid abbreviations and names are:

Abbreviation	Name
Related	Related Party
Inherited	Inherited
Gifted	Gifted
Used	Used
New	New

» **Asset Name (required)**

» **Abbreviation**

» **GL Account (required)** - The import can validate GL Accounts by abbreviation, account number or by account name. All rows must either contain a GL Account abbreviation, account number or account name. GL Accounts listed in the .CSV file definition must already be in your CenterPoint Depreciation database.

» **Service Date (required)** - Must be less than or equal to the Previous System Year. Must be a valid date in the mm/dd/yyyy format.

» **Total Basis** - Must be a numeric value. (Must be a rounded dollar amount, no cents.)

- » **Units** - Must be a numeric value.
- » **Method** - The valid methods are:

Abbreviation	Name
ND	Non-Depreciable
AMSL	Amortization Straight Line
CLSOY	Sum of Years Digits
CL125	125% Declining Balance
CL150	150% Declining Balance
CLDDB	Double Declining Balance
CLSL	Straight Line
ACRSL	ACRS Modified Straight Line
ACRDB	ACRS Declining Balance
MA150	ADS 150% DB
MASL	ADS Straight Line
MGSL	MACRS Straight Line
MG150	MACRS 150% DB
MG200	MACRS 200% DB

- » **Convention** - The valid conventions are: Half Year = 0, Mid Quarter = 1, Mid Month = 2.
- » **Listed - (required)** - The valid options are: Y, Yes, N or No.
- » **Listed Type** - The valid listed types are:

Abbreviation	Name
T>6000 >6'	Trucks >6000lbs with >6ft bed
S>6000	SUV > 6,000 lbs.
S<6000	SUV < 6,000 lbs.
xComps/Eq	Computers and Other Listed Eq.
T>6000 <6'	Trucks >6000lbs with <6ft bed
T<6000	Trucks < 6,000 lbs.
A>6000	Autos > 6,000 lbs.
A<6000	Autos < 6000 lbs.

- » **Property Class** - The valid property classes are:

Abbreviation	Name
19 Yr	19 Year Property
18 Yr	18 Year Property
15 Yr	15 Year Property
10 Yr	10 Year Property
5 Yr	5 Year Property
3 Yr	3 Year Property
39 Yr	39 Year Property
31.5 Yr	31.5 Year Property
27.5 Yr	27.5 Year Property
20 Yr	20 Year Property
15 Yr	15 Year Property
10 Yr	10 Year Property
7 Yr	7 Year Property
5 Yr	5 Year Property
3 Yr	3 Year Property

- » **Percent Business Use** - Must be between 0 and 100.
- » **Section 179** - Must be a numeric value. (Must be a rounded dollar amount, no cents.)
- » **SDA** - Must be a numeric value. (Must be a rounded dollar amount, no cents.)

- » **Previous System Year (required)** - This column must contain the year prior to your current tax year set in File > Administration > Current Depreciation Tax Year for every row in the file. For example, if you are starting CenterPoint Depreciation on 1/1/17 your current Tax Year would be set to 2017 and the Previous System Year in the .CSV file for every row in the file would be 2016.
- » **Previous Depreciation** - Must be a numeric value. (Must be a rounded dollar amount, no cents.)

## Step 2: Prepare the Database for Importing (One-time Setup)

### Set the Default Schedules

A depreciation schedule allows you to define the type of tax schedule you will be using for depreciation. It works in conjunction with a capital asset type where you specify the start and end dates of a depreciation schedule, and the method, method years and property class each schedule will use to calculate depreciation transactions. CenterPoint includes common depreciation schedules by default, but these schedules should be reviewed.

1. Verify the default schedules in **File > Preferences > Depreciation > Default Schedules**.
2. If the default schedules are not applicable to your file definition, please contact Red Wing Software Technical Support.

### Define the Client Type



**Note:** The *Define the Client Type* section is only applicable if you are using CenterPoint Depreciation integrated with the complete version of CenterPoint Accounting software and you are **not** using standalone depreciation.

1. Select **File > Preferences > Depreciation > Client Type**.
2. In the **The services performed for this database include** box, select either **Complete Accounting** or **Tax Only**.
  - » If this preference is set to **Complete Accounting**, all information related to adding or changing a fixed asset will be required, for example original/total cost, offsetting accounts, etc.
  - » If this preference is set to **Tax Only**, a new or changed fixed asset can quickly be added to CenterPoint without having to choose offsetting accounts or other required information.
3. Click **Save**.

### Define How Often to Depreciate Fixed Assets

Depreciation Frequency defines the number of times you wish to post depreciation during the year. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they are not duplicated in any one period.

1. Select **Setup > Companies**. Edit the appropriate **Company**.
2. Click on the **Additional Detail** tab.
3. Under Depreciation Information, in the **Depreciation Frequency** field, select the appropriate option for your company. The options are Monthly, Quarterly, or Annually.



**Note:** This only affects posting of depreciation, so if monthly or quarterly depreciation entries aren't necessary you can save time by choosing Annually. One feature of CenterPoint is the ability to have the system calculate a depreciation journal entry for you for each of your fixed assets. Selecting the frequency that you



want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they aren't duplicated in any one period.

4. Select the **Calculate book and tax depreciation separately** check box if you want the tax depreciation calculated annually on the fiscal year boundary and the book depreciation calculated on the frequency you selected in the Depreciation Frequency box.
5. In the **Ending Book Depreciation** box, select the month that ends this reporting cycle if the Depreciation Frequency you selected is Quarterly or Annually.
6. Click **Save**.

#### Set the Current Depreciation Tax Year

When the current tax year is set, it determines how many values in depreciation calculate and when you enter previous years' depreciation, CenterPoint will automatically use the year prior to the year set.

1. Select **File > Administration > Current Depreciation Tax Year**.

2. Enter the year you will be starting to use CenterPoint Depreciation in the **Tax Year** box. If you are starting to use CenterPoint Depreciation, for example, on 1/1/2017 and you are importing a .CSV file that contains entries for Previous System Year 2016, you would enter 2017 as your Tax Year.
3. Click **OK**.



Note: The Current Tax Year will display in the title bar when the Depreciation module is installed. For example, the title bar will display as "CenterPoint Depreciation - [Database Name] - Current Tax Year: 2017".

#### Backup Your Database

1. Select **File > Backup Database**.
2. Select your **Save To** location and accept or change the **Save To File Name**.
3. Click **Backup**.

### Step 3: Importing Fixed Assets

1. Select **Processes > Depreciation > Asset Entry - Previous Years**. Only assets acquired from a previous year display.

2. The current **Tax Year** will display as the default.
3. Click **OK**. The assets will display on the Asset Entry -Previous Years screen based on your filter selections.
4. Select the **Company** that you are importing assets for.
5. The **Current Tax Year** displays the current tax year set in File > Administration > Current Depreciation Tax Year. This field cannot be changed.
6. Select the **Offset Account** that will be changed by this transaction.
7. Enter the **Depreciation Expense** and **Accumulated Depreciation** accounts to use for the import .
8. Click **Import Assets**.

9. Select a **Federal Schedule** (Federal Farm, Federal Business or Federal Rent).
10. Select the **Import File** (.CSV file) created with the headers and required fields listed in the Comma Delimited (.CSV) File Definition section in this document). See step 1.
11. In the **Look for GL Accounts by** box, select either **Abbreviation**, **Name**, or **Account number** depending on how your GL Accounts were defined in the GL Account column for each row in the .CSV file definition.
12. In the **Look for Other Columns by** box, select either **Abbreviation** or **Name** depending on how your other columns were defined in the for each row in the .CSV file definition. Must be consistent by Abbreviation or Name across the .csv file. The name of the item and the abbreviation values in the import file are not case sensitive when validated against the values in CenterPoint.
13. Click **Validate File**.
14. If the Validation is successful, you will receive a Validation complete message, click **OK**, and then click **Import Assets**. If the validation is not successful, a Validation found some problems message will display, click OK. The Validation Errors window will display identifying the rows and specific problem in the row. Either the selections made on the Fixed Asset Import screen weren't selected properly or the .CSV file definition needs to change. Once changed, repeat steps 1-14 again.
15. Click **Save**.

### Adding Additional Schedules to Imported Fixed Assets

This is an optional step and should be used if you want to add additional schedules to your imported assets, since only Federal schedules were added during the import, for example State Business, State Farm or State Rent. The mass update process can be used to update more than one fixed asset at a time to add additional schedules.



Note: We recommend you do a backup of your database prior to starting the mass update process.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. From the List tab, select the fixed assets you want to update. Multiple fixed assets can be selected by pressing the CTRL key while you make your selections.

3. Click **Mass Update**.
4. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



Note: Next proceeds through the mass update screens, Cancel exits the mass update screen and *Back* returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

5. On the Select the action to perform screen, select **Add Schedule**, and then click **Next**.
6. In the Add Schedule box, select the additional schedule you want to add to the imported fixed assets.
7. Select one or more **Companies** to add the schedule to and move them to the right side of the screen using the right arrow.
8. In the **Copy Schedule** box, select the Federal schedule used to import the assets to be used to copy information from.
9. Select the items you want to copy; Prior System Depreciation, Section 179, SDA, or Traded Basis.
10. Click **Next**.
11. Click **Finish**.

### Step 5: Verify the Imported Data

Determine your Client Type set in the Define the Client Type section above:

1. If your Client Type is **Tax Only**, close the Fixed Asset Import screen and the Asset Entry - Previous Years screen and select **Reports > Reports > Fixed Assets > Fixed Asset Listing** and either **Preview** or **Print** the report and verify that the fixed assets that were to be imported are listed and all other information is as defined in the .CSV file definition.

or

If your Client Type is **Complete Accounting**:

- » Close the Fixed Asset Import screen and then click the **Schedules** tab on the Asset Entry - Previous Years screen. Select the **Schedule**, and verify that the fixed assets that were to be imported are listed and all other information is as was defined in the .CSV file definition. Once your verification is complete, click **Record Previous Depreciation**, and then click **Close**.
- » Select **Reports > Reports > Fixed Assets > Fixed Asset Listing** and either **Preview** or **Print** the report and verify that the fixed assets that were to be imported are listed and all other information is as defined in the .CSV file definition.

## Capital Asset Types

Capital Asset Types define the default values for a depreciation schedule(s) for an asset that will be used to calculate how that asset is to be depreciated. The capital asset type also determines whether or not the default value can be changed in other parts of the system. When a schedule is created, it determines whether the property class is the same as that of the capital asset type. If it is, the years display from the asset type. If the property class is not the same as the capital asset type, the years would default to those of the property class.

This topic covers the following:

[Create a Capital Asset Type](#)

[Edit a Capital Asset Type](#)

## Change the Status of a Capital Asset Type

## Delete a Capital Asset Type

### Create a Capital Asset Type

1. On the **Setup** menu, point to **Fixed Assets**, and then click **Capital Asset Types**.
2. Click **New** or if this new capital asset type is similar to an existing capital asset type, highlight the existing capital asset type and click **Copy** instead of New. A new capital asset type will be created using the same information as the highlighted capital asset type.

Schedule	Start Date	End Date
Federal - Farm	1/1/2009	12/31/2009
Federal - Farm	1/1/2010	12/31/2017
Federal - Farm	1/1/2018	12/31/2999
Federal - Rental	1/1/1900	12/31/1980
Federal - Rental	1/1/1981	12/31/1986
Federal - Rental	1/1/1987	12/31/1998
Federal - Rental	1/1/1999	12/31/2008
Federal - Rental	1/1/2009	12/31/2009

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the capital asset type by.
4. In the **Name** box, enter up to 30 characters of required information that describes the capital asset type.
5. In the **GL Account** box, select a default Asset account to use on the Asset Entry screen for fixed assets with this capital asset type.
6. Click **Add** and select a **Schedule** to use for this asset.



Note: More than one deduction schedule can be defined for a capital asset type.

7. Enter the **Service Start** and **End Date** range for the specified deduction schedule.
8. Click **OK**.
9. If the date range specified already exists or overlaps with an existing range for the depreciation schedule a message will display. To change the service date range, click **Edit** or click **Delete** to remove the schedule and service date range from the capital asset type.
10. Select the depreciation **Method** to be used with the capital asset type. The list of available methods will display based on your service date range. For example, ACRS will not be available unless the service date range is after 1980 and before 1987. See Publication 946 - How to Depreciate Property on the IRS website or detailed explanations about depreciation definitions and requirements. The following are the options:
  - » **ACRS** - Accelerated Cost Recovery System was used for most tangible depreciable assets placed in service after 1980 and before 1987. You must continue to figure depreciation under ACRS for assets placed in service between 1981 and 1986.

- » **Declining Balance** - This method multiplies a constant fraction by a declining depreciable balance. The fraction is determined by the years life and which declining balance method is used. For each of the methods, the fraction is multiplied by the cost basis less additional first year depreciation less all previously taken depreciation for a given year. That depreciation is subtracted from the remaining balance for depreciation, so that the balance "declines". Salvage value is not used to figure depreciation with this method, but the balance for depreciation cannot decline below the salvage value. However, a residual undepreciated amount will be left at the end of the item's life.
  - » **125% Declining Balance** - For this method, the fraction is  $(1/\text{yrs life}) * 1 \frac{1}{4}$
  - » **150% Declining Balance** - For this method, the fraction is  $(1/\text{yrs life}) * 1 \frac{1}{2}$
  - » **Double Declining Balance** - For this method, the fraction is  $(1/\text{yrs life}) * 2$
- » **MACRS** - The modified accelerated cost recovery system (MACRS) applies to all tangible property placed in service after 1986. There are two systems of MACRS, regular MACRS and Alternative Depreciation System (ADS). MACRS is generally used to figure depreciation on post 1986 assets unless ADS is specifically required by law or you choose to elect it. There are five ways to depreciate property using MACRS. Under the declining balance methods, you will get larger deductions in the early years of the recovery period and your depreciation deduction will get smaller each year. The MACRS recovery periods are generally shorter than the ADS recovery periods.
  - » **MACRS 150% Declining Balance** - Formulas are used to calculate this based on a 150% declining balance method with an automatic shift to straight line.
  - » **MACRS 200% Declining Balance** - Formulas are used to calculate this based on a 200% declining balance method with an automatic shift to straight line.
  - » **MACRS Straight Line** - Under this method, you will deduct the depreciable basis of your property in equal amounts over its recovery period.
  - » **ADS** - Alternative Depreciation System (ADS). MACRS is generally used to figure depreciation on post 1986 assets unless ADS is specifically required by law or you choose to elect it. The two types of ADS depreciation are: ADS Straight Line and ADS 150% Declining Balance.
    - » You must use ADS for the following property.
      - » Listed property used 50% or less in a qualified business use.
      - » Any tangible property used predominantly outside the United States during the year.
      - » Any tax-exempt use property.
      - » Any tax-exempt bond-financed property.
      - » All property used predominantly in a farming business and placed in service in any tax year during which an election not to apply the uniform capitalization rules to certain farming costs is in effect.
      - » Any property imported from a foreign country for which an Executive Order is in effect because the country maintains trade restrictions or engages in other discriminatory acts.
- » **Straight Line** - Under this method, the cost basis of the item less the salvage value less additional first year depreciation is divided evenly over the life of the item
- » **Sum of the Years Digits** - Under this method, the cost basis less the salvage value less additional first year depreciation is multiplied by a fraction which changes each year. The denominator, or bottom of the fraction is the sum of the numbers between 1 and years

life. For an item with a years life of four years the denominator would be  $1 + 2 + 3 + 4$  or 10. The numerator, or top, of the fraction is the number of years remaining in the estimated years life. Thus, the first year of depreciation for the example item with a four (4) year expected life would be calculated by multiplying the adjusted cost bases by  $4/10$ ; the second year  $3/10$ , etc.

3. Select the **Property Class** years applicable to the method you selected. For example, for the Federal - Farm Schedule, Equipment - Farm capital asset type, and the MG200 method, the property class is 5 years. . For more information about property classes, see Publication 946 on the IRS website.
4. Select the **Property Class Used** years applicable to the method you selected. For example, for the Federal - Farm Schedule, Equipment - Farm capital asset type, and the MG200 method, the property class used is 7 years. For more information about property classes, see Publication 946 on the IRS website.
5. Either the **MACRS Years (new, used)** or **ADS Years (new, used)** will display the recovery period in years for the new and used property class selected. This field displays the default values based on the property type, but the value can be changed.
6. Enter the **Holding Period (Months)**. The value can range from 0 to 999 and is used for the Reports > Reports > Fixed Assets > Sale of Business Property (For Form 4797) report.
7. Select the **Listed Property** check box if this capital asset type includes listed property. For more information about listed property, visit *Publication 946 - How to Depreciate Property* on the IRS website.
8. If you selected the Listed Property check box, select the **Listed Type** of listed property from the following options:
  - » Autos 6,000 to 14,000 pounds
  - » Autos under 6,000 pounds
  - » Computers and Peripheral Equipment
  - » Other Equipment
  - » Trucks, Vans, or SUVs 6,000 to 14,000 pounds
  - » Trucks, Vans, or SUVs under 6,000 pounds
9. Click **Save** to save the capital asset type and return to the List tab, or click Close to save the capital asset type and close the Capital Asset Type screen.



Note: To return to the List tab without saving the capital asset type, click Cancel. To close the Capital Asset Type screen without saving the capital asset type, click in the upper-right corner of the screen.

## Edit a Capital Asset Type

1. On the **Setup** menu, point to **Fixed Assets**, and then click **Capital Asset Types**.
2. Select the capital asset type you want to change, and then click **Edit**.
3. The **Capital Asset Type Information** is displayed. Edit or view the capital asset type detail.



Note: If you change the information in the Name box, past capital asset type information is automatically linked to the new name. For example, if you change capital asset type Farm Equipment to Farm Machinery & Equipment, your reports will no longer show capital asset type Farm Equipment and any existing information for capital asset type Farm Equipment is now part of capital asset type Farm Machinery & Equipment.

4. Click **Save** to save the capital asset type and return to the List tab, or click Close to save the capital asset type and close the Capital Asset Type screen.



Note: To return to the List tab without saving the capital asset type, click Cancel. To close the Capital Asset Type screen without saving the capital asset type, click in the upper-right corner of the screen.

## Change the Status of an Existing Capital Asset Type

Capital Asset Types that are no longer being used, but have history, can be deactivated.

1. On the **Setup** menu, point to **Fixed Assets**, and then click **Capital Asset Types**.
2. Select the capital asset type you want to change the status for, and then click **Edit**.
3. Unselect the **Active** check box to deactivate the capital asset type or select the **Active** check box to activate the capital asset type.
4. Click **Save** to save the capital asset type and return to the List tab, or click Close to save the capital asset type and close the Capital Asset Type screen.



Note: To return to the List tab without saving the capital asset type, click Cancel. To close the Capital Asset Type screen without saving the capital asset type, click in the upper-right corner of the screen.

## Delete a Capital Asset Type

1. On the **Setup** menu, point to **Fixed Assets**, and then click **Capital Asset Type**.
2. Select the capital asset type(s) you want to delete, and then click **Delete**.



Note: You cannot delete a record that is linked to other records in the system.

3. At the **"Are you sure you want the item deleted?"** message, click **Yes**.

## Understanding & Using the Depreciation Module

[Depreciation Overview](#)

[Set the Default Schedules \(one-time setup\)](#)

[Define How Often to Depreciate Fixed Assets \(one-time setup\)](#)

[Set the Current Tax Year](#)

[Quickly Add a Fixed Asset for the Current Year](#)

[Add a Fixed Asset with a Trade\(s\)](#)

[Sell a Fixed Asset](#)

[Change a Fixed Asset](#)

[Update more than One Fixed Asset at the Same Time \(Mass Update\)](#)

[Delete a Fixed Asset](#)

[Change the Status of a Fixed Asset](#)

[Suspend Depreciation for a Fixed Asset](#)

[Post Depreciation Transactions](#)

[Add locked date to depreciation calculations](#)

[Enter a New Client's Depreciation Information and History](#)

## Frequently Asked Questions

## End of Year Processing

## Reference for Most Common Property Recovery Periods

### **P r e r e q u i s i t e**

You must have the **Depreciation** add-on module or **Standalone Depreciation** purchased and registered in the Module Configuration Manager (File > Administration > Module Configuration Manager) to proceed with the steps in this topic.

## **Depreciation Overview**

Depreciation is an income tax deduction that allows a taxpayer to recover the cost or other basis of certain property. It is an annual allowance for the wear and tear, deterioration, or obsolescence of the property.

Most types of tangible property (except, land), such as buildings, machinery, vehicles, furniture, and equipment are depreciable. Likewise, certain intangible property, such as patents, copyrights, and computer software is depreciable.

In order for a taxpayer to be allowed a depreciation deduction for a property, the property must meet all the following requirements:

- » The taxpayer must own the property. Taxpayers may also depreciate any capital improvements for property the taxpayer leases.
- » A taxpayer must use the property in business or in an income-producing activity. If a taxpayer uses a property for business and for personal purposes, the taxpayer can only deduct depreciation based only on the business use of that property.
- » The property must have a determinable useful life of more than one year.

Even if a taxpayer meets the preceding requirements for a property, a taxpayer cannot depreciate the following property:

- » Property placed in service and disposed of in the same year.
- » Equipment used to build capital improvements. A taxpayer must add otherwise allowable depreciation on the equipment during the period of construction to the basis of the improvements.
- » Certain term interests.

Depreciation begins when a taxpayer places property in service for use in a trade or business or for the production of income. The property ceases to be depreciable when the taxpayer has fully recovered the property's cost or other basis or when the taxpayer retires it from service, whichever happens first.

A taxpayer must identify several items to ensure the proper depreciation of a property, including:

- » The depreciation method for the property.
- » The class life of the asset.
- » Whether the property is "Listed Property".
- » Whether the taxpayer elects to expense any portion of the asset.
- » Whether the taxpayer qualifies for any "bonus" first year depreciation.
- » The depreciable basis of the property.

The Modified Accelerated Cost Recovery System (MACRS) is the proper depreciation method for **most** property. Additional information about MACRS, and the other components of depreciation are in Publication 946, How to Depreciate Property on the [www.irs.gov](http://www.irs.gov) website.

A taxpayer must use Form 4562, Depreciation and Amortization, to report depreciation on a tax return.

### Set the Default Schedules (one-time setup)

A depreciation schedule allows you to define the type of tax schedule you will be using for depreciation. It works in conjunction with a capital asset type where you specify the start and end dates of a depreciation schedule, and the method, method years and property class each schedule will use to calculate depreciation transactions. CenterPoint includes common depreciation schedules by default, but these schedules should be reviewed.

1. Select **File > Preferences > Depreciation > Default Schedules**.
2. The Default Depreciation Schedules are AMT, Federal Business, and State Business. Select the schedules that are specific to your business.



Note: You should only have one Federal and one State depreciation schedule selected. When a state schedule is added to a database, the address of the company in the database will set the state used to determine specific state rules that will override federal regulations for the state schedule used.

3. Click **Save**.
4. To add a new schedule, select **Setup > Fixed Assets > Depreciation Schedules** and then click **New**. To review or change an existing schedule, highlight the schedule and click **Edit**.

### Define How Often to Depreciate Fixed Assets (one-time setup)

Depreciation Frequency defines the number of times you wish to post depreciation during the year. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they are not duplicated in any one period.

1. Select **Setup > Companies**. Edit the appropriate **Company**.
2. Click on the **Additional Detail** tab.

The screenshot shows the 'Companies' window with the 'Additional Detail' tab selected. The window is titled 'Companies' and has tabs for 'List', 'Detail', 'Filter', and 'Reports'. The 'Detail' tab is active, showing the 'Additional Detail' sub-tab. The 'Tax Reporting Information' section includes fields for 'Federal Tax Id' (98-1777432), 'State Tax Id' (78-4327), and 'Company Type' (a dropdown menu). The 'General Accounting Information' section includes 'Fiscal Year End' (December), 'Distribution Frequency' (Monthly), 'Inventory Valuation Method' (Average), and 'Retained Earnings Account' (3800 Retained E Retained Earnings). The 'Depreciation Information' section includes 'Depreciation Frequency' (Monthly), a checkbox for 'Calculate book and tax depreciation separately' (unchecked), and 'Ending Book Depreciation Calculated in' (December). The window has 'Save', 'Cancel', and 'Close' buttons at the bottom.

3. Under Depreciation Information, in the **Depreciation Frequency** field, select the appropriate option for your company. The options are Monthly, Quarterly, or Annually.



Note: This only affects posting of depreciation, so if monthly or quarterly depreciation entries aren't necessary you can save time by choosing Annually. One feature of CenterPoint is the ability to have the system calculate a depreciation journal entry for you for each of your fixed assets. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they aren't duplicated in any one period.

4. Select the **Calculate book and tax depreciation separately** check box if you want the tax depreciation calculated annually on the fiscal year boundary and the book depreciation calculated on the frequency you selected in the Depreciation Frequency box.
5. In the **Ending Book Depreciation** box, select the month that ends this reporting cycle if the Depreciation Frequency you selected is Quarterly or Annually.
6. Click **Save**.

### Set the Current Depreciation Tax Year

When the current tax year is set, it determines how many values in depreciation calculate and when you enter previous years' depreciation, CenterPoint will automatically use the year prior to the year set.

1. Select **File > Administration > Current Depreciation Tax Year**.

2. Enter the current **TaxYear**. This value is set to the current Year when the Depreciation module is first installed. Any year between 1900 and 2299 may be entered.
3. Click **OK**. When the OK button is clicked, a convention compliance check is performed automatically. If any of the compliance validation tests fail, the Compliance Validation screen displays. You can make some changes to assets from this screen for some tests, but not all. Other changes that cannot be made from this screen will need to be made after closing the Compliance Validation screen. See the [Compliance Validation](#) topic for more information.



Note: The Current Tax Year will display in the title bar when the Depreciation module is installed. For example, the title bar will display as "CenterPoint Accounting for Agriculture - [Database Name] - Current Tax Year: 2013".

### Quickly Add a Fixed Asset for the Current Year

The Asset Entry screen allows you to quickly add or change assets for the current service tax year after the initial depreciation beginning balances have been entered into the Asset Entry - Previous Years screen (see the *Set the Current Depreciation Tax Year* section of this document for more information).

1. Select **Processes > Depreciation > Asset Entry**. Assets acquired with a service date between the start and end date range of the current tax year in the database display.
2. Select the **Company** that acquired the fixed asset.

3. The **Current Tax Year** displays the current tax year set in File > Administration > Current Depreciation Tax Year. This field cannot be changed. The Current Tax Year will also display in the title bar when the Depreciation module is installed. For example, the title bar will display as "CenterPoint Accounting for Agriculture - [Database Name] - Current Tax Year: 2013".
4. Select the **Bank Account** that will be changed by this transaction.



Note: To display this Bank Account each time you use this screen, right-click and select Set As Default.

5. For new assets, enter the **Depreciation Expense** and **Accumulated Depreciation** accounts to use in the acquisition transaction.



Note: If you want the new asset entry transaction to post to accounts other than the default accounts displayed at the top of the screen, use the Depreciation Expense and Accumulated Depreciation lookup columns in the data entry grid. When you click the Save button, the accounts used in the resulting acquisition transaction for the new fixed asset will be posted to the accounts selected in the columns instead of the default accounts at the top of the screen.



Note: To display these accounts each time you use this screen, right-click and select Set As Default.

6. In a new row, enter or select the **GL Account** for the fixed asset. The list will only include postable Fixed Asset accounts.



Note: The Asset grid can be customized for your specific situation by right-clicking and selecting Add/Remove Columns and selecting the specific columns you need for your data entry. The grid can also be sorted by clicking on the column header you want to sort the grid by. The drop-down box to the right of the navigation controls can also be used to determine the number of fixed assets to display per page - the selections are 10, 25, 50, 75 (default), and 100.

7. Enter the **Asset Name**.
8. The **Asset Abbreviation** value will default to the next sequence from the Abbrev Sequence selection made at the top of this screen.
9. Enter the **Service Date** (the date you placed the asset in service).
10. If the new asset is the result of a trade, see the [Add a Fixed Asset with a Trade\(s\)](#) section below.
11. If the new asset is an Improvement, select the fixed asset that this acquisition improves.
12. Enter the **Cash/Boot** amount. This is the additional value of the asset other than that coming from trades. This will be the amount where the bank account is offset by the fixed asset.
13. The **Total Basis** will be calculated and will display the Trade Amount + the Cash/Boot Amount.
14. Enter the original **Units**. The default units display as 1.00. This value will update the Original Units on the Fixed Asset Detail.
15. Select the **Acquisition Type**, the options are: Gifted, Inherited, New, Related or Used. When an acquisition type is selected, the Active status for the asset and company will be set to Active for the selected company.



Note: To use SDA (Special Depreciation Allowance) the Acquisition Type must be **New**.

16. Select the **Capital Asset Type** (Capital Asset Types can be created or changed in Setup > Fixed Assets > Capital Asset Types) and verify that the recovery period years, method, etc. are what you expect.



Note: For more information about property recover periods, see the [Reference for Most Common Property Recovery Periods](#) section in this document.

17. If you want to change from the default depreciation schedule(s) set in File > Preferences > Depreciation > Default Schedules, click the **Schedules** button and select the depreciation schedule(s) for this fixed asset, use the green arrows to move the schedule(s) to the Selected column, and then click **OK**. The selected schedules will display in the Schedules column.
18. If you need to change the % Business Use from year to year for MACRS method assets, right-click on the asset, click **Edit**, select the **Depreciation Schedules** tab, and then click the **%BU History** button. Enter the Tax Year(s) (the valid range is from the tax year following the tax year the asset was acquired and beyond) and **% Business Use** (the range will be 51% to 100% if the initial percentage was greater than 50% or 0% to 100% if the initial percentage was less than or equal to 50%). Click **OK**.
19. Click **Save**.
20. Click on the **Schedules** tab to add more information such as Section 179, SDA, etc. The Federal schedule chosen in preferences will be the default on the Schedules tab (If a state schedule is added to a database, the address of the company in the database will set the state used to determine specific state rules that will override federal regulations for the state schedule used). All assets are included on the Schedules tab and the values for the schedules are used regardless of the methods that are used on those schedules. Depreciation is saved and recalculated each time you move from one box on the screen to another.
21. Click **Record Depreciation** to post depreciation for the period and company (the company must be setup to post depreciation annually) selected at the top of the Asset Entry screen. If depreciation transactions have already been calculated for the last month of the company's fiscal year for the current tax year, the transactions will be reversed and recalculated for the company and period.



Note: This compliance test is only performed on databases with the File > Preferences > Depreciation > Client Type = Complete Accounting.

### Add a Fixed Asset with a Trade(s)

1. Follow Steps 1-10 of the Quick Asset Entry for the Current Year section above.
2. Click the **Trades** button, select the asset that was traded.



Note: You cannot update trades on assets that are themselves traded.

Assets with a Personal Property class 20 years or less and placed in service after 12/31/2017 cannot have trades to acquire them.

- » If the asset was placed in service after 12/31/2017 and the property class of the capital asset type is personal property for a federal farm and has a life of less than 20 yrs, the traded asset will be sold not traded. The following screen will display.

- » In the **Traded Asset** box, select the asset that you traded for this asset.
  - » Click **Add**.
  - » Select a required **Gain Account**. Right-click and select Set as Default if all traded assets use the same account.
  - » Select the **Trade Account** which is a wash account for the trade allowance amount. This account must be an asset with a Cash account category. Right-click and select Set as Default if all traded assets use the same account.
  - » Enter the **Trade Allowance** amount which is the trade in value of the traded asset(s). This entry can be left at zero.
  - » Click **OK**. The grid will display the **Trade Amount** (this is the total of the undepreciated book value of the assets that will not continue depreciating their own schedule but whose value is added to the new asset).
  - » When the new asset is saved, a single transaction is created per new asset. The journal created will be saved as the net of the debits and credits to the Trade Allowance account, which will be zero. A credit will be entered to the Trade Allowance account on the new asset (requiring the asset itself to be a higher debit amount). A debit is entered to the Trade Allowance account to the sold asset which affects the gain the same as a cash entry would be for a sale of an asset without a trade. The sale journals for each trade will be the same as an entry in the Distribution grid but the Trade Allowance account is substituted for the Cash account.
- » If the asset was placed in service before 1/1/2018 and the property class of the capital asset type is personal property for a federal form has a life of more than 20 yrs or for all other capital asset types, the following screen will display.

- » In the **Traded Asset** box, select the asset that you traded for this asset.
- » Click **Add**.
- » Determine if you want to **Continue to depreciate this asset on its own schedule**.
  - » Assets that have this check box selected will not change the value of the new asset. When an asset is traded and continues to depreciate on its own schedule, the Disposition Date of the traded asset will be updated with the service date of the new asset and the Disposition Type is set to Trade.
  - » Trades involving assets with prior trades will be handled in CenterPoint as follows:



Note: You cannot update trades on assets that are themselves traded.

If you trade Asset 1 for Asset 2 and chose to continue to depreciate Asset 1, and then purchased Asset 3 and chose to trade Asset 2 into Asset 3 without selecting the Continue to Depreciate check box, the remaining undepreciated basis will be rolled from Asset 1 and Asset 2 into Asset 3.

- » Assets that do not have this check box selected will be added in the journal entries for the purchase of the new asset. Three journal entries are created:
  - » The first journal entry is created that credits the traded asset with its account balance in the period that includes the trade date. The Tax Amount is filled in with the value from the modified cash account balance.
  - » The second journal entry is created to the Accumulated Depreciation account for the traded asset debiting the account by the sum of the Depreciation Amount of the schedule that adjusts book value as calculated factoring in the trade. The Tax Amount would be set to the sum of the Depreciation Amount from the schedule adjusting modified cash.
  - » The third journal entry is created to the new asset with where the amount debited is the difference from the first journal entry created minus the amount from the second journal entry created. The tax amount is also the tax amount from the first journal entry minus the tax amount from the second journal entry.
- » Click **OK**. The grid will display the **Trade Amount** (this is the total of the undepreciated book value of the assets that will not continue depreciating their own schedule but whose value is added to the new asset).



Note: To display the History tab for the current asset to make trade/cash boot adjustments, right-click and select Adjust Trades/Cash Boot.



Note: You cannot update trades on assets that are themselves traded.

## Sell a Fixed Asset

The Asset Disposition screen allows you to quickly enter assets that have been disposed of during the course of a year. It also displays asset disposition history that can be edited or deleted.

1. Select **Processes > Depreciation > Asset Disposition**.

2. Select the **Company** that is disposing of the fixed asset.
3. Select the **BankAccount** that will be changed by this transaction.



Note: To display this Bank Account each time you use this screen, right-click and select Set As Default.

4. Enter the **Description**. This field will be used to create a batch. One transaction batch is created for all of the assets disposed on this screen.
5. If you need to make several asset dispositions on the same date to the same gain account and person for the same reason, click the **Bulk Sales** button and follow Steps 5-12 or if you are disposing of assets with different disposition dates, accounts, etc. continue with Steps 13-27.

6. From the **Available Asset** column, move the asset(s) to be disposed to the **Asset to be disposed** column by using the arrow keys.
7. Enter the **Disposition Date**, **Reason**, **Gain (Loss) Account**, and **Sold To**.
8. Click **OK**. A row will be created on the grid for each of the assets you moved to the Asset to be disposed column with the same values for each row for the Disposition Date, Reason, Gain (Loss) Account, and Sold To field entered in Step 7.
9. Verify the information on the grid and enter the additional information for each asset.
10. If the fixed asset(s) you are disposing of has assets improving it, the **Improvements** button will display in yellow. Click the Improvements button if it is yellow to display a list of assets (depreciable or non-depreciable) that improve the asset. Any assets on this screen that are checked will display as new lines on the Disposition screen with values copied from the improved asset line when you click **OK**.
11. The **Total Cash Received** and **Total Units Sold** are displayed at the bottom of the screen.
12. Click **Post**. One transaction batch is created for all assets disposed on the Disposition screen. Each row on the grid creates one general journal (accrual) transaction with one subdivision and up to four journal entries. If

you have a fixed asset with a balance of 10,000 and an accumulated depreciation balance of -9,000 and you received 3,000 cash, the difference between the debit and credit entries will be the Gain(Loss). The example below displays the journal entries created.



Note: The grid can be customized for your specific situation by right-clicking and selecting Add/Remove Columns and selecting the specific columns you need for your data entry. The grid can also be sorted by clicking on the column header you want to sort the grid by.

13. Click the **Depreciable Asset** tab if the asset is depreciable or click the **Non-Depreciable Asset** tab if the asset is a non-depreciable asset .
14. Select the Fixed Asset you want to dispose of. On the **Depreciable Asset** tab, the only fixed assets that will display in the list are those that have a ending book value greater than 0 in the latest period. On the **Non-Depreciable Asset** tab, the only fixed assets that will display in the list are non-depreciable postable asset accounts.
15. Enter the **Disposition Date**. The disposition date must be in the range of the current tax year.
16. Select the **Reason**. The options are Basis Reduction, Casualty/Theft, Death, Gifted, Installment Sale, Junked, Sale, and Trade. The Disposition Reason will be saved on individual disposition transactions. For example, you may dispose of multiple units of one asset (cattle) with different Disposition Reasons (Death, Sale, Trade, etc.).
17. Enter the **Cash Received** for the disposed asset.
18. The **Percent Remaining** box displays the remaining percent available for sale. The Percent Remaining will be adjusted to reflect other entries for the same asset in the grid as they are entered.
19. The **Units Remaining** box displays the remaining units available for sale. If you are entering the sales in date order, the Units Remaining will be adjusted to reflect other entries for the same asset in the grid as they are entered.
20. Enter the **Percent Sold**. This column indicates the percent disposition of the remaining asset when the sale is posted. You can enter a value in this box or it will be calculated based on the units sold. When you tab off of this box, the units sold are recalculated by dividing this value by 100 and multiplying it by the units remaining before the sale. The value in this column now becomes the percent disposition. The default value for this box is 100.
21. Enter the **Units Sold**.



Note: The percent or quantity being disposed of cannot exceed the units or percent remaining.

22. Select the **Gain (Loss)Account** for the disposal.



Note: To display this Gain(Loss) Account each time you use this screen, right-click and select Set As Default.

23. Select the name you **Sold To**.
24. If the fixed asset you are disposing of has assets improving it, the **Improvements** button will display in yellow. Click the Improvements button if it is yellow to display a list of assets (depreciable or non-depreciable) that improve the asset. Any assets on this screen that are checked will display as new lines on the Disposition screen with values copied from the improved asset line when you click **OK**.
25. The **Total Cash Received** and **Total Units Sold** are displayed at the bottom of the screen.
26. Click **Post**. One transaction batch is created for all assets disposed on the Disposition screen. Each row on the grid creates one general journal (accrual) transaction with one subdivision and up to four journal entries. If you have a fixed asset with a balance of 10,000 and an accumulated depreciation balance of -9,000 and you

received 3,000 cash, the difference between the debit and credit entries will be the Gain(Loss). The example below displays the journal entries created.

Journal	Debit Amount	Credit Amount
Fixed Asset		10,000
Accumulated Depreciation	9,000	
Bank Account	3,000	
Gain(Loss)		2,000

27. Click **Close**.
28. If you need to edit or delete posted fixed asset disposition history, click either the **Depreciable Asset** tab if the asset is depreciable or click the **Non-Depreciable Asset** tab if the asset is a non-depreciable asset .
29. Select the fixed asset that you need to edit or delete disposition history for.
30. If you need to edit the history, click **Edit**. Change the asset disposition history and click **OK**.

31. If you need to delete the history, click **Delete**. At the Delete this Disposition, are you sure message, click **Yes**. The disposition transaction will be reversed and removed from the grid.

## Change a Fixed Asset

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Double-click on the fixed asset and modify the details.
3. If you need to change the % Business Use from year to year for MACRS method assets, click the **%BU History** button. Enter the Tax Year(s) (the valid range is from the tax year following the tax year the asset was acquired and beyond) and **% Business Use** (the range will be 51% to 100% if the initial percentage was greater than 50% or 0% to 100% if the initial percentage was less than or equal to 50%). Click **OK**.
4. Click **Save**. When the Save button is clicked, a convention compliance check is performed automatically. If the convention compliance check fails for a company-schedule combination the convention for the assets are changed according to the rules found in the current convention compliance check. The following message will display if changes were made, "Your modifications required a change to the convention used to depreciate certain assets. These changes have been made and the assets now comply with convention rule."



Note: CenterPoint will not make any changes as the result of a compliance check to assets marked as coming from a previous system.



Note: Traded assets can be changed in Setup > Fixed Assets > Fixed Assets for a limited number of fields that do not affect the remaining depreciation (for example, Abbreviation, Description, Asset Name, and Asset Account), to change any other fields:

- » For a pre-2018 fixed asset the trade must be removed from the new asset, make the changes, and reestablish the trade on the new asset.
- » For personal property fixed assets placed in service after 12/31/2017, click the **Update Trades** button, and then click the **Delete Purchase** button. The purchase and trade entries will be removed (however, the fixed asset will remain and you may want to rename to Do Not Use or inactivate this fixed asset). Then, re-enter the correct fixed asset and all associated details through Asset Entry again.

Traded assets cannot be modified in Fixed Asset Mass Update or in Asset Entry because CenterPoint records the remaining basis of an asset when it is traded on a new asset as part of the new assets basis. That value is then used to compute SDA, Section 179 and depreciation.

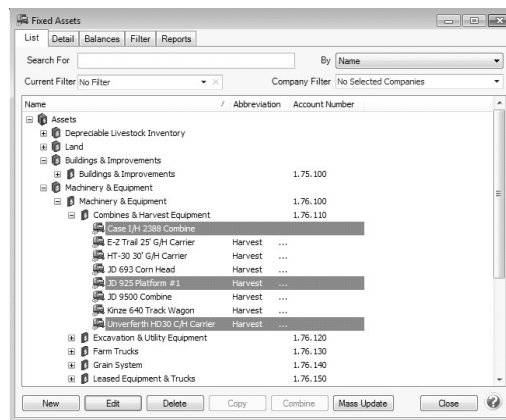
## Update more than One Fixed Asset at the Same Time (Mass Update)

The mass update process can be used to update more than one fixed asset at the same time. You can mass update various types of information; replace schedules, add schedules, remove schedules, or recalculate depreciation.



Note: We recommend you do a backup of your database prior to starting the mass update process.

1. From the List tab, select the fixed assets you want to update. Multiple fixed assets can be selected by pressing the CTRL key while you make your selections.



2. Click **Mass Update**.
3. The Mass Update Wizard window will open. The wizard will guide you through the process. Click **Next**.



Note: Next proceeds through the mass update screens, Cancel exits the mass update screen and Back returns to the previous page of the mass update process. The Back button is in the upper-left side of the screen.

4. Select the type of item you'd like to change and click **Next**:
  - » **Replace Schedule** - Replaces one schedule of a particular type (Federal, State, Book, AMT, etc.) with another.
    - » Select the **Schedule Type**, existing schedule of that type to **Replace**, select the new schedule of that type to replace **With**, and then select the **Companies** to replace the schedule for.
  - » **Add Schedules** - Allows you to add a new schedule to multiple assets.
    - » Select the **Add Schedule**, select one or more **Companies** to add the schedule to, select the **Copy Schedule** to be used to copy information from, select the items you want to copy; **Prior System Depreciation, Section 179, SDA, or Traded Basis**. Note: Depreciation schedules can be added to traded assets or non-depreciable assets through Mass Update.
  - » **Remove Schedules** - Allows you to remove a schedule from multiple assets.
    - » Select the **Schedule** to remove and then select the **Companies** to remove the schedule from.
  - » **Recalculate Depreciation** - Used when instructed by Technical Support to recalculate depreciation for selected assets only.
  - » **Transfer Assets** - Used to transfer assets from one company to another and adjust the depreciation taken for the company the asset was transferred from as well as the company it was transferred to based on the months remaining in each year from the transfer date (short year). The transfer also requires a gain/loss account.
    - » For example, if you transfer assets from "Company A" that has a company type of Corporation with a fiscal year end date of 6/30/18 on 6/30/18 to "Company B" that has a company type of Partnership with a calendar year end date:
      - » The assets from Company A will be fully depreciated for the calendar year 7/1/17 - 6/30/18 and all financial reports will reflect the full depreciation.
      - » The assets transferred to Company B on 6/30/18 will be depreciated from 7/1/18 - 12/31/18 (the calendar year end date of Company B) and all financial reports will reflect a short year of depreciation. The transferred assets will be depreciated for an entire year from 1/1/19 - 12/31/19.



#### Important Notes:

- » Prior to using the Transfer Assets mass update function, it is highly recommended that a backup is performed as the result of the transfer cannot be reversed.
- » Prior to using the Transfer Assets mass update function, print a Balance Sheet and a Fixed Asset Listing for the company assets are being transferred from.
- » After using the Transfer Assets mass update function, print a Balance Sheet and a Fixed Asset Listing for the company assets were transferred to and the company assets were transferred from. These reports should be compared to the reports that were printed prior to the transfer of assets.
- » Fully depreciated assets will transfer with equal purchase price and accumulated depreciation amounts for a net of zero.
- » Assets that have been disposed of prior to the transfer will not be transferred.
- » Sold or assets that have already been transferred will not be included in a transfer..

5. Click **Finish**.

## Delete a Fixed Asset

The Delete button completely removes a fixed asset from the system. You can delete fixed assets only if the database is a Tax Only database (if the database is not a Tax Only database, all depreciation schedules will be removed from the asset and it will be made inactive for all companies), the fixed asset was placed in service in the current year and has not been involved in a trade, and the periods in which transactions including the fixed asset are not locked. Fixed assets that do not meet this criteria will not be deleted, because the fixed asset history or other records are linked to it in the system. If you have a fixed asset that is no longer being used, but does have historical activity, please see the Change the Status of a Fixed Asset section below.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select the asset you want to delete, and then click **Delete**. If the asset was placed in service in the current year and has been involved in a trade, you will receive the following message: *"One or more of the selected assets have been involved in a trade. The asset may not be deleted until those trades have been removed. Edit the asset to remove the trade before trying again to delete the asset."*
3. At the **"Are you sure you want the item deleted?"** message, click **Yes**.

## Change the Status an Existing Fixed Asset

Fixed assets that are no longer being used, but have history, can be deactivated. Fixed assets can be active for some companies and not for others. Fixed Assets cannot be activated if the higher level account is inactive.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select a fixed asset, right-click and select **Activate/Deactivate**, select the companies the item is inactive in, and then click **OK**.
3. Click **Save** to save the name and return to the List tab, or click **Close** to save the name and close the Names screen.

## Suspend Depreciation for a Fixed Asset

When depreciation is suspended depreciation is terminated for the asset on all schedules in the current tax year and all future years. Depreciation cannot be turned back on in subsequent years. The asset can be sold or traded while depreciation is suspended. To begin depreciating the asset again, it must be disposed of and reacquired.



Note: Suspending depreciation on an asset also suspends depreciation for any assets traded to acquire the asset that are continuing to depreciate.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select the fixed asset and then click the **Asset Detail** tab.

3. Click the **Suspend Depreciation** button.
4. A message describing what can/cannot occur for a suspended fixed asset displays, click Yes to suspend the fixed asset or click No to cancel suspension.
5. The bottom of the Asset detail tab will display the message, Depreciation Suspended with a yellow background color. If the depreciation year has changed since the depreciation was suspended the message will inform you of the year depreciation was suspended.
6. Click **Save**.

## Post Depreciation Transactions

1. Select **Processes > Depreciation > DepreciationTransactions**.
2. Click **Create New**.

3. In the **Company** box, enter the company name that the depreciation transactions should be created for. The company selection controls the depreciation frequency used in the depreciation transaction (Setup > Companies > Additional Detail tab > Depreciation Frequency).
4. If you selected to calculate book and tax depreciation separately, in the **Schedule** box select which you want to calculate **Book** or **Tax** depreciation. If you are not calculating the depreciation separately, the Schedule box will display Book & Tax and you will not have an option to change the Schedule. After depreciation transactions are created, the List tab will display how the transactions were calculated in a Schedule Calculated column.
5. The **Transaction Date** will automatically display the appropriate next depreciation transaction date (defaults to the first day in the next period since the last depreciation transactions were calculated).



Note: If you are setup to post depreciation monthly, post depreciation in all 12 periods. If you are setup to post depreciation yearly, post one time using a 12-31 or year-end date.

6. In the **Transaction Number** box, enter the transaction number for the depreciation transactions or click the sequence number icon and select the next available sequence number. See the *Maintaining Sequence Numbers* topic for more information.
7. Enter an optional **Notation**.
8. Click **OK**. Each fixed asset with depreciation lists and can be expanded to view the journal for that item.
  - » Depreciation expense is debited and the accumulated depreciation asset assigned to the fixed asset is credited. You may want to have an accumulated depreciation asset for each asset group used to summarize your fixed assets.

Account	Amount
1994 Volvo	\$ -3,927.00
1996 Volvo	\$ -1,423.67
1999 GMC C25	\$ -4,722.23
2-1000 Gal LP Tanks	\$ -126.07
2000 GMC GK24	\$ -4,819.50
2001 Chevy	\$ -4,182.20
2003 Wheeler 38' Trailer	\$ -4,967.54
Angus Bull MP 348 wTR	\$ -123.00
Brook 24' 10-ring Grain Bi	\$ -2,072.30
Case IH 2388 Combine	\$ -3,400.00
Case IH 2388 (JD 9650)	\$ -7,563.38
DMI 2800 28% Applicator	\$ -1,210.37
FBI Cattle Barn 24x36	\$ -338.76
FBI Open Front Shed	\$ -1,211.49
Front Blade For JD 8100	\$ -183.68
Greenstar/ AgLeader GP	\$ -1,933.03
JD 1518 Mower	\$ -1,172.46
JD 1850 Air Drill	\$ -4,934.89

9. Click **Post** to complete the transaction.
10. From the List tab, you can perform the following actions on a posted transaction:

Date	Transaction #	Company	Notation
12/31/2010		CenterPoint Farms	

- » **Review posted transactions:** Select the posted transaction and click **Review**.
- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, click **OK**, and then click **Post**. The current depreciation transaction recalculates using the same date, company, transaction

number, and notation. **Reverse posted transactions:** Select the posted transaction, click **Delete**, and then click **Yes**. All depreciation transactions for the company and date will be reversed.

- » **Add depreciation transactions for assets not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add depreciation transactions** option, click **OK**, and then click **Post**.
- » **Previous System Depreciation:** Enter a transaction number and click **OK** to reverse any previously created transactions to record depreciation expense for assets depreciated in another system and create a new set of transactions based on current information from fixed assets. The new transactions can be reviewed or deleted.



Note: You can also post depreciation for the period and company (the company must be setup to post depreciation annually) selected at the top of the Asset Entry screen from the Processes > Depreciation > Asset Entry > Schedules tab by clicking the Record Depreciation button. If depreciation transactions have already been calculated for the last month of the company's fiscal year for the current tax year, the transactions will be reversed and recalculated for the company and period.

## Add Locked Date to Depreciation Calculations

The File > Administration > Current Depreciation Locked Year menu selection allows you to specify a year that will lock calculations from being made in that year or a prior year.

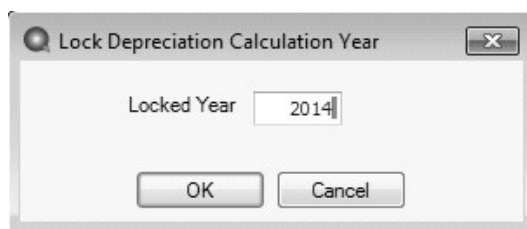
In the calculation process, when the locked date is greater than or equal to the service date or the current tax year of the asset, the depreciation values display with the existing depreciation values. From that point on, no depreciation values can be added or adjusted by an acquisition, disposition, trade or calculation through the locked date. An asset's schedule information can only be modified from Setup > Fixed Assets > Fixed Assets > Depreciation Schedules tab in the tax year the asset was placed in service (if acquired and placed in service in CenterPoint) or if started in another system, the current tax year is less than or equal to the last year from that system, in addition the current tax year must also be greater than the Depreciation Locked Year.

A Locked Status column can be displayed on the Review Calculations screen in Setup > Fixed Assets > Fixed Assets .> History tab



Note: Having a depreciation year locked does not warn you or prevent you from entering a fixed asset purchase to the locked year or prior to the locked year.

1. Select **File > Administration > Current Depreciation Locked Year**.



2. In the **Locked Year** box, enter the year that you want to lock depreciation calculations from being made in that year or prior years.
3. Click **OK**.

## Enter a New Client's Depreciation Information and History

This screen is used as a getting started point for entering depreciation beginning balances that were calculated in a previous system, for a migration, or initially starting with a new client (for example, if you are currently in the 2015 tax year, you would want to use this screen to enter all assets with service dates prior to 2015).

After the initial assets are entered, all other asset entry should be completed using the Asset Entry screen in the service tax year. See the *Set the Current Tax Year* and *Quickly Add a Fixed Asset for the Current Year* sections of this document for more information.

1. Select **Processes > Depreciation > Asset Entry - Previous Years**. The Asset Filter screen displays.


2. Select the **Tax Year**. The Current Tax Year will display as the default.
3. Select the **Capital Asset Type** you want to filter your assets by. This is an optional selection.
4. Select the **GL Account** you want to filter your assets by. This is an optional selection.
5. Click **OK**. The assets will display on the Asset Entry -Previous Years screen based on your filter selections.

 **Note:** To make Filter changes without exiting the Asset Entry - Previous Years screen, click the **Filter** button.


6. Select the **Company** that acquired the fixed asset.
7. The **Current Tax Year** displays the current tax year set in File > Administration > Current Depreciation Tax Year. This field cannot be changed.
8. Select the **Offset Account** that will be changed by this transaction.

 **Note:** To display this account each time you use this screen, right-click and select Set As Default.

9. For new assets, enter the **Depreciation Expense** and **Accumulated Depreciation** accounts to use in the acquisition transaction.

 **Note:** To display these accounts each time you use this screen, right-click and select Set As Default.

10. In the **Abbrev Sequence** box, select the sequence that should be used to automatically set the fixed asset's abbreviation. Note: See the Numbering Sequences topic for more information.
11. In a new row, enter or select the **GL Account** for the fixed asset. The list will only include postable Fixed Asset accounts.

 **Note:** The Asset grid can be customized for your specific situation by right-clicking and selecting Add/Remove Columns and selecting the specific columns you need for your data entry. The grid can also be sorted by clicking on the column header you want to sort the grid by. The drop-down box to the right of the navigation controls can also be used to determine the number of fixed assets to display per page - the selections are 10, 25, 50, 75 (default), and 100.

12. Enter the **Asset Name**.
13. The **Asset Abbreviation** value will default to the next sequence from the Abbrev Sequence selection made at the top of this screen.
14. Enter the **Service Date** (the date placed you placed the asset in service).
15. Enter the **Total Basis**.
16. Enter the original **Units**. The default units display as 1.00. This value will update the Original Units on the Fixed Asset Detail.
17. Select the **Acquisition Type**, the options are: Gifted, Inherited, New, Related or Used. When an acquisition type is selected, the Active status for the asset and company will be set to Active for the selected company.
18. Select the **Capital Asset Type**. Capital Asset Types can be created or changed in Setup > Fixed Assets > Capital Asset Types.
19. Click the **Schedules** button to review the default schedule set in File > Preferences > Depreciation > Default Schedules or to select the depreciation schedule(s) for this fixed asset, use the green arrows to move the schedule(s) to the Selected column, and then click **OK**.
20. Click **Save**. After the Save is complete, you can click on the Schedules tab to add more information such as Section 179, SDA, etc.
21. Click the **Schedules** tab and select the appropriate schedule. All assets are included on the Schedules tab and the values for the schedules are used regardless of the methods that are used on those schedules. Depreciation is saved and recalculated each time you move from one box on the screen to another.



Note: The Schedules grid can be customized for your specific situation by right-clicking and selecting Add/Remove Columns and selecting the specific columns you need for your data entry. The grid can also be sorted by clicking on the column header you want to sort the grid by.

22. If the capital asset type allows changes, enter or select:
  - » **Method** - This box displays the available depreciation methods.
  - » **Listed** - This check box indicates whether this asset is listed property.
  - » **Listed Type** - This box displays the available listed property types:
    - » Autos < 6,000 lbs.
    - » Autos > 6,000 lbs.
    - » Trucks < 6,000 lbs.
    - » Trucks > 6,000 lbs. with < 6 ft. bed
    - » Trucks > 6,000 lbs. with > 6 ft. bed (this is the default when a new asset is entered as a listed property)
    - » SUV < 6,000 lbs.
    - » SUV > 6,000 lbs.
    - » Computers and Other Listed Equipment
  - » **% Business Use** - This box can contain numbers between 0 and 100 with two decimal places. The default value on a new schedule will be set to 100. A Section 179 deduction is not allowed if the percentage business use is 50% or less. If an asset is marked as listed property and the value entered into this box is 50% or less, the value in the Section 179 box is changed to 0 and the Section 179 box will not be active.
  - » **Previous Depreciation** - Enter the total of depreciation previously taken using a different system. The amount will be validated by the system and cannot exceed the Original Cost - SDA - Section 179. For CLS, ACRS and MACRS methods.
  - » **SDA** - This check box will not be active when:
    - » The property class is 27.5, 31.5, or 39 year property.
    - » The property is listed property with a % Business Use less than or equal to 50%.
    - » The Acquisition Type is not New.

23. Click the **Record Previous Depreciation** button to open the Previous System Depreciation screen to reverse any previously created transactions to record depreciation expense for assets depreciated in another system and create a new set of transactions based on current information from fixed assets. Click **OK**.

## Frequently Asked Questions

**Q: What is the difference between the Asset Entry and Asset Entry - Previous Years screens?**

**A:** The differences are outlined below:

- » **Asset Entry - Previous Years screen** - This screen is used as a getting started point for entering depreciation beginning balances that were calculated in a previous system, for a migration, or initially starting with a new client (for example, if you are currently in the 2015 tax year, you would want to use this screen to enter all assets with service dates prior to 2015). See the *Enter a New Client's Depreciation Information and History* section of this document for detailed information.
- » **Asset Entry screen** - After the initial assets are entered into the Asset Entry - Previous Years screen, all other asset entry should be completed using the Asset Entry screen in the service tax year. See the *Set the Current Tax Year* and *Quickly Add a Fixed Asset for the Current Year* sections of this document for detailed information.

**Q: Can the grids that display in Asset Entry or Asset Entry - Previous Years be customized?**

**A:** Yes, the grids can be customized for your specific situation by right-clicking and selecting Add/Remove Columns and selecting the specific columns you need for your data entry. The grid can also be sorted by clicking on the column header you want to sort the grid by. The drop-down box to the right of the navigation controls can also be used to determine the number of fixed assets to display per page - the selections are 10, 25, 50, 75 (default), and 100.

**Q: I always use the same Bank and GL accounts on the Asset Entry and Asset Entry - Previous Years screens, is there a way to automatically have the accounts display?**

**A:** To display these accounts each time you use this screen, right-click and select Set As Default.

**Q: When I'm on the Schedules tab in Asset Entry, there isn't a Save button; how do I save an entry?**

**A:** Every entry is automatically saved when you press the Tab key.

**Q: How do I see the assets my trades are linked to or make adjustments to my trades?**

**A:** From the Asset Entry screen, right-click and select **Adjust Trade/Cash Boot**, and either select the **Review Trades** to view the assets your trades are linked to or **Update Trades** to make adjustments to the trades. *Note: You cannot update trades on assets that are themselves traded.*

**Q: Where do I print Fixed Assets reports from?**

**A:** You can print or preview Fixed Asset reports from Reports > Reports > Fixed Assets.

**Q: How can I verify the setup of a fixed asset from the reports screen?**

**A:** Most reports previewed from the Reports > Reports > Fixed Asset screen have drill-down functionality. When you click on a detail line in a fixed asset report, the Fixed Asset screen will display with that asset's information.

**Q: Where can I verify a disposition?**

**A:** You can verify a disposition from **Setup > Fixed Assets > History tab > Review Dispositions** or on the Fixed Asset Dispositions- Federal Basis report printed from Reports > Reports > Fixed Assets.

**Q: How can I adjust previous system amounts and original units?**

**A:** Previous system amounts and original units can be changed in depreciation tax only databases by selecting **Setup > Fixed Assets > Fixed Assets > History tab**. Under **Purchases**, the amounts for the original purchasing

transactions will display and can be changed in the **Change Quantity to** and **Change Amount to** boxes. The purchases can be reviewed by clicking the **Review Purchases** button.

**Q: Why can't I drill-down in a Fixed Asset report?**

**A:** When you preview a report from Reports > Reports > Fixed Assets, make sure that the **View** setting is set to **Interactive**.

**Q: What does the Abbreviation in the Ending Value D column mean on the Fixed Asset Listing - Federal Basis report printed from Reports > Reports > Fixed Assets?**

**A:** The abbreviation is for the Disposed Reason and B=Basis Reduction, C=Casualty/Theft, D=Death, G=Gifted, I=Installment Sale, J=Junked, and S=Sale.

**Q: Which reports will help me verify depreciation information for my tax forms?**

**A:** The following reports will help verify depreciation information:

**Form 4562**

- » Reports > Reports > Fixed Assets > Fixed Asset Listing - Federal Tax Basis
- » Reports > Reports > Fixed Assets > Depreciation & Amortization - Federal Basis (Form 4562)

**Form 4797**

- » Reports > Reports > Fixed Assets > Fixed Asset Disposition - Federal Tax

**Q: How can I look at my depreciation projection for future years?**

**A:** Print the 5 Year Depreciation Projection - Federal Basis report from Reports > Reports > Fixed Assets.

**Q: Why does a fixed asset I sold still appear on this years' reports?**

**A:** If you traded, sold, or disposed of a fixed asset it will remain on this years' reports until you have posted the current year depreciation and change into the next tax year.

**Q: Is there a way to remind me to post my current year depreciation?**

**A:** Yes, follow the instructions below:

1. Select **Setup > Reminders** and then click **New**.
2. Enter the reminder **Message**. Note: This is the text that will automatically pop up reminding you to do your depreciation transactions.
3. Select a **Type** of **Scheduled Reminders**.
4. In the **Assign Users** area, select those users who should be reminded to record the depreciation transactions.
5. Click on the **Scheduled** tab.
6. In the **Activate this Reminder** field, select **Monthly**.
7. In the **Day of the Month to Run Reminder** field, enter **30**.
8. In the **Select Months to Activate this Reminder** box on the right, select the months that correspond to the frequency selected in Step B. For example, if you chose quarterly, then select the last month of each quarter. If you chose annually, select just December.
9. Click **Save**.

**Q: How do I know if a compliance validation fails and if it does fail what the failure means?**

**A:** Fixed assets are evaluated for their compliance with depreciation tax law for a given company, schedule and year placed in service. The Compliance Validation screen displays the following columns:

- » **Results** - The values in the Results column are either Passed or Failed and indicate whether the assets evaluated in the test comply or do not comply with the test.
- » **Test** - The test column is a short description of the test.

- » **Description** - The Description column gives a longer but still brief description of the test. The following are the name and description of each test:
- » **Data Filled** - The information required to calculate depreciation for assets on this schedule has been supplied.
  - » **Same Method** - All assets placed in service in the same year and in the same property class must be depreciated with the same method. An exception is allowed for listed property used 50% or less for business. Those assets must be depreciated using the ADS Straight Line method.
  - » **Convention** - When 40% or more of the current year personal property assets (3, 5, 7, 10, 15 and 20 year property) are placed in service in the 4th quarter all personal property assets must use the Mid-Quarter convention. Otherwise, the personal property assets must use the Half-Year convention.
  - » **Total Section 179** - Section 179 taken on current year assets must be below limit.
  - » **SUV Section 179** - Section 179 taken on an SUV may not exceed the limit.
  - » **Luxury Auto Limit** - Total 179, SDA and depreciation on an individual asset must not exceed limit. Autos, trucks, vans and SUVs less than 6000lbs have limits placed on the total allowable depreciation that may be taken in a given year. The amounts vary by the type of vehicle, year placed in service and whether or not SDA was taken. The allowable amount is also reduced by the percentage of personal use.
  - » **Consistent SDA** - All assets within the same property class qualifying for SDA placed in service in the same year must take or not take SDA or elect out of taking SDA. Assets must be in a 3, 5, 7, 10, 15 or 20 year property class and be used more than 50% to qualify. Assets must be in a 3, 5, 7, 10, 15 or 20 year property class and be used more than 50% to qualify. For companies on a fiscal year, when this compliance test is performed when purchases in one year qualify and the next year they do not, it will fail.
  - » **Listed Property SDA** - Current year listed property used 50% or less is not eligible for SDA. Assets are only eligible for SDA if they are used more than 50% for business purposes.
  - » **Listed Property Method** - All property used 50% or less for business must be depreciated using the ADA Straight Line method.
  - » **Listed Property 179** - Current year listed property used 50% or less is not eligible for 179. Assets are only eligible for Section 179 if they are used more than 50% for business purposes.
  - » **State Information Required** - When state schedules are used to depreciate fixed assets for a given company, the state designation must be supplied in the company's address and the company type must also be provided. These will be used to identify specific state depreciation rules that will override federal regulations for the state schedule used.
  - » **Correct Property Class** - Assets assigned property classes available in capital asset type.
  - » **Traded After 2018** - Personal property assets cannot be traded after 12/31/2017.
  - » **Depreciation Posted** - The General Ledger updated with current depreciation values. Note: This compliance test is only performed on databases with the File > Preferences > Depreciation > Client Type = Complete Accounting.

If a fixed asset fails a compliance test, it will have a red background. Select the failed test and click **Display Details** to display the Results tab for more information about the failed compliance test.

Under the Compliance Tests section, a detailed description displays about what the test is and what it means to the assets placed in service in the selected year.

The grid displays information applicable to the test for the assets involved in the test and additional information that helps to identify the compliance problem. Assets that are not compliant with the selected test will have a red background. To select only the assets that are not compliant, select the **Display only non-compliant assets** check box.

Under the Action section, the action you can take to make the asset comply for the test will display. Select the Display only non-compliant assets check box to view only the assets that are not compliant.

Select each non-compliant asset, make the appropriate change and then click **Update**. To re-run the compliance test, click **Back**.

**Q: Are compliance validation tests performed when printing or previewing Fixed Asset reports?**

**A:** The compliance validation is performed automatically when the following reports are processed (all validations are performed except for the Depreciation Posted validation):

- » Fixed Asset Listing
- » Beginning Fixed Asset Listing
- » Fixed Asset Reconciliation
- » Fixed Asset Acquisitions
- » Fixed Asset Dispositions
- » Depreciation and Amortization

If any of the compliance validation tests fail during the processing of the report, the Compliance Validation screen displays. You can make some changes to assets from this screen for some tests, but not all. Changes made will affect the report that is being processed. Other changes that cannot be made from this screen will need to be made after closing the Compliance Validation screen. The report will continue to be produced with unchanged values. The report will likely need to be processed again once the changes are made.

**Q: I know compliance validation tests are run automatically by CenterPoint in certain situations, is it possible to run the compliance validation manually?**

**A: To perform compliance validation from the Processes menu:**

1. On the **Processes** menu, point to **Depreciation**, and then click **Compliance Validation**.
2. The first **Company** and **Depreciation Schedule** in the list will automatically be selected, but can be changed.
3. Select the **Tax Year**.
4. In the grid, verify the Result of the test. Failed compliance tests will display with a red background.
5. To view more information about a failed test, select the test and then click **Display Details**.
6. Select the asset that failed the compliance test.
7. View the **Action** that can be taken to make the asset compliant. Change the asset as the action suggests.
8. Click **Update**.
9. Click **Back**.

**To perform compliance validation from the Fixed Asset screen:**

1. On the **Setup** menu, point to **Fixed Assets**, and then click **Fixed Assets**.
2. Select the fixed asset you want to validate.
3. Click **Edit**.
4. Select the **Depreciation Schedules** tab.
5. Click **Compliance**.
6. Select the **Company**, **Depreciation Schedule** and **Tax Year**.
7. In the grid, verify the Result of the test. Failed compliance tests will display with a red background.
8. To view more information about a failed test, select the test and then click **Display Details**.
9. Select the asset that failed the compliance test.
10. View the **Action** that can be taken to make the asset compliant. Change the asset as the action suggests.
11. Click **Update**. Click **Back**.

**Q: Can I take SDA in the the Planting Year with a Future Year Service Date for orchards/vineyards?**

**A:** Please see the [Orchards and Vineyards - Taking SDA in the Planting Year with a Future Year Service Date](#) topic for more information.

## End of Year Processing

Follow the instructions below to end your depreciation tax year:

1. Follow the [Post Depreciation Transactions](#) section in this document for each Depreciation Frequency you set in the Define How Often to Depreciate Fixed Assets section in this document (Setup > Companies > Additional Detail tab > Depreciation Frequency box). For example, if you set the Depreciation Frequency to Monthly, you will need to perform this step 12 times, if you set it to Quarterly, you will need to perform this step 4 times, if you set it to Annually, perform this step once).
2. After all of your depreciation transaction for the current tax year are posted, select **File > Administration > Current Depreciation Tax Year**, enter the next tax year, and then click **OK**.

## Reference for Most Common Property Recovery Periods

**Farm Property Recovery Periods**

	Recovery Period in Years		
Assets	GDS	ADS	CenterPoint Capital Asset Type
Agricultural Structures (single purpose)	10	15	Buildings - Single Purpose
Amortization	15	0	Amortized Assets
Automobiles	5	5	Vehicles - Autos & Trucks (Autos less than 6000 lbs)
Calculators and Copiers	5	6	Equipment - Office
Cattle (dairy or breeding)	5	7	Livestock - Cattle
Communication Equipment	7	10	Equipment - Farm
Computer and Peripheral Equipment	5	5	Equipment - Office
Drainage Facilities	15	20	Miscellaneous Assets
Farm Buildings	20	25	Buildings - General Purpose
Farm Machinery and Equipment	5(new) 7 (used)	10	Equipment - Farm
Fences (agricultural)	7	10	Equipment - Farm

Assets	Recovery Period in Years		CenterPoint Capital Asset Type
	GDS	ADS	
Goats and Sheep (breeding)	5	5	Livestock - Other
Grain Bin	7	10	Equipment - Farm
Hogs (breeding)	3	3	Livestock - Hogs
Horses (age when placed in service)			
Breeding and Working (12 years or less)	7	10	Livestock - Horses (B, W <=12)
Breeding and Working (more than 12 years)	3	10	Livestock - Horses (B, W >=12)
Racing Horses	3	12	Livestock - Horses (R>2)
Horticultural Structures (single purpose)	10	15	Buildings - Single Purpose
Land (Non-Depreciable)	0	0	Land
Logging Machinery and Equipment	5	6	Miscellaneous Assets (choose the correct years when adding the asset)
Non-depreciable	0	0	Non-depreciable - Other Non-depreciable - Personal Non-depreciable - Stock
Non-residential real property	39	40	Buildings - Commercial
Office Furniture, Fixtures, and Equipment (not calculators, copiers, or typewriters)	7	10	Equipment - Farm
Paved Lots	15	20	Miscellaneous Assets
Residential Rental Property	27.5	40	Buildings - Rental
Tractor Units (over-the-road)	3	4	Vehicles - Truck Tractor Units

	Recovery Period in Years		
Assets	GDS	ADS	CenterPoint Capital Asset Type
Trees or Vines Bearing Fruit or Nuts	10	20	Orchards & Vineyards
Truck (heavy duty, unloaded weight 13,000 lbs. or more)	5	6	Vehicles - General Purpose (> 13,000)
Truck (actual weight less than 13,000 lbs)	5	5	Vehicles - Autos & Trucks (choose the correct years when adding the asset)
Water Wells	15	20	Miscellaneous Assets



Note: If you can't find a matching capital asset type, select "Miscellaneous Assets" capital asset type and then select the correct method, class, manually when adding a fixed asset.

#### Specific Depreciable Assets used in All Business Activities Property Recovery Periods

	Recovery Period in Years		
Assets	GDS	ADS	CenterPoint Capital Asset Type
Airplanes (airframes and engines), except those used in commercial or contract carrying of passengers or freight, and all helicopters (airframes and engines).	5	6	Miscellaneous Assets
Amortization	15	0	Amortized Assets
Automobiles, Taxis	5	5	Vehicles - Autos & Trucks
Buses	5	9	Miscellaneous Assets
Data Handling Equipment; except Computers (includes only typewriters, calculators, adding and accounting machines, copiers, and duplicating equipment)	5	6	Equipment - Office

Assets	Recovery Period in Years		CenterPoint Capital Asset Type
	GDS	ADS	
Heavy General Purpose Trucks (actual unloaded weight $\geq$ 13,000 lbs.)	5	6	Vehicles - Truck Tractor Units
Industrial Steam and Electric Generation and/or Distribution Systems	15	22	Miscellaneous Assets
Information Systems (includes computers and peripheral equipment)	5	5	Equipment - Office
Land (Non-Depreciable)	0	0	Land
Land Improvements	15	20	Improvements
Light General Purpose Trucks (includes trucks for use over the road (actual weight < 13,000 lbs.))	5	5	Vehicles - Autos & Trucks < 13,000 (choose the correct years when adding the asset)
Non-depreciable	0	0	Non-depreciable - Other Non-depreciable - Personal Non-depreciable - Stock
Office Furniture, Fixtures and Equipment (includes furniture that are not a structural component of a building.)	7	10	Equipment - Business
Railroad Cars and Locomotives, except those owned by railroad transportation companies	7	15	Miscellaneous Assets
Tractor Units for Use Over-the-Road	3	4	Vehicles - Truck Tractor Units
Trailers and Trailer-Mounted Containers	5	6	Miscellaneous Assets
Vessels, barges, Tugs, and Similar Water Transportation Equipment (except those used	10	18	Miscellaneous Assets

	Recovery Period in Years		
Assets	GDS	ADS	CenterPoint Capital Asset Type
in marine construction)			

### Orchards and Vineyards - Taking SDA in the Planting Year with a Future Year Service Date for Regular Depreciation



Note: For Orchards and Vineyards only, SDA (Special Depreciation Allowance) will be calculated in the year of the planting date and regular depreciation will start in the service date year.

1. Select **Processes > Depreciation > Asset Entry**. Assets acquired with a service date between the start and end date range of the current tax year in the database display.
2. Select the **Company** that acquired the fixed asset.
3. The **Current Tax Year** displays the current tax year set in File > Administration > Current Depreciation Tax Year. This field cannot be changed. The Current Tax Year will also display in the title bar when the Depreciation module is installed. For example, the title bar will display as "CenterPoint Accounting for Agriculture - [Database Name] - Current Tax Year: 2017".
4. Select the **Bank Account** that will be changed by this transaction.
5. Select the **Depreciation Expense** and **Accumulated Depreciation** accounts to use in the acquisition transaction.
6. In the **Abbrev Sequence** box, select the sequence that should be used to automatically set the fixed asset's abbreviation. See the Numbering Sequences topic for more information.
7. Enter the **Asset Name**.
8. The **Asset Abbreviation** value will default to the next sequence from the Abbrev Sequence selection made at the top of this screen.
9. In the **Service Date** box, enter today's date. (This date will be changed to a future year later in this document.)
10. Enter the **Cash/Boot** amount. This is the additional value of the asset other than that coming from trades. This will be the amount where the bank account is offset by the fixed asset.
11. The **Total Basis** will be calculated and will display the Trade Amount + the Cash/Boot Amount.
12. Enter the original **Units**. The default units display as 1.00. This value will update the Original Units on the Fixed Asset Detail.
13. In the **Acquisition Type** box, select **New**. To use SDA (Special Depreciation Allowance), the Acquisition Type must be **New**.
14. In the **Capital Asset Type** box, select **Orchards & Vineyards**.
15. Click **Save**.

The Asset Entry window displays the following information:

- Company: CenterPoint Orchard
- Current Tax Year: 2017
- Bank Account: First National Bank
- Depreciation Expense: Depreciation Orchard Exp
- Accumulated Depreciation: Accumulated Depr - Machi
- Abbrev Sequence: [Empty]

Asset Name	Asset Abbreviation	Service Date	Cash / Boot	Units	Acquisition Type	Capital Asset Type	Add Trades	Trade Amount	Total Basis	Improves	Schedules	GL Account	Vendor
* Orchard Asset	Orch	10/03/2017	4,820.00	1.00	New	orchvin	Trades	0.00	4,820.00		Federal - Farm, A	Orchard Equipment	
		12/31/2017	0.00	1.00			Trades	0.00	0.00				

Summary Totals:

- Total Trade: \$0.00
- Total Cash/Boot: \$4,820.00
- Total Basis: \$4,820.00

16. Select **Setup > Fixed Assets > Fixed Assets**.
17. Select the **asset** that was just created and then click **Edit**.
18. Select the **Asset Detail** tab.
19. In the **Service Date** box, enter the date you estimate the asset will be placed in service (the date on which regular depreciation will start).

The Fixed Assets - Asset Detail window shows the following details for 'Orchard Asset':

- Company Name: CenterPoint Farm, CenterPoint Orchard
- Capital Asset Type: orchvin
- Service Date: 02/15/2018
- Acquisition Type: New
- Date Sold: [Empty]
- Disposition Type: [Empty]
- ☒ Active
- Date Planted: 10/03/2017
- Cash/Boot: \$4,820.00
- Original Units: 1.000000
- Serial Number: [Empty]
- Creditor: [Empty]
- Improves: [Empty]
- Improved By: [Empty]
- Assets Traded In: [Empty]
- Traded For: [Empty]

20. Click **Save**.
21. Click **Close**.
22. Select **File > Administration > Current Depreciation Tax Year**.

The Set Depreciation Tax Year dialog box contains a text field for 'Tax Year' and two buttons: 'OK' and 'Cancel'.

23. Change the **TaxYear** to the year you placed the asset in service.
24. Click **OK**.
25. Select **Setup > Fixed Assets > Fixed Assets**.
26. Select the **asset** that was placed in service and then click **Edit**.
27. Select the **Depreciation Schedules** tab.

28. Select the **Special Allowance** check box.
29. The SDA percentage will display. In 2017, the percentage allowed is 50%, in 2017 it is 40%, in 2019 it is 30% and all years after 2020 it is 0 (zero).

30. Click **Save**.
31. Click **Close**.
32. Select **File > Administration > Current Depreciation Tax Year**.
33. Change the **Tax Year** back to the current tax year.
34. Click **OK**.

## Chapter 10 - Miscellaneous Processes

### Banking

#### Positive Pay Processing

Positive pay allows banks to match the checks a company/funds issues with those that are presented for payment. When checks are presented for payment against a positive pay protected account, selected check information is compared to the checks issued file. Checks presented for payment that fail to match with checks issued by a company/fund are rejected and the bank then contacts the company/fund that issued the file to determine if the check(s) should be paid.

Positive Pay file formats vary from bank to bank. CenterPoint has pre-defined format layouts and any format for any bank can be created. If your bank is not one of the pre-defined layouts, please contact Red Wing Software Technical Support for assistance on having a positive pay format defined.

[Step A - Setup Positive Pay Information on Cash or Line of Credit Accounts \(One Time Setup\)](#)

[Step B - Process Positive Pay Issue Files](#)

#### Step A - Setup Positive Pay Information on Cash or Line of Credit Accounts (One Time Setup)

1. Select **Setup > Accounts > Accounts**.
2. Select a **Cash** account or a **Line of Credit** account.
3. Click the **Detail** tab.
4. From the bottom left side of the screen, select a company/fund.
5. On the Bank Detail tab, enter your **Bank Account Number** and **Bank Routing Number**.
6. Click the **Positive Pay Details** tab.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The 'Company Name' is 'Alpine Sports'. The 'Bank Details' section is highlighted with a red circle. The 'Format' box is also highlighted with a red circle. The 'Required Data' and 'Values' table is visible on the right.

Required Data	Values
Issue File Folder	
File Prefix	
Bank URI	

7. In the **Format** box, click the Lookup icon and select one of the bank pre-defined positive pay formats.



Note: If you contacted Red Wing Software Technical Support and a new positive pay format was defined for you, click Import and select the location you saved the format.

8. In the **Issue File Folder** box, click the ... icon and select the location on your computer where you want the positive pay issue file to be saved. This is the location from which you will upload the file to your bank.
9. Enter a **File Prefix** that you want added to the beginning of the positive pay issue filename each time the file is created. The remaining characters will be based on the date of generation and the number of files generated within the day.
10. Enter the **Bank URI** which is the web address that will be loaded into a browser window to take you to the bank's issue file upload screen.
11. The **Required Data/Values** are specific pieces of information requested from the file format that are to be supplied by you if required by the bank. Up to five unique labels and values are allowed within the file format. The label is specified with the file format, and that label is meant to prompt you for the correct value. For example, if you are required to include a Branch Number in your positive pay file that information would be entered here.
12. Click the **Active** check box. The Active check box must be selected to create publish pay issue files.



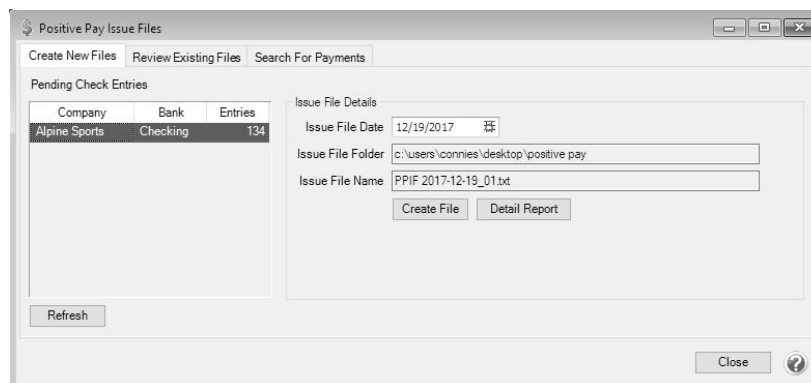
Note: If the next step is performed and you have never used Processes > Bank Reconciliation to reconcile cleared checks, all of the checks that you have ever printed will be included in the positive pay issue file.

13. This step is optional, if it is not performed, the positive pay issue files will only include checks printed after the positive pay is activated. Click **Process Past Payments** to include **All** uncleared printed checks for this company/fund and bank that issued checks and were previously not in the positive pay issue file. The number of checks included in the positive pay issue file will be displayed.
14. Click **Save**.
15. Click **Close**.

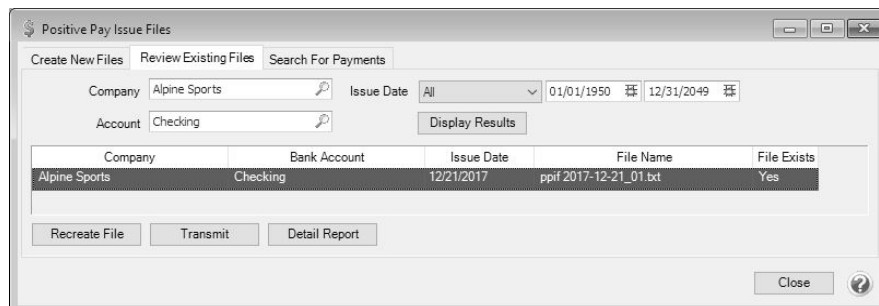
## Step B - Process Positive Pay Issue Files

1. Select **Processes > Banking > Positive Pay Issue Files**.
2. The Pending Check Entries will display on the Create New files tab. Pending Check Entries for this company/bank account combination include:
  - » Checks printed from a payment entered in Processes > Purchases > Payments.
  - » Checks printed from a payment entered in Processes > Purchases > Payments and deleted in Transaction Search.
  - » Checks printed from a payment entered in Processes > Purchases > Payments and voided in Transaction Search.
  - » Checks printed from Processes > Purchases > Pay Invoices Due.
  - » Reprinting checks/changing check numbers in Processes > Purchases > Print/Email Checks/Invoices or Transaction Search.
  - » Checks printed from Processes > Payroll > Pay Employees > Post & Print. Positive Pay will not support tracking checks for payroll posted in summary. Note: Direct Deposit Advices are not included in a positive pay file.
  - » Reprinting checks/changing check numbers in Processes > Payroll > Reprint Payroll Checks/Advices.
  - » Change checks numbers in Processes > Payroll > Edit Check Numbers.

3. Select a **Pending Check Entry** from the left side of the screen.
4. The right side of the screen will display the Issue File Folder and Issue File Name created from the Positive Pay Details tab in Setup > Accounts > Accounts. Verify the Issue File Date.



5. To view the information contained in the Pending Check Entry, click **Detail Report**.
6. Click **Create File**.
7. To review created files, click the **Review Existing Files** tab, select the **Company/Account Number** combination and **Issue Date** or date range, and then click **Display Results**. Select a file and click one of the buttons to:
  - » **Recreate File** - Create the Publish Pay File again.
  - » **Transmit** - Opens the Bank URI web address from the Positive Pay Details tab in Setup >Accounts > Accounts. This button does not automatically transmit the file, you will need to upload the Positive Pay Issue file to the bank from this website.
  - » **Detail Report** - View a report about the information contained in the publish pay file.



8. The **Search for Payments** tab can be used to lookup information about payments in the event of a mismatch when a check is presented to a bank for payment.
  - » Enter specifics about the Company/Account Number, Vendor, Issue Date, Transaction Date, and/or Transaction Number and then click **Display Results**.

## Transfer Funds between Bank Accounts

Transferring funds between two bank accounts within the same company/fund in CenterPoint can be done two different ways depending on if a printed check is needed for the transfer.

- » [Transfer between Accounts \(accounts are at the same bank - no check needed\)](#)
- » [Transfer between Accounts \(accounts are at separate banks and a printed check is needed for the transfer\)](#)

### Transfer Between Accounts (Same Bank - No Check Needed)

1. Select **Processes > General Journal Entries**.

2. In the **Name** box, select a name you wish to assign to this bank transfer. The name can also be left empty. If you choose to assign a name, then you can use the **Recall** button to simplify data entry on future bank transfer transactions.



**Note:** A generic name such as "Bank Transfer" can be created if you do frequent transfers and want to use the Recall button to enter subsequent transfers.

3. Enter the transfer **Date**.
4. In the grid, enter the following information into the first row:
  - » In the **Account** box, select the bank account the money will be transferred into.
  - » In the **Debits** column enter the amount being transferred.
5. In the second line of the grid, enter the following information:
  - » In the **Account** box, select the bank account the money will be transferred from.
  - » In the **Credits** column, again enter the amount being transferred.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

6. Click **Save**.

### Transfer Between Accounts (Separate Bank - Check Needed)

1. Select **Processes > Purchases > Payments**.

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount
First State Bank		0.0000		\$ 3,500.00

2. Select the **Bank Account** the check will be written from.
3. In the **Pay To The Order Of** field, select the name of the bank the money will be deposited into.
4. Enter the appropriate **Check Number**, **Date** and **Amount**.
5. In the grid, select the **Account** the amount will be deposited into.
6. Select the **Print** button.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- Click **Save** to complete the transaction and print the check.

## Transfer Funds between Bank Accounts (Separate Companies in CenterPoint)

CenterPoint allows you to have more than one company in the same database. Follow the steps below to transfer funds between bank accounts that are in different companies. This will be accomplished by entering two general journal entries.

### [Step A - Company Receiving the Funds](#)

### [Step B - Company Distributing the Funds](#)

#### Step A - Company Receiving the Funds

- Select **Processes > General Journal Entries**.

Account	Quantity 1	UOM 1	Debits	Credits
State Bank Checking	0.0000		\$ 1,000.00	\$ 0.00
Contributed Capital	0.0000		\$ 0.00	\$ 1,000.00
			\$ 0.00	\$ 0.00

Debit Total: \$1,000.00  
Credit Total: \$1,000.00  
Difference: \$0.00

- Select the **Company** receiving the funds.
- In the **Name** box, select the name you wish to assign to this transaction. The name can also be left empty. If you choose to assign a name, then you can use the Recall button to simplify future bank transfer transactions.
- Enter the transaction **Date**.
- In the **Account** box, select the bank account that will increase.
- Enter the bank transfer amount in the **Debit** column.
- In the next row, select the **Account** you wish to use to track the transfers between the companies.
  - » If this company will repay the funds, select a liability account..
  - » If the funds will not be repaid, select an Equity account with the account category Contributed Capital.
  - » To create a new account, right click and select **New**.
- Enter the bank transfer amount in the **Credit** column.
- Total Debits must equal Total Credits to post a general journal. The Difference in the bottom right corner equals zero when Debits = Credits and the transaction is ready to post.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.

## Step B - Company Distributing the Funds

1. Select **Processes > General Journal Entries**.

Account	Quantity 1	UOM 1	Debits	Credits
Contributed Capital	0.0000		\$ 1,000.00	\$ 0.00
Checking - Trucking	0.0000		\$ 0.00	\$ 1,000.00
			\$ 0.00	\$ 0.00

Debit Total: \$1,000.00  
Credit Total: \$1,000.00  
Difference: \$0.00

2. Select the **Company** paying the cash to another company.
3. In the **Name** box, select the bank you wish to assign to this bank transfer. The name can also be left empty. If you choose to assign a name, then you can use the Recall button to simplify future bank transfer transactions.
4. Enter the transaction **Date**.
5. In the **Account** box, select the account you wish to use to track the transfers between the companies.
  - » If this company will be repaid by the other company, select an asset account.
  - » If the funds will not be repaid, select an Equity account with the account category Contributed Capital.
  - » To create a new account, right click and select **New**.
6. Enter the bank transfer amount in the **Debit** column.
7. In the next row, select the bank account that will decrease.
8. Enter the bank transfer amount in the **Credit** column.
9. Total Debits must equal Total Credits to post a general journal. The Difference in the bottom right corner equals zero when Debits = Credits and the transaction is ready to post.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

10. Click **Save**.



**Note:** If a printed check is needed for the transfer, a payment transaction can be used instead of a general journal entry. The account mentioned in step 5 in the above instructions would be used as the account in the Payment screen grid.

## Bank Reconciliation (Reconcile an Account to a Bank Statement)

Transactions entered in CenterPoint can be reconciled to the bank statement received each month from your bank. The summary will identify if there are differences between your reconciliation and the bank statement balance.

[Step A: Select Account to Reconcile](#)

[Step B: Enter Fees Charged and Interest Earned \(optional step\)](#)

[Step C: Select Transactions to Reconcile](#)

[Step D: Review Summary & Print Reconciliation Report](#)

[Frequently Asked Questions \(FAQ\)](#)

### Step A: Select Account to Reconcile

1. Select **Processes > Banking > Bank Reconciliation**.
2. Click **Create New**.

3. Enter the bank statement closing date in the **Statement Date** box.
4. In the **Statement Balance** box, enter the statement closing balance from the bank statement.
5. In the **Accounts** box, select the account(s) that you want to reconcile.
6. Click **OK**.

### Step B: Enter Fees Charged and Interest Earned (optional step)

1. The **Fees & Interest** tab will be used to enter any bank fees, service charges and interest income that appear on the bank statement. If no fees were charged or interest earned to this account, skip to Step C.

The screenshot shows the 'Bank Reconciliation' window. The 'Service/Finance Charges' section is active. It displays a date of 01/24/2013, a reference number of 007129, and an expense account of Bank Charges. A table below lists transactions with columns for Company, Account, Amount, Profit Center, Production Center, Production Year, Production Series, and Project. One transaction is shown: CenterPoint Far..., State Bank Chec..., \$ 6.00. There is also an 'Interest Earned' section with a date of 09/05/2012 and a revenue account of Interest Income, with a table showing a transaction of \$ 3.45.

2. The **Date** defaults to the statement date.
3. In the **Service/Finance Charges** section, enter the Ref #, and then select the bank fee or service charge expense account.
4. The **Company/Fund** and **Bank Account** fields will be filtered to only companies/funds/bank accounts that are included on this bank reconciliation.
5. The bank service/finance charges can be distributed to other companies/funds, bank accounts, management details; Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, Project, Associated Account, Distribution, and can be entered onto multiple rows, each with an amount.



Note: To add additional columns to the grid, right-click on the grid, and then select **Add/Remove Columns**, select the columns to display, and then click **OK**.

6. In the **Interest Earned** section, enter the Ref #, and then select the interest income revenue account.
7. The interest earned can be distributed to other companies/funds, bank accounts, management details; Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, Project, Associated Account, Distribution, and can be entered onto multiple rows, each with an amount.



Note: To add additional columns to the grid, right-click on the grid, and then select **Add/Remove Columns**, select the columns to display, and then click **OK**.

### Step C: Select Transactions to Reconcile

1. Select the **Reconcile** tab. This tab is used to specify which transactions cleared the bank. The left portion of the screen displays non-reconciled checks and payments.



Note: Direct deposit payments from CenterPoint Payroll will display as a single entry per pay run, for example: PR00001 11/17/10 \$795.55 Direct Deposits displaying the following information:

- » Check #/Ref # = Pay run "Sequence Number" (PR0001).
- » Date = Pay run "Pay Date" (11/17/10).



- » Amount = Sum of all the direct deposit amounts for the pay run (\$795.55).
- » Payee = "Direct Deposits".

The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.



Note: ACH payments from CenterPoint will display as a single entry for, for example: ACH Payment 05/16/19 \$99.15 Direct Deposits displaying the following information:

- » Check #/Ref # ACH Payment"
- » Date = ACH Transmission Date (05/16/19).
- » Amount = Sum of all the transmitted ACH payments (\$99.15).
- » Payee = "ACH Payments".

The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.

The screenshot shows the 'Bank Reconciliation' window for '12/31/2016 - CenterPoint Orchard - First National Bank'. It has tabs for 'List', 'Bank Reconciliation', and 'Filter'. The 'Reconcile' tab is active, showing 'Checks and Payments' and 'Deposits and Other Credits' sections. Below these are summary totals for 'Cleared Decreases', 'Cleared Increases', and 'Difference'.

Clear	Check #	Ref #	Date	Amount	Payee
<input checked="" type="checkbox"/>	0-18		12/15/16	\$ 572.92	Direct Depo
<input checked="" type="checkbox"/>	EFT		12/20/16	\$ 276.00	Rural Insura
<input checked="" type="checkbox"/>	EFT		12/20/16	\$ 93.00	Rural Insura
<input checked="" type="checkbox"/>	EFT		12/20/16	\$ 279.00	Gen Electric
<input checked="" type="checkbox"/>	0-22		12/30/16	\$ 9,862.00	Direct Depo
<input type="checkbox"/>	EFT		12/31/16	\$ 9,845.65	MN Sales T
<input type="checkbox"/>	EFT		12/31/16	\$ 480.40	MN Depart
<input type="checkbox"/>	EFT		12/31/16	\$ 2,741.23	Federal Tax
<input type="checkbox"/>	EFT		12/31/16	\$ 22.50	Great Midw
<input type="checkbox"/>	EFT		12/31/16	\$ 170.00	Reliable He
<input type="checkbox"/>	EFT		12/31/16	\$ 559.95	MN DEPART
<input type="checkbox"/>	EFT		12/31/16	\$ 0.05	FUTA Tax P

Cleared Decreases: \$15,057.05

Clear	Deposit #	Description	Date	Amount	Customer
<input checked="" type="checkbox"/>		Receipts		\$ 64,539.35	
<input checked="" type="checkbox"/>	1204160		12/04/16	\$ 6,855.77	Market Sales
<input checked="" type="checkbox"/>	24022		12/10/16	\$ 4,274.17	Market Sales
<input checked="" type="checkbox"/>	24023		12/15/16	\$ 5,209.66	Market Sales
<input checked="" type="checkbox"/>	1231160		12/31/16	\$ 48,199.75	Lakeside Fruit Di

Cleared Increases: \$64,539.35  
Difference: \$0.00

2. If most entries in the **Checks and Payments** columns cleared on this bank statement, click **Clear All** to select all items. Then remove the check marks on any items that did not clear on this bank statement by clicking or pressing the space bar on the item. Otherwise, individually select each check that cleared the bank by clicking or pressing the space bar on the item. Cleared items will display with a grey background and uncleared items will display with a white background.
3. Verify that the **Cleared Decreases** matches the total checks cleared on the bank statement.
4. If most entries in the **Deposits and Other Credits** columns cleared on this bank statement, click **Clear All** to select all items. Then remove the check marks on any items that did not clear on this bank statements. Otherwise, individually select or press the space bar on each deposit that cleared the bank. Receipts with the same deposit number display as a consolidated figure. Click the plus sign to view all receipts included in deposit. General Journal transactions that debit a bank account will display under the Deposits and Other Credits columns. Cleared items will display with a grey background and uncleared items will display with a white background.
5. Verify that the **Cleared Increases** matches the total deposits cleared on the bank statement.
6. If your bank reconciliation balances to your bank statement, the **Difference** will display \$0.00. If the difference is not zero, you will need to review the cleared transaction entries to the bank statement again. Refer to the

FAQ section for more information. Click **Statement Balance** and click **OK** to change the bank statement ending balance, recalculate the bank reconciliation, and update the **Difference** to reflect the new statement balance.

7. Click on the **Reports** tab or the **Print Statements** button to view a variety of Bank Reconciliation reports.
8. Click **Save**.



Note: The bank reconciliation can be saved at any time even if the difference is not zero. The statement can be selected to finish at a later time.

### Step D: Review Summary & Print Reconciliation Report

1. The **Summary** tab outlines the bank reconciliation.
2. The statement balance minus outstanding checks plus outstanding deposits should equal the CenterPoint account balance for this account. The **Difference** box reports an amount if CenterPoint is not balanced to the Bank Statement.
3. Enter an optional **Notation** for this bank reconciliation. The notation will display in the Notation column on the List tab.
4. Click on the **Reports** tab or the Print Statements button to view a variety of Bank Reconciliation reports.

### Frequently Asked Questions (FAQ)

**Q: What should I do if the Difference box on the Reconcile or Summary tab isn't zero when I've finished the reconciliation?**

**A:** If the difference is not zero, then there are

1. Transactions in CenterPoint that were marked as cleared and shouldn't have been.
2. Transactions in CenterPoint that were not marked as cleared and should have been.
3. A transaction that went through the bank at a different amount than was entered in CenterPoint.

**Q: What should I do if a transaction went through the bank but it isn't showing in CenterPoint bank reconciliation?**

**A:** Normally this is caused because an incorrect date was used on the transaction in CenterPoint. While in the **Reconcile** tab there is a **More Checks** and a **More Deposits** box that will show you additional transactions that are in the system but have a date after the statement close date. If the missing transaction is listed in the More Checks or More Deposits area, simply right click on the transaction and select Edit Transaction. Edit the date on the transaction so that it falls before the statement closing date and click Save. The transaction will then display on the Reconcile tab.

If the missing transaction is not in the More Checks or More Deposits buttons, you can use Transaction Search (**Processes > Transaction Search**) to check the following:

1. Was the transaction entered in CenterPoint?
2. Was the correct bank account used on the transaction?



Note: We provide a variety instructions on how to use Transaction Search in the Help . Press F1, in the Search bar enter Transaction Search, and then select a document or video.

**Q: In the Reconcile tab, can I change the order the transactions are listed?**

**A:** Yes. To change the order, click on the column header. For example, if you prefer to have the Checks and Statements transactions sorted in Date order, simply click on the Date header.

**Q: How should I exit Bank Reconciliation if I need to stop but it's not complete?**

**A:** Click on **Save**. When you are ready to continue working on the bank reconciliation, click on **Processes > Banking > Bank Reconciliation**. Select **Reconciled Statement** and the original **Statement Date**. Then click on the **Reconcile** tab to continue the process.

**Q: Can I view a previously saved Bank Reconciliation?**

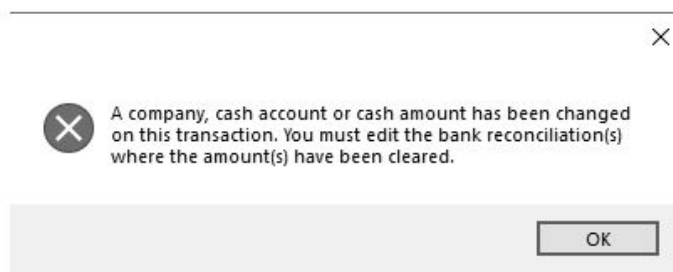
**A:** Yes. Click on **Processes > Banking > Bank Reconciliation**. After selecting the appropriate companies and account(s), select **Reconciled Statement** and the original **Statement Date**. Then click on the various reconciliation tabs to review the bank reconciliation. Select the Reports tab to print reports of the statement.

**Q: If a transaction is listed in bank reconciliation but it's incorrect, can it be corrected?**

**A:** Yes. While in the Reconcile tab, select the transaction and click Edit (or Right-click on the transaction and click Edit). The transaction will display in the original transaction entry screen. Make the necessary changes and then click Save. An optional Transactions Removed column can be added to the Bank Reconciliation List tab that will allow you to determine if any transactions in the reconciled statement have been edited and therefore removed from the reconciliation statement which would indicate the statement needs to be balanced and saved again.

**Q: The Transactions Removed column on the Processes > Bank Reconciliation > List tab displays with a Y for a completed bank reconciliation with cleared transactions and a difference of zero, why?**

**A:** If a bank reconciliation with cleared transactions and a difference of zero contains a transaction that was edited (even if it was just a date change), deleted, or voided, the Transactions Removed column will display a Y to identify that a transaction was changed. If a cleared transaction is changed through Transaction Search, the following message displays to identify that the transaction was already cleared and the bank reconciliation should also be changed.



**Q: There are zero dollar transactions in yellow on the Reconcile screen. What are these and what should I do with them?**

**A:** They are voided checks. You should mark them as cleared.

**Q: There are transactions listed, but the Clear box is not active, why?**

**A:** These transactions are already cleared on another reconciliation with a later date. They display here because they are uncleared as of this statement date. The Clear box is not enabled because the same transaction cannot be cleared twice.

## Import Bank Account or Credit Card Transactions into CenterPoint

This process allows you to import transactions into CenterPoint that were downloaded from a financial institution (bank, credit card company/fund, etc.), thus saving you the time of entering the transactions manually. The file downloaded from the financial institution must be a comma delimited/csv file. When imported, the transactions will assign accounts based on either the last transaction entered for that vendor/customer, transactions will be imported into a batch, which allows you to review the transactions prior to posting/ finalizing.

There are three steps to the processing:

**Step A - Create Financial Institutions (One-time Setup per Institution)**

**Step B - Import Financial Institution Transactions**

**Step C - Maintaining Financial Institutions (Periodic Process)**

**Prerequisite**

You must have a file containing transactions downloaded from your financial institution prior to beginning Step A.

**Step A - Create Financial Institutions (One-time Setup)**

1. On the **Setup** menu, point to **Accounts**, and then click **Financial Institutions**.
2. Click **New**.

3. In the **Institution Abbreviation** box, enter optional information that you can use to easily identify the financial institution by.
4. In the **Institution Name** box, enter required information that describes the financial institution.
5. Select the **CenterPoint Company/Fund** this financial institution's transactions should be imported into.
6. Select the **CenterPoint Account** to import this financial institution's transactions into. This would normally be a bank or credit card account.
7. In the **Institution URL** box, enter the web address that transactions should be downloaded from. For example, www.mybanksname.com.
8. Define a date range with the **Transactions may be # days before and # days after CenterPoint Transaction date**. This date range will be used when checking for duplicate transactions.
9. The **Last Imported Date** displays. To view past imported transactions, click **Display History**.
10. Select the **Download Folder** to import the transactions to. This needs to be unique for each financial institution.
11. Determine if you want to **Display the transactions before processing rules** for this financial institution.

12. Determine if you want to **Display the rule processing results before final transaction creation** for this financial institution.
13. Click the **Column Mapping** tab. The tab is used to define the columns in the file downloaded from the financial institution to the columns in the database. It also defines how the amount data is formatted in the file and what transactions should be created when debits or credits are detected.



Note: You must have a file downloaded from your financial institution prior to completing the Column Mapping tab.

14. Within the **File** Path field, select the file of transactions you have downloaded from your financial institution.



Note: The transactions in this file will not be imported at this point. The file will simply be used to define what information is found in each column.

15. Click **Load Import File** to display the contents of the imported file. The data in the file will be displayed.

Financial Institutions

Merchants Bank of Red Wing

General Column Mapping Transaction Exclusion Rules Vendor/Customer Matching Rules

Load Import File File C:\Merchants Bank Import Files\MerchantsSample06

Column1	Column2	Column3	Column4	Column5
DATE	AMOUNT	SERIAL	DESCRIPTION	COMMENTS
06/11/2012	-83.52		ACH Debit	DDA ACH WITHD
06/11/2012	-127.18		ACH Debit	DDA ACH WITHD
06/12/2012	-50.00	7454	Check #7454	CHECK
06/12/2012	-16.50	7450	Check #7450	CHECK
06/14/2012	-852.16	7456	Check #7456	CHECK
06/15/2012	-16.50	7455	Check #7455	CHECK

Mapping Rules

☒ First row contains column labels

☒ Table includes transaction numbers

Transaction numbers are in Column 3

Transaction dates are in Column 1

Vendor/Customer description is in Column 5

Amount Format +/- Amounts in a single column

Amount in Column 2

Negative Values Credit (Decrease) the Financial Institution account and create Cash Payment

Positive Values Debit (Increase) the Financial Institution account and create Cash Receipt Tr

Save Cancel Close

Review the data displayed from the file and make the following selections:

- » If the first row is labels/descriptions (instead of actual data), then select the **First row contains column labels** field.
- » If the table contains a column that has transaction numbers (for example, check numbers) then select the **Table includes transaction numbers** field.
- » Specify which column the transaction numbers are displayed in **Transaction numbers are in** field.
- » In the **Transaction dates are in** field, specify which column the dates are displayed in.
- » The financial institution normally includes a column of data that displays the payee for non-check transactions. Specify that column in the **Vendor/Customer description is in** field.
- » Depending on the financial institution, amounts can be displayed a number of ways (separate columns for debits and credits, amounts in one column as positive or negatives or the amounts in one column with a separate column that specifies if it was a debit or credit). Review the data displayed and choose the correct option in the **Amount in** field.

- » Depending on what option was chosen in the Amount in field, additional fields will be displayed ( Negative values, Positive values, credits are in, debits are in, etc.). These fields are used to specify what the amounts signify. Complete all displayed fields.

16. Click the **Transaction Exclusion Rules** tab to define the kinds of transactions downloaded from the bank or credit card companies/funds that you do not want CenterPoint to create GL transactions for. An example might be a payment transaction downloaded in a credit card file. You may want it excluded because it also appears in the bank download file and you want to process it from the bank.



Note: if you want all transactions imported, then this screen can be skipped.

Column1	Column2	Column3	Column4	Column5
DATE	AMOUNT	SERIAL	DESCRIPTION	COMMENTS
06/11/2012	-83.52		ACH Debit	DDA ACH WTHD
06/11/2012	-127.18		ACH Debit	DDA ACH WTHD
06/12/2012	-50.00	7454	Check #7454	CHECK
06/12/2012	-16.50	7450	Check #7450	CHECK
06/14/2012	-852.16	7456	Check #7456	CHECK
06/15/2012	-16.50	7455	Check #7455	CHECK

Exclude Transaction Rules

Rule Name: Deposit2

This rule excludes transactions where

Column 4 Contains DEPOSIT

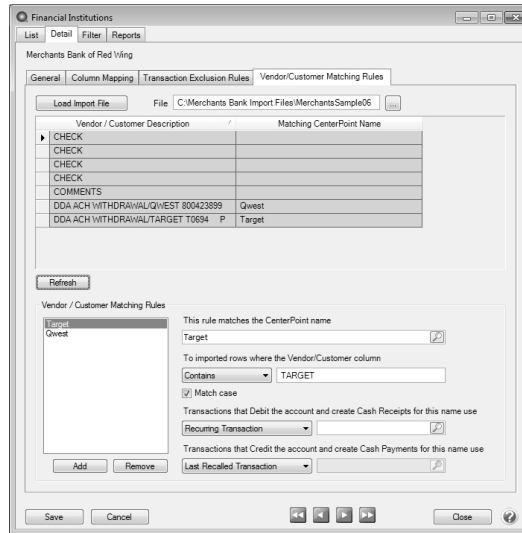
☐ Match case

Add Remove Save Cancel Close

17. Click **Add** to start a new rule. Enter a **Rule Name**, for example Deposit (if you don't want deposits imported).
18. The **This rule excludes transactions where** fields allow you to define how these transactions can be recognized and excluded. Define the specifics about the location of the exclusion in the import file, for example, you may want to exclude all transactions in Column 3 that equal Payment and the case of the description must be matched.
19. Click the **Vendor/Customer Matching Rules** tab to create rules that match characters in the Vendor/Customer column in the import file to CenterPoint names in the database. And allows you to specify what accounts should be affected by this transaction. Normally you'll want to create a rule for the vendors and/or customers that are commonly included in transactions for this financial institution.



Note: You do NOT have to create a rule for every vendor and customer. During the import process you can create additional rules or you can specify the CenterPoint vendor or customer to use on each transaction.



20. To create a rule, click **Add**.

- » Choose a commonly used vendor or customer in the **This rule matches the CenterPoint name** field.
- » Review the data in the Vendor/Customer Description column and find how the financial institution describes this vendor. Specify that information in the **To import rows where the Vendor/Customer column** field. Using the **Contains** option will give you the best opportunity to find a match, but if you have multiple vendors with similar names, than you may want to select **Equals** instead. Specify if it should **Match case** also.
- » The next two fields allow you to specify how the system should assign accounts for the non-banking side of the general ledger transaction. The fields displayed next will change depending on what type of a financial institution (bank or credit card) is being setup. Bank accounts will display the following transactions:
  - » The **Transactions that Debit the account and create Cash Receipts for this name use** field will be used for transactions that increase the balance of the bank account.
  - » The **Transactions that Credit the account and create Cash Payments for this name use** field will be used for transactions that decrease the balance of the bank account.

Credit Card accounts will display the following transactions:

- » The **Transactions that Debit the account and create AP Invoices for this name use** field will be used for transactions that decrease the balance of the accounts payable balance. For example, if you return an item that was purchased with a credit card, this would create a negative ap invoice.
- » The **Transactions that Credit the account and create AP invoices for this name use** field will be used for transactions that increase the balance of the accounts payable balance.

21. Click **Save** to complete the financial institute setup.

## Step B - Import Financial Institution Transactions

The import process allows you to bring transactions from a file into CenterPoint. The transactions are brought into a batch and can be verified by printing the Imported Financial Institution Transactions (Summary or Detail) report after

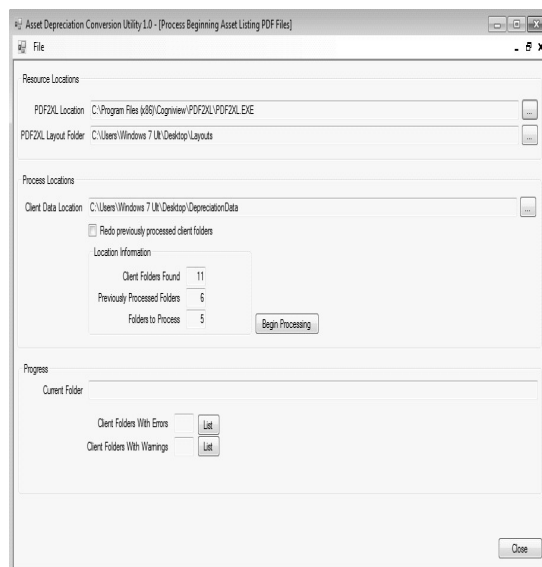
they are posted at the end of the process. The import process creates payments and receipts transactions if the financial institution is a bank account. AP invoices are created for imported credit card transactions.

1. Select **Processes > Periodic > Import Financial Institution Transactions**.
2. Click **Create New**.
3. Select the **Financial Institution** you want to import transactions for.
4. The Downloaded Files grid displays files that have been previously downloaded from the institution's website. The **Status** column specifies what has been done with the file in CenterPoint:
  - » **Downloaded** files are files that have been downloaded, but not processed
  - » **Imported** files have been imported into CenterPoint.
5. Click **Download New File** to go to the financial institutions website to download any available import files.
6. Follow your financial institution's instructions to download files.



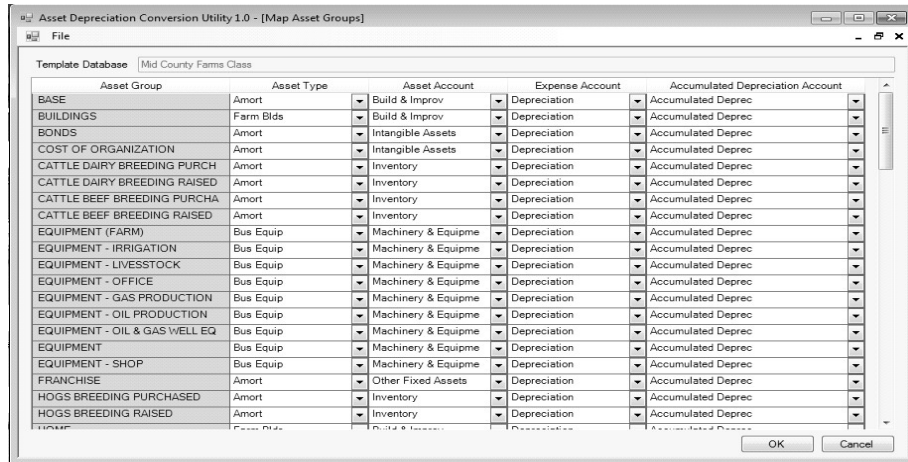
Note: The file must be a comma delimited or CSV file. Save the file with a unique name to the location you specified in Setup > Accounts > Financial Institutions.

7. Select a file from the Downloaded Files grid that you want to import into CenterPoint.



8. The **Starting Reference Number** and **Starting Check Number** boxes display the default sequence numbers for cash payments and accounts payable invoices.
9. Enter a **Batch Comment** for the transactions that will be imported.
8. Click **Process Selected File** to process and create transactions from the downloaded/ imported file based on the selections and rules you selected for this financial institution.
  - » If you chose the **Display the transactions before processing rules** check box on the financial institution, the transactions will display prior to being processed. Click **Continue Processing**.
  - » If the **Display the rule processing results before final transaction creation** check box on the financial institution, the results of any defined rules will display. If you want to change the rules, either select **Update Customer / Vendor Rules** or **Update Exclusion Rules** to add, change or remove the rules and change the processing results when you click **Save** (the rules will also be updated in **Setup > Financial Institutions**) or click **Continue Processing**.

9. The Detail tab displays the transactions from the downloaded file.
10. Click **Create Transactions**.



- » Successful transactions will display a green Edit button.
- » Unsuccessful transactions will display a red Edit button. Click the **Edit** button to enter the necessary information to complete the transaction and then click **Save**. Repeat for all transactions with a red Edit button.
- » Manual Entry transactions will display a gray Edit button. Click the **Edit** button to enter the necessary information to complete the transaction and then click **Save**. Repeat for all Manual Entry transactions. Manual Entry transactions that do not display a green Edit button will be skipped when posted.

To change the **Entry Type** of a transaction, click into the Entry Type field for the transaction to display a drop-down list:

- » **Invoice Paid** - If the transactions pays an existing invoice, click **Choose Invoices** to select the invoice the transaction pays.
  - » **Recall** - Searches for the last transaction for this name.
  - » **##** - For **Recurring** transactions, the name of the recurring transaction will display in the list.
  - » **Manual Entry** - Necessary information to complete the transaction is required for the transaction to be successfully imported.
11. If you had Exclusion Rules setup in Setup > Accounts > Financial Institutions, the **Exclude** check box may be selected. To include excluded transactions, unselect the **Exclude** check box or change the Exclusion Rules by clicking the **Exclusion Rules Financial** or **Customer/Vendor Rules** buttons.
  12. Once all Edit buttons are green, click **Post** to create the transactions in CenterPoint.
  13. Processed transactions will display on the List tab. Click **Review** to display the transactions that were imported into CenterPoint.
  14. If you determine that the transactions should be deleted, click **Delete** and determine if the transactions should be marked to allow re-import.

## Step C - Maintaining Financial Institutions

### Edit/Change Financial Institutions

1. Select **Setup > Accounts > Financial Institutions**.
2. Select the Financial Institution to be changed and click **Edit** (or simply double click on the appropriate Financial Institution). Edit the details as needed.
3. Click **Save** to save the Financial Institution and return to the List tab, or click **Close** to save the Financial Institution and close the Account screen.

### Delete Financial Institutions

Removing a Financial Institution will remove all of the vendor/customer mapping rules, the exclusion rules, the download history, and the imported data. Removing the imported data does not remove the CenterPoint transactions created from that imported data.

1. Select **Setup > Accounts > Financial Institutions**.
2. Select the Financial Institution to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

## Back Up and Restore

### Back Up or Restore a Single User Database

Use this procedure to back up your accounting and/or payroll data onto a hard drive, zip drive, flash drive or tape drive. To copy the backed up files to the CenterPoint system, use the Restore feature. If you have payroll and accounting in the same database, the backup process will backup all data.

Backing up your CenterPoint data is one of the most important, yet also one of the most neglected areas of computing. Data loss can happen in many ways. One of the most common causes is physical failure of the media the data is stored on. Normally hard drives will work for years without incident, but eventually they may quit. Another possible cause for data loss is power failure or spikes.

It is recommended that you backup as often as you feel comfortable with having to recreate the data if something fails. Make sure you have multiple backups available and rotate them. It's also recommended that you keep at least one backup stored off-site. In case of theft, flood, fire or other major catastrophe, you'll always have a complete record of your business finances.

If you are using CenterPoint in a multi-user (network) environment, please refer to the Backup a Network Database document.

To restore a database back to the data included in a CenterPoint Backup, following the Restore a Backup instructions at the end of this document.



Note: Aatrix history files are backed up by selecting **File > Backup > > Backup Aatrix History**. See the Backup Aatrix History topic for additional information.



Note: When the File > Preferences > General > File Attachments preference is set to a file repository location (instead of the database method), file attachments are backed up by selecting **File > Backup > Backup File Repository**. See the Back up File Repository topic for additional information.

The topics included in this document are:

- [Change Preference to Display Last Backup Date \(Optional\)](#)
  - [Set Preference to Display Backup Screen Upon Exit \(Optional\)](#)
  - [Back Up a Single User Database](#)
  - [Restore a Single User Database](#)
- 

### Change Preference to Display Last Backup Date (Optional)

The Display Last Backup Date preference default is set to display a Last Backup Performed: MM/DD/YYYY reminder notification in the upper-right corner of the main CenterPoint screen. The text will display in red when it has been 30 days since a backup was performed. The Backup screen can be displayed by clicking on the message. If you do not want to display the text, follow the steps below.

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup, in the **Display Last Backup Date** box, select **No**.

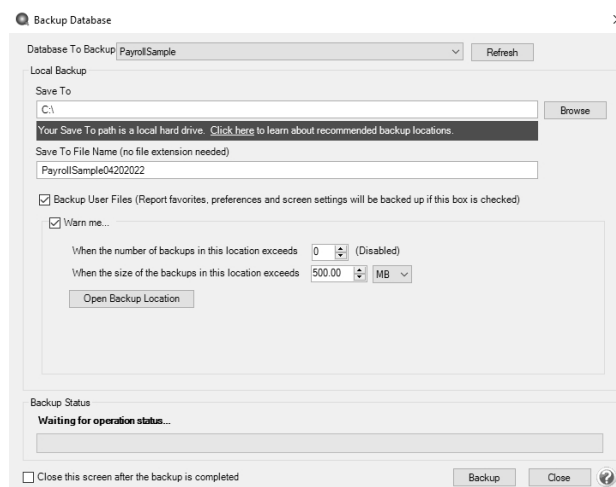
### Set Preference to Display Backup Screen Upon Exit (Optional)

To define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database):

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup, in the **Backup on Exit** box, select **Yes**.

### Back Up a Single User Database

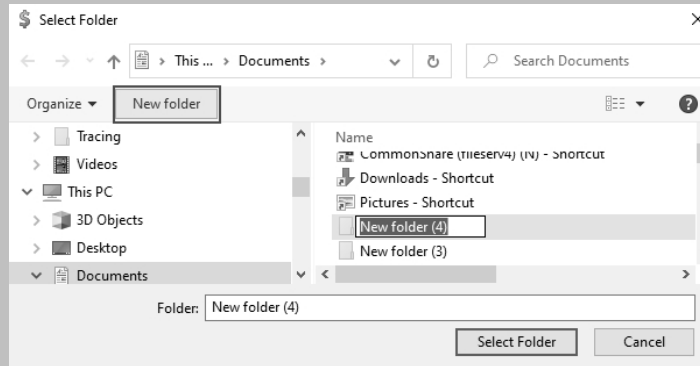
1. Select **File > Backup > Backup Database** or click the **Last Backup Performed** text on the CenterPoint main screen (this text will display only if the Display Last Backup Date preference is set to Yes).



2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. In the **Save To** box, a default path displays. Click **Browse**, select the location on your own computer to save the backup file, and then click **Select Folder**. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.



**Note:** If you want to create a new folder to back up to, click **New Folder**, enter a name for the folder, and then click **Select Folder** to back up to the new folder.



- » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or offsite storage.
- » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
- » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.



**Note:** The file name for the backup file will be "databasenameMMDDYYYY.cpz." The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.

4. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
5. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **Warn Me** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
  - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
  - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you

will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.

6. To view the contents of the Save To backup location, click **Open Backup Location**.
7. If you want to **Close this screen when the backup completed**, select this check box.
8. Click **Backup**.
9. At the *Backup Completed Successfully* message, click **OK**.



**Tip:** Define a Preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

- a. Select **File > Preferences > General**.
- b. Select **Backup**.
- c. Under Backup, in the **Backup on Exit** box, select **Yes**.

If you are backing up a database on a CD or DVD-RW Drive

1. Use the procedure above to back up the data to a location on your hard drive. Note the location you are backing up to.
2. From your Desktop, double-click the **My Computer** icon.
3. Browse to the folder that you backed up the database to.
4. Right-click on the backup file and select **Send To** and then select the CD drive. The message, *You have files waiting to be written to the CD* will display.
5. From your Desktop, double-click the **My Computer** icon.
6. Double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.
7. Select **File > Write These Files to CD**.
8. A CD Writing Wizard will display that will guide you through the remainder of the process by following the on-screen instructions.

## Restore a Single User Backup

If the original data on your hard disk is accidentally erased, overwritten, or becomes inaccessible because of a hard disk malfunction, you can restore the data from a CenterPoint backup using the restore process. The restore process will revert all data back to the point when the backup was completed. All data that's been entered in CenterPoint since that backup was completed will be lost.

Use this procedure to restore a backup of your single-user accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the restore process will restore all data back to the point the backup was completed. All existing data for the selected database will be overwritten during the restore process.

1. Select **File > Restore > Restore Database**.

2. In the **Backup File To Restore** box, select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "databasename.cpz".
3. In the **Database To Restore** box, the database name that the backup file will be restored to will display.



**Note:** If you would like to change the name of the database, enter the new name instead of selecting from the list.

4. In the **Restore Databases Path** box, the path that the backup file will be restored to will display.
5. In the **Server** box, select the server where your database should be restored. If your database is local, typically, it is recommended that the default local\RWS server be accepted in this box.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up. It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.
7. Click **Restore**.
8. At the **You are trying to restore database "Databasename" If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to continue?** message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.
9. At the **Restore Completed Successfully** message, click **OK**. The Restore Database screen will close automatically.

## Back Up and/or Restore a Network Database

Use the procedures below to back up your networked accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the backup process will backup all data. It is important to note that when backing up from a remote SQL server, the path must be a network path and cannot be a local path.



**Note:** Aatrix history files are backed up on the local machine by selecting **File > Backup > Backup Aatrix History Files**. See the Backup Aatrix History Files topic for additional information.



Note: When the File > Preferences > General > File Attachments preference is set to a file repository location (instead of the database method), file attachments are backed up by selecting **File > Backup > Backup File Repository**. See the Back up File Repository topic for additional information.

To revert your current company data back to the data included in a CenterPoint backup, use the Restore instructions found at the end of this document.

If you are using CenterPoint in a single-user environment, please refer to the [Back Up and/or Restore a Single User Database](#) document.

### Prerequisites

Complete the following setup on your network prior to backing up CenterPoint from a workstation. For assistance on any of the prerequisite steps, please contact your Network Administrator.

- » Create a shared folder where the data will be backed up to. This can be on any workstation or at the server.
- » Apply full permissions to that shared folder so users on the network are able to write files to that location. See the Frequently Asked Questions section of this document for more information.

## Back Up a Network Database from a Workstation

1. Select **File > Backup > Backup Database**.

2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. The **Save To** box defines where the backup will be saved to (after a successful backup the location is remembered the next time a backup is performed). If you want to save the backup file to a different location, click **Browse**, and then select the shared folder created in the Prerequisite step.



Note: When backing up in a network environment, you are required to select a shared folder location even if you are backing up to your own workstation.

4. In the **Save To File Name** box, the file name for the backup file will be "databasenameMMDDYYYY" (no file extension is needed). The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. This file

name can be changed to whatever you like. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.

5. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
6. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **Warn Me** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
  - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
  - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
7. If you want to **Close this screen when the backup completed**, select this check box.
8. Click **Backup** and the data will be backed up to the shared folder.
9. At the *Backup Completed Successfully* message, click **OK**.



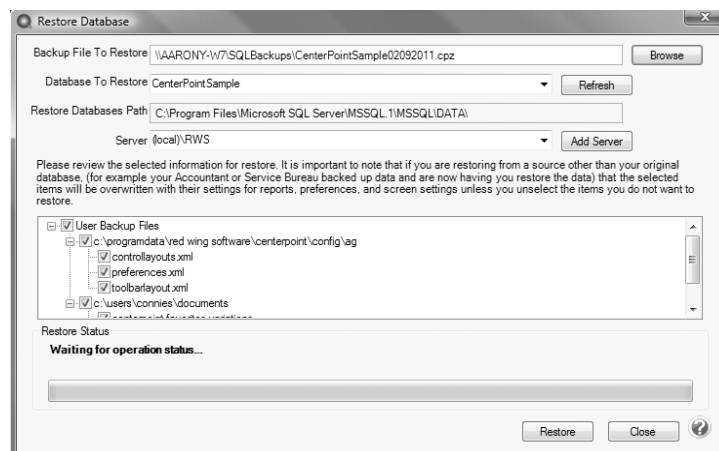
**Note:** You can define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

10. Select **File > Preferences > General**.
11. Select **Backup**.
12. Under Backup, in the **Backup on Exit** box, select **Yes**.

## Restore a Network Database from a Workstation

Use this procedure to restore a backup of your networked accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the restore process will restore all data back to the point the backup was completed. This will overwrite all existing data in the selected database.

1. Select **File > Restore > Restore Database..**



2. In the **Backup File To Restore** box, select the backup file in the shared folder. Click **Browse** to locate the file you want to restore. The file name for the backup file is "databasename.cpz".
3. The database name should automatically display in the **Database to Restore** box. This can be changed if you'd like to rename the database.
4. The **Restore Databases Path** will also automatically display. This is the location on the server where the data will go.
5. In the **Server** field, select the SQL server you would like the database restored to. The server name should end in \RWS.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up. It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.
7. Click **Restore**. At the **You are trying to restore database "Databasename." If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to continue?** message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.
8. At the **Restore Completed Successfully** message, click **OK**. The Restore Database screen will close automatically.

## Frequently Asked Questions

**Q: Can I perform a network backup without all users having full permissions to the shared backup folder?**

**A:** Yes. To specify the users that can perform a network backup:

1. The shared backup folder must be on the same machine that contains the CenterPoint data to be backed up.
2. Determine which user/service is running SQL:
  - a. Select **Start > All Programs > Microsoft SQL Server** (select the version that contains the data) > **Configuration Tools > Microsoft SQL Server Configuration Manager**.
  - b. On the left side of the SQL Server Configuration Manager screen, select SQL Server 2005 (or 2008) Services.
  - c. On the right side of the screen, right-click on **SQL Server (RWS)** (or the instance you use for the CenterPoint data), and then select **Properties**.
  - d. Note which account is listed in the **Built-in account** box and then click **Cancel**.
  - e. Close the SQL Server Configuration Manager screen.
3. Select the backup folder. On the Sharing and Security tabs, set full permissions for BOTH the user/group running CenterPoint and the Built-in account you noted in Step 2-d (if the Built-in account was Network Service, give full permissions to "Network Service," if the Built-in account was Local System, give full permissions to "System").
4. Once the permissions are set, only the users you gave full control to will be able to back up the data.

**Q: I previously successfully backed up a CenterPoint database to my specified Save To network location, but now I am receiving a compression failed error message when backing up to the same Save To network location. What causes this error?**

**A:** The read/write rights to the Save To backup location have changed. CenterPoint does not determine your read/write rights, that is a function of your PC network administrator. If the backup was working previously, contact your network administrator to review/change your read/write rights to the backup location.

## Back Up and Restore User Files

Use this procedure to back up your user files (preferences, report favorites, screen settings, etc.) onto a hard drive, zip drive, flash drive or tape drive. It can be used in a network environment to back up the client workstations which contain specific user information which contain preferences, report favorites, etc.



Note: Backing up user files does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

To copy the backed up files to the CenterPoint system, use the Restore feature at the end of this topic.

### [Back Up User Files](#)

### [To copy the backup to CD or a DVD-RW Drive](#)

### [Restore User Files](#)

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## Back Up User Files

1. Select **File > Backup > Backup User Files**.
2. In the **Save To** box, enter the path you want to back up the user files to or click **Browse**, and then select the location to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
  - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
  - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the USB port on the computer.
3. Click **Backup**.
4. At the *Backup Completed Successfully* message, click **OK**.

## To copy the backup to CD or a DVD-RW Drive

1. From File Explorer, browse to the folder you backed up the user files to.
2. Right-click on the backup file and select **Send To** and then select the CD drive. The message, "You have files waiting to be burned to disc" will display.
3. From File Explorer, double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.
4. At the *Backup Completed Successfully* message, click **OK**.
5. Select **File > Burn to Disc**.
6. On-screen instructions will display that will guide you through the remainder of the process.

## Restore User Files

1. Select **File > Restore > Restore User Files**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "LocalFilesMMDDYYYY".
3. Click **Restore**.

4. At the Are you sure you want to restore the selected user files. They will overwrite any files that already exist.
5. At the **Restore Completed Successfully** message, click **OK**.

## Back Up or Restore File Repository

Use this procedure to back up attachments in your File Repository (when the File > Preferences > General > File Attachments preference is set to store attachments in a File Repository rather than the database.) onto a hard drive, zip drive, flash drive, etc.



Note: Backing up the File Repository does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

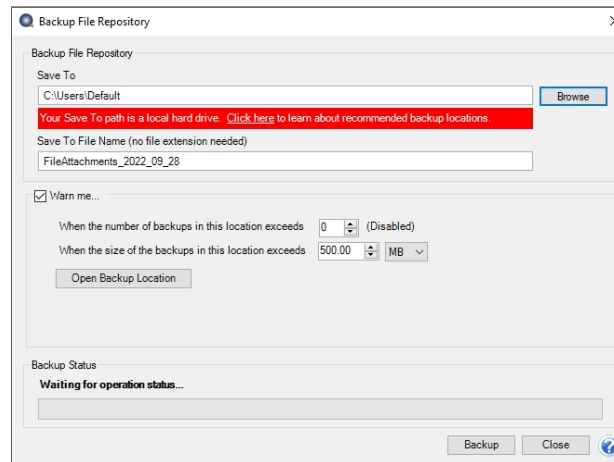
To copy the backed up files to the file repository, use the Restore feature at the end of this topic.

### [Back Up File Repository](#)

### [Restore File Repository](#)

## Back Up File Repository

1. Select **File > Backup > Backup File Repository**.



2. In the **Save To** box, a default path displays. Click **Browse**, and then select the location on your own computer to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
  - » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or off-site storage.
  - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).

- » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.
- 3. The **Save To File Name** file will default to FileAttachments\_YYYY\_MM\_DD.frz.
- 4. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **WarnMe** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
  - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
  - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
- 5. To view the contents of the Save To backup location, click **Open Backup Location**.
- 6. Click **Backup**.

## Restore File Repository

1. Select **File > Restore > Restore File Repository**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "FileAttachments\_YYYY\_MM\_DD".
3. Click **Restore**.
4. The contents of the file repository location may be overwritten during the restore process. Are you sure you want to continue? message, click **Yes**.
5. At the **Restore Completed Successfully** message, click **OK**.

## Transaction Search

### Transaction Search

Transaction Search is a tool that allows you to review, edit, delete and report transactions and balances. Here's an example of a few specific things that you can do with search:

- » Search for a specific transaction or transactions.
- » Edit a transaction.
- » Void or Delete a transaction.
- » Reprint a check or invoice.
- » Create formats that produce reports on financial activity

Transaction Search screen is similar to the report preview screen in that it has a Filters, Column, Group/Sort and General tabs that allow you to modify the information included. The difference being that the transaction search gives you many more choices of data (columns) & level of details to include.

In this topic we'll show you the general steps one would use to execute a search. Please refer to the [Edit or Delete a Transaction](#) and *Reprint a Check, Invoice or Deposit Slip* topics for specific instructions on how to use transaction search for those types of processes.

Once the data is displayed in the transaction search it can be edited, deleted or printed.

## Using Transaction Search

1. Select **Processes > Transaction Search** or **Reporting Tools > Transaction Search**




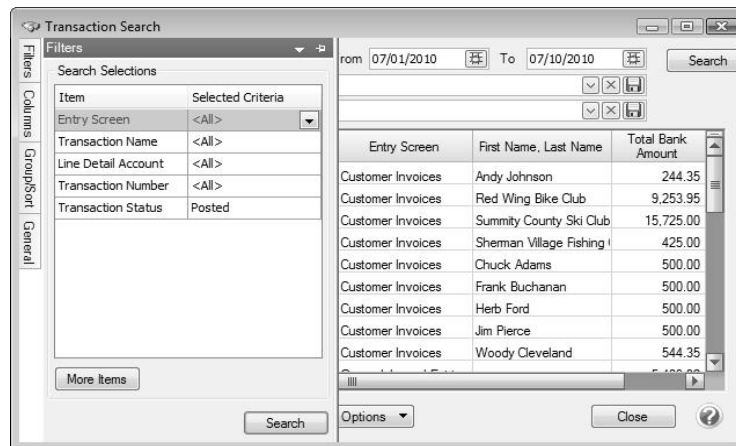
Note: When a CenterPoint accounting product is integrated with CenterPoint Payroll, you can exclude transaction data from the Pay Employees entry screen from Transaction Search by setting the **File > Security > Security Policies > Transaction Search > Allow Payroll Search** to No.

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
2	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
3	07/01/10	000011	Customer Invoices	Summity County Ski Club	15,725.00
4	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
5	07/01/10	000013	Customer Invoices	Chuck Adams	500.00
6	07/01/10	000014	Customer Invoices	Frank Buchanan	500.00
7	07/01/10	000015	Customer Invoices	Herb Ford	500.00
8	07/01/10	000016	Customer Invoices	Jim Pierce	500.00
9	07/01/10	000017	Customer Invoices	Woody Cleveland	544.35
10	07/02/10	000005	General Journal Entries		-5,483.32
11	07/03/10	000017	Receipts	Sherman Village Fishing	425.00
12	07/04/10	000069	Customer Invoices	ZZZCash	0.00
13	07/05/10	000018	Receipts	Summity County Ski Club	15,725.00
14	07/05/10	000019	Receipts	Summity County Ski Club	15,410.50
15	07/07/10	000003	General Journal Entries		0.00
16	07/08/10	000010	Payments	Pro Cast Supplies	-29,700.00
17	07/08/10	000067	Receipts	Zach Jefferson	4,000.00
18					28,569.83

**Search Criteria:**  
 21 Date Selection: Custom (07/01/10 to 07/10/10)  
 22  
**Other Filters:**  
 24 Transaction Status: Posted  
 25  
**Sorted By:**  
 27 Transaction Date: Ascending

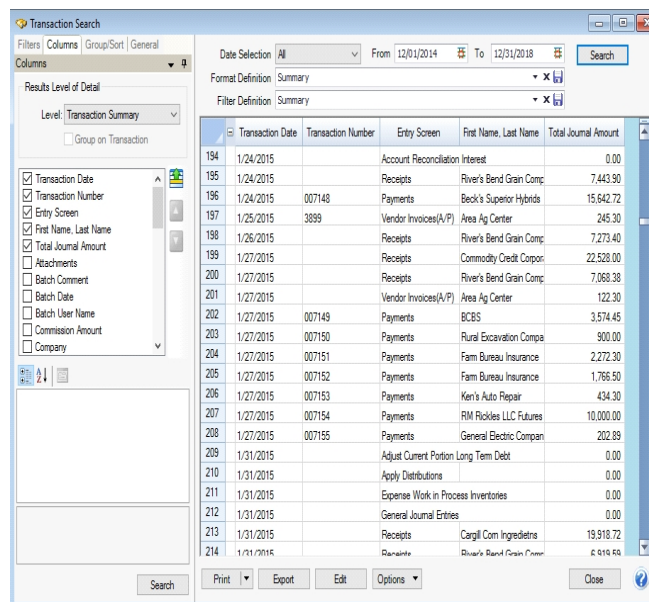
Buttons: Print, Export, Edit, Options, Close

2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.
3. The **Format Definition** allows you to choose a predefined format for the level of detail, columns displayed, the order of the columns, and the group and sort order of the search results. The list includes built-in format definitions, but you can also create your own. For a basic search, we recommend you use **Summary** which is one line of data per transaction.
4. The **Filter Definition** allows you to choose predefined data selections on the Filters tab. The default, **Summary**, is recommended as it includes all posted transactions.
5. Select the **Filters** tab to choose the data that should be included in this search. For example, if you only want to see Receipt transactions, that can be selected in the Entry Screen field, or if you only want to see transactions for a specific account, choose that account in the Line Detail Account field. If the field you'd like to select data by is not displayed as a Search Selections Item, click on the **More Items** button to display additional fields. If you'd like to save these selection criteria for future use (for example, you'll want this same search next month), select the **Search** button and then click on the **Save**  icon next to the **Filter Definition** field. The save process will prompt you to name this new **Filter Definition** for future use.



6. Select the **Columns** tab to:

- » Select the **Level** field allows you to select the level of detail that will display in the search result, Transaction Summary, Transaction Lines, Journal Entry Summary, and Journal Entry Details.
- » Define which columns to include in the search results and determine the order they will display. Place a check mark in each field that you'd like displayed as a column of data within the search. Use the arrow up and down buttons to decide which order the columns will be displayed in. If you'd like to save these selected columns as a format that can be used again (without having to manually select and reorder), select the **Search** button and then click on the save icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.



7. Select the **Groups/Sort** tab to define how the data will be sorted and subtotaled.
8. Click **Search** to update the search screen with the details provided in the various tabs.
9. Once the data is displayed in the transaction search screen it can be reviewed, sorted ascending/descending by clicking the column headings, edited, deleted or printed. To edit or delete a transaction simply double-click on the appropriate row. To print the information select **Print**. Additional information can be displayed for transactions by highlighting the transaction and then right-clicking to display a context menu. The information

on the context menu will change based on the transaction type, for example, for AP or AR invoices and Credit Card Purchases, the menu will display a **View Payment History** option, for Sales Orders or Purchase Orders the menu will contain a **View Sales Order** or **Purchase Order** option, for AR invoices, the menu will display **Preview Invoices**, and for AP Payments, AR Receipts, or Credit Card Payments the menu will contain a **View Invoices** option.

## Frequently Asked Questions

**Q: I have created a Format Definition that I'd like to also use in another database. Do I have to set it all up again in that database?**

**A:** No, you can use the Export Format Definitions option. To export a format definition so it can be used in another database, click the down arrow on the **Options** button on the bottom of the Transactions Search screen, select **Export Format Definitions**, select a name and location for the export file, select the format definitions to be included in the file, and then click **OK**. Click **OK**. Options > Import Format Definitions can be used in the other database to bring in the format definition.

**Q: How do I display just the transactions for one account?**

**A:** Select the appropriate **Date** range on the main transaction search screen. Then click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate account. Click **Search**.

**Q: How can I see all of the transactions for the month, grouped by Account?**

**A:** We'll use a number of the tabs to modify the results:

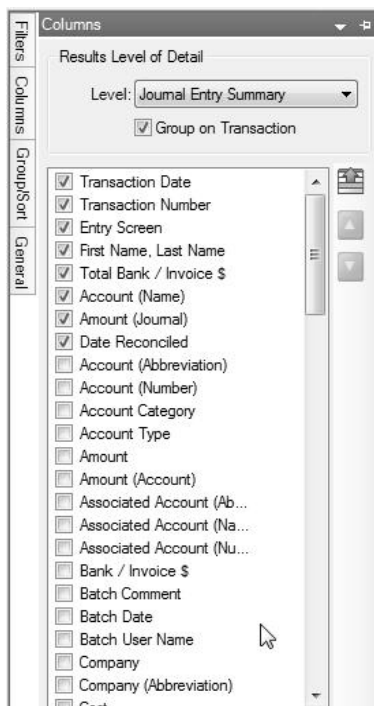
1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary** (this is done so the results include the account). Select the appropriate **Account** fields (for example, account name or number).
3. Then click on the **Group/Sort** tab. Put a check mark in the **Group** box next to the account field that was added in step 2. Click **Search**.

	Account (Name)	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	Accounting	07/02/10	000005	General Journal Entries		-5,483.32
2	<b>Accounting</b>					<b>-5,483.32</b>
3	Accounts Receivable - Business	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
4	Accounts Receivable - Business	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
5	Accounts Receivable - Business	07/05/10	000018	Receipts	Summit County Ski Club	15,725.00
6	Accounts Receivable - Business	07/03/10	000017	Receipts	Sherman Village Fishing I	425.00
7	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing I	425.00
8	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing I	425.00
9	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
10	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
11	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
12	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
13	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
14	<b>Accounts Receivable - Business</b>					<b>107,032.85</b>
15	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
16	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
17	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
18	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00
19	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00

**Q: I have a transaction that is missing from bank reconciliation. Is there a way in Transaction Search to see if it's already been reconciled, and if it has, what date?**

**A:** Yes, we can display the transactions with a Date Reconciled.


1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary**. Put a check mark in **Group on Transaction**. Select the fields shown below:



3. Click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate bank account.



Note: if you also know who the missing transaction was written to, you can also select that in the Transaction Name field.

4. Click **Search**. If you would like to use these selections again in the future, click on the save  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use (for example, Transactions with Date Reconciled).

Transaction Search

Date Selection: Last Month From: 06/01/2010 To: 06/30/2010 Search

Format Definition: Summary

Filter Definition: Summary

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	Account (Name)	Amount (Journal)	Date Reconciled
1	06/05/10	000065	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	57,428.89	06/30/10
2					0.00		57,428.89	
3	06/12/10	000066	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	143,419.92	06/30/10
4					0.00		143,419.92	
5	06/15/10	000055	Receipts	Andy Johnson	300.00	Cash in Bank - Checking	300.00	06/30/10
6					300.00		300.00	
7	06/22/10	000067	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	101,118.01	06/30/10
8					0.00		101,118.01	
9	06/25/10	000068	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	31,357.00	06/30/10
10					0.00		31,357.00	
11	06/27/10	000005	General Journal Entries		-5,483.32	Cash in Bank - Checking	-5,483.32	06/30/10
12					-5,483.32		-5,483.32	
13	06/30/10	000023	General Journal Entries		-53,222.00	Cash in Bank - Checking	-53,222.00	06/30/10
14					-53,222.00		-53,222.00	

Print Export Edit Options Close

**Q:** I made the appropriate selections in the Filter, Columns and Group/Sort tab, but the transactions displayed in my main Transaction Search screen didn't change?

**A:** This will happen if the Search button is not clicked on after making your selections in the tabs. Click on the **Search** button at the top of the screen to refresh the data using the new criteria.

## Business Loans

### Loan Setup & Processing

Loans are normally defined as a long term liabilities as they will take more than a year to pay back. By properly using the system, you can always know the current principal owed on a loan, annual interest expenses for the loan, etc.

#### [Step A - Create a Loan Payable Account](#)

#### [Step B - Recording the Receipt of a Loan\(three options\)](#)

#### [Step C - Making a Loan Payment](#)

### Step A - Create a Loan Payable Account

A liability account should be created for each outstanding loan. The balance of the Loan Payable account will normally agree with the principal balance on your lenders records.

1. Select **Setup > Accounts > Accounts**.
2. Click on the **New** button.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The account being created is 'F150 Loan'. The 'Account Information' section includes fields for 'Abbreviation', 'Number' (2228), 'Name' (F150 Loan Payable), 'Type' (Liabilities), 'Category' (Long Term Debt), and 'Subaccount of'. The 'Units of Measure' section has fields for 'Quantity 1' and 'Quantity 2'. The 'Account Hierarchy' section on the right has radio buttons for 'Display Account Names' (selected), 'Display Account Numbers', and 'Display Abbreviations'. At the bottom, there are buttons for 'Save', 'Cancel', 'Active Status', 'Additional Notes', and 'Close'.

3. If using **Abbreviations** and/or account **Numbers**, specify for this account.
4. In the **Name** box, enter up to 30 characters of required information that describes the account.
5. Select **Liabilities** in the **Type** field and **Long Term Debt** in the **Category** field.
6. Select the **Detail** tab

7. Specify the **Lender** that issued the loan.
8. In the lower right portion of the screen, specify the appropriate **Interest Type**. Refer to your accountant or banker if you are unsure which Interest Type to select.
9. Specify the number of payments that are required each year in the **Payments Per Year** field and the **Interest Rate**.
10. Specify the **Loan Origination** and **Loan Completion Dates**.
11. Click **Save**.

## Step B - Recording the Receipt of a Loan

Purchase with a Loan & Down Payment

If a loan is attained for a specific purchase, the payment transaction can record the purchase and the loan. In this example, an F150 truck was purchased for \$45,000. It was paid for with a \$3000 cash down payment and a \$42,000 loan.

1. Select **Processes > Purchases > Payments**.

Account	Invoice / Ref #	Amount
F150 Truck		\$45,000.00
F150 Loan Payable		\$-42,000.00

2. Enter a normal payment transaction (for step-by-step instructions, refer to the *Enter a Payment* topic.).
3. In the **Amount** field, specify the amount of the down payment.
4. In the first line of the grid, specify the asset that was purchased in the **Account** field.



Note: If this purchase is for a fixed asset, we recommend you right-click and choose New Fixed Asset Item to create a new fixed asset. Refer to the *Fixed Assets* topic for step-by-step instructions on setting up a new fixed asset.

5. Enter the purchase price in the **Amount** field.
6. The difference between the down payment and the purchase price will be displayed as a negative in the 2nd line of the grid. Select the Loan **Account** created for this loan.



Note: if the Loan Account was not setup prior to starting this transaction, right click in the Account field and select New. Then follow steps A3 - A11.

7. Click the Print button. (An image of a printer displays on the button. A green check mark means the payment will be printed and a red X means the payment will not be printed.) The selections set in File > Preferences > Vendor Invoices > Printing Checks will display and can be changed. Select whether the check should be printed when the transaction is saved (for real-time transactions) or a batch is posted (for batch transactions). To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

8. Click **Save** to complete the transaction.

#### Purchase with a Loan (No Down Payment)

If a loan is attained for a specific purchase, but the transaction did not involve a down payment, then a General Journal Entry will be used to record the purchase. In this example, we purchases a John Deere Tractor for \$48,000. It was paid for with a \$48,000 loan (no down payment). The bank charged an additional \$86.00 in loan fees.

1. Select **Processes > General Ledger Entries**.

Account	Quantity 1	UOM 1	Debits	Credits	Name
13 Peterbilt Semi Loan	0.000000		\$ 0.00	\$ 48,086.00	
13 Peterbilt Semi	0.000000		\$ 48,000.00	\$ 0.00	
Bank Charges	0.000000		\$ 86.00	\$ 0.00	

Debit Total: \$48,086.00  
Credit Total: \$48,086.00  
Difference: \$0.00

2. In the **Name** field, specify the lender.
3. In the **Date** field, specify the loan origination date.
4. In the first line of the grid, specify the loan **Account** created for this particular loan.



Note: if the loan account was not setup prior to starting this transaction, right click in the Account field and select New. Then follow steps A3 - A11.

5. Enter the total amount of the loan in the **Credit** field.
6. In the second line of the grid, specify the asset that was purchased in the **Account** field.



Note: If this purchase is for a fixed asset, we recommend you right-click and choose New Fixed Asset Item to create a new fixed asset. Refer to the *Fixed Assets* topic for step-by-step instructions on setting up a new fixed asset.

7. Enter the purchase price in the **Debit** field.
8. If any additional fees were charged by the vendor, they will display in the 3rd line of the grid (total loan amount - purchase price). Select the appropriate account for the fees.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

9. Click **Save** to complete the transaction.

#### Operating Loan

The cash proceeds from a loan are deposited directly into the checking account for future purchases.

1. Select **Processes > Sales > Receipts**.

Company: CenterPoint Farm  
 Bank Account: First National Bank  
 Current Batch: No Batch  
 Current Balance: \$316,500.54

Received From: PL Loans  
 Receipt / Invoice #: 10171601  
 Date: 10/17/2016  
 Amount: \$25,000.00  
 Payment Type: Check  
 Check / Ref #: 7841

Account	Quantity 1	UOM 1	Profit Center	Amount	
Operating Loan	0.000000			\$25,000.00	Distribution

Apply To Open Invoices: \$0.00  
 Memo Line 1:  
 Line 2:  
 Total: \$25,000.00  
 Buttons: Save, Clear, Recall, Recurring, Options, Close

2. Enter a normal receipt transaction (for step-by-step instructions, refer to the *Enter a Receipt* topic.).
3. In the **Received From** field, specify the lender.
4. In the **Amount** field, specify the amount received from the lender.
5. In the first line of the grid, specify the loan **Account** created for this particular loan.



Note: if the loan account was not setup prior to starting this transaction, right click in the Account field and select New. Then follow steps A3 - A11.

6. Enter the amount received from the lender in the **Amount** field.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

7. Click **Save** to complete the transaction. The transaction will increase the cash account balance and record the principal amount of the loan.

### Step C - Making a Loan Payment (without accrued interest)

1. Select **Processes > Purchases > Payments**.

2. Enter a normal payment transaction (for step-by-step instructions, refer to the *Enter a Payment* topic.).
3. In the **Amount** field, specify the entire amount of the payment.
4. In the first line of the grid, specify the liability **Account** for this specific loan.
5. Enter the amount of the principal being repaid in the **Amount** field. Note: if you are unsure of how much principal is being repaid with this transaction, we recommend you contact the bank or create an amortization schedule in CenterPoint (Reporting Tools > Amortization Schedule).
6. The difference between the payment and the principal will be displayed in the 2nd line of the grid. Select the Interest Expense **Account** for this line. Hint: click on the Detail button and specify the loan in the **Associated Account** field, if in the future you'd like to easily see the total interest that was paid on just this loan. Click **OK** to close the **Detail** screen.

7. If the **Print** button has a green check mark on it, a check will be printed for the down payment amount.



Note: For all future payments on this loan, save time by using the Recall button after entering the Lender in the Pay To The Order Of field. All information (accounts, amounts, etc.) will automatically be displayed.



Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

- Click **Save** on the main payment screen to complete the transaction.

## Amortization Schedule

An amortization schedule is commonly used in mortgages and installment loans, showing the number of payments due, the amount due in each installment, the declining principal balance, and the number of years needed to fully extinguish the debt. The amortization schedule in CenterPoint can also help you analyze "what if" scenarios in regards to your loans. For example, what will the savings be if I make extra principal payments? Or which scenario makes better financial sense for the business; a short term loan with higher payments and lower APR or a long term loan with lower payments and higher APR?

### Create an Amortization Schedule

- On the **Reporting Tools** menu, select **Amortization Schedule**.

- In the **Loan Name** box, enter the name that you want printed at the top of the Loan Payment Schedule report.
- Enter the **Start Date**, **Years to Repay**, **Payments Per Year**, **Interest Rate**, and **Original Balance** of the loan.
- In the **Loan Type** box, select either **Equal Principal Payments** (the amount of principal paid stays the same but the total payment amount varies depending on the amount of interest and the loan balance) or **Equal Total Payments** (the total payment is the same each time but the proportion of principal and interest varies with the beginning payments mostly interest). Most loans are calculated using the Equal Total Payments option.
- Click **Calculate** and the amortization schedule will be displayed on the screen.

Payment Date	Principal	Extra Pmt	Interest	Total Payment	Current Portion Balance	Long Term Balance	Total Balance
Projected							
6/30/2011	\$0.00		\$0.00		\$5,163.79	\$344,836.22	\$350,000.00
7/01/2011	\$430.54	\$0.00	\$1,458.33	\$1,878.88	\$5,185.29	\$344,394.17	\$349,579.46
8/01/2011	\$422.29	\$0.00	\$1,456.58	\$1,878.88	\$5,206.30	\$343,960.27	\$349,157.17
9/01/2011	\$424.05	\$0.00	\$1,454.82	\$1,878.88	\$5,228.10	\$343,534.52	\$348,731.12
10/01/2011	\$425.82	\$0.00	\$1,453.05	\$1,878.88	\$5,250.38	\$343,116.92	\$348,307.30
11/01/2011	\$427.60	\$0.00	\$1,451.28	\$1,878.88	\$5,272.35	\$342,707.44	\$347,879.70
12/01/2011	\$429.38	\$0.00	\$1,449.50	\$1,878.88	\$5,294.23	\$342,306.09	\$347,450.32
1/01/2012	\$431.17	\$0.00	\$1,447.71	\$1,878.88	\$5,316.29	\$341,901.70	\$347,019.15
2/01/2012	\$432.96	\$0.00	\$1,445.91	\$1,878.88	\$5,338.44	\$341,504.75	\$346,586.19
3/01/2012	\$434.77	\$0.00	\$1,444.11	\$1,878.88	\$5,360.68	\$341,104.74	\$346,151.42
4/01/2012	\$436.58	\$0.00	\$1,442.30	\$1,878.88	\$5,383.02	\$340,701.62	\$345,714.94
5/01/2012	\$438.40	\$0.00	\$1,440.46	\$1,878.88	\$5,405.44	\$340,295.91	\$345,276.44
6/01/2012	\$440.22	\$0.00	\$1,438.65	\$1,878.88	\$5,427.97	\$339,888.25	\$344,836.22
7/01/2012	\$442.06	\$0.00	\$1,436.82	\$1,878.88	\$5,450.58	\$339,478.58	\$344,394.17
8/01/2012	\$443.90	\$0.00	\$1,434.98	\$1,878.88	\$5,473.28	\$339,066.57	\$343,950.27
9/01/2012	\$445.75	\$0.00	\$1,433.13	\$1,878.88	\$5,496.10	\$338,652.08	\$343,504.51
10/01/2012	\$447.61	\$0.00	\$1,431.27	\$1,878.88	\$5,519.00	\$338,235.30	\$343,056.30
11/01/2012	\$449.47	\$0.00	\$1,429.40	\$1,878.88	\$5,542.00	\$337,816.41	\$342,607.43
12/01/2012	\$451.34	\$0.00	\$1,427.53	\$1,878.88	\$5,565.09	\$337,395.00	\$342,156.09
1/01/2013	\$453.23	\$0.00	\$1,425.65	\$1,878.88	\$5,588.28	\$336,971.58	\$341,702.86
2/01/2013	\$455.11	\$0.00	\$1,423.76	\$1,878.88	\$5,611.56	\$336,545.19	\$341,247.75

- To preview a copy formatted for printing, click **Preview** or to print the Loan Payment Schedule report, click **Print**. On the Print screen select your printing properties, and then click Print.

7. To clear the current amortization schedule and start a new amortization schedule, click **Reset**.
8. Click **Close** to exit the screen.

### Calculate the Cost Savings from Making Additional Principal Payments

In our example, we are going to calculate the amount saved by making a \$1000 additional principal payment the first month of each year, for the first 10 years of a 30 year loan.

1. Follow the steps above to create an amortization schedule using the original terms of the loan.
2. Print the Loan Payment Schedule or scroll down and note the amount in the Total field in the Total Payments column.

11/30/2039	\$1,728.95	\$0.00	\$149.93	\$1,878.88
12/31/2039	\$1,736.15	\$0.00	\$142.72	\$1,878.88
1/31/2040	\$1,743.39	\$0.00	\$135.49	\$1,878.88
2/29/2040	\$1,750.65	\$0.00	\$128.22	\$1,878.88
3/31/2040	\$1,757.95	\$0.00	\$120.93	\$1,878.88
4/30/2040	\$1,765.27	\$0.00	\$113.61	\$1,878.88
5/31/2040	\$1,772.63	\$0.00	\$106.25	\$1,878.88
6/30/2040	\$1,780.01	\$0.00	\$98.86	\$1,878.88
7/31/2040	\$1,787.43	\$0.00	\$91.45	\$1,878.88
8/31/2040	\$1,794.88	\$0.00	\$84.00	\$1,878.88
9/30/2040	\$1,802.35	\$0.00	\$76.52	\$1,878.88
10/31/2040	\$1,809.86	\$0.00	\$69.01	\$1,878.88
11/30/2040	\$1,817.41	\$0.00	\$61.47	\$1,878.88
12/31/2040	\$1,824.98	\$0.00	\$53.90	\$1,878.88
1/31/2041	\$1,832.58	\$0.00	\$46.29	\$1,878.88
2/28/2041	\$1,840.22	\$0.00	\$38.66	\$1,878.88
3/31/2041	\$1,847.89	\$0.00	\$30.99	\$1,878.88
4/30/2041	\$1,855.58	\$0.00	\$23.29	\$1,878.88
5/31/2041	\$1,863.32	\$0.00	\$15.56	\$1,878.88
6/30/2041	\$1,870.97	\$0.00	\$7.80	\$1,878.77
<b>Total \$349,999.92</b>		<b>\$0.00</b>	<b>\$326,395.22</b>	<b>\$676,395.14</b>

3. Enter the extra payments directly into the **Extra Pymt** column. In our case we entered \$1000 in the first month of each year, for the first 10 years of the loan.

	Payment Date	Principal	Extra Pymt	Interest	Total Payment	Current Portion Balance	Long Term Balance	Total Balance
<b>rejected</b>								
	6/30/2011	\$0.00		\$0.00		\$5,194.79	\$344,815.21	\$350,000.00
	7/31/2011	\$420.54	\$0.00	\$1,458.33	\$1,878.88	\$5,210.56	\$344,368.90	\$349,579.46
	8/31/2011	\$422.29	\$0.00	\$1,456.58	\$1,878.88	\$5,236.43	\$343,920.74	\$349,157.17
	9/30/2011	\$424.05	\$0.00	\$1,454.82	\$1,878.88	\$5,262.42	\$343,470.70	\$348,733.12
	10/31/2011	\$425.82	\$0.00	\$1,453.05	\$1,878.88	\$5,288.51	\$343,018.79	\$348,307.30
	11/30/2011	\$427.60	\$0.00	\$1,451.28	\$1,878.88	\$5,314.71	\$342,564.99	\$347,879.70
	12/31/2011	\$429.39	\$0.00	\$1,449.50	\$1,878.88	\$5,341.03	\$342,109.29	\$347,450.32
	1/31/2012	\$431.17	\$1,000.00	\$1,447.71	\$2,878.88	\$5,367.45	\$340,651.70	\$346,019.15
	2/29/2012	\$437.13	\$0.00	\$1,441.75	\$1,878.88	\$5,393.98	\$340,188.04	\$345,582.02
	3/31/2012	\$438.95	\$0.00	\$1,439.93	\$1,878.88	\$5,420.62	\$339,722.45	\$345,143.07
	4/30/2012	\$440.78	\$0.00	\$1,438.10	\$1,878.88	\$5,447.37	\$339,254.92	\$344,702.29
	5/31/2012	\$442.62	\$0.00	\$1,436.26	\$1,878.88	\$5,474.24	\$338,785.43	\$344,259.67
	6/30/2012	\$444.46	\$0.00	\$1,434.42	\$1,878.88	\$5,501.21	\$338,314.00	\$343,815.21
	7/31/2012	\$446.31	\$0.00	\$1,432.56	\$1,878.88	\$5,528.30	\$337,840.60	\$343,368.90
	8/31/2012	\$448.17	\$0.00	\$1,430.70	\$1,878.88	\$5,555.50	\$337,365.23	\$342,920.73
	9/30/2012	\$450.04	\$0.00	\$1,428.84	\$1,878.88	\$5,582.82	\$336,887.87	\$342,470.69
	10/31/2012	\$451.91	\$0.00	\$1,426.96	\$1,878.88	\$5,610.24	\$336,408.54	\$342,018.78
	11/30/2012	\$453.80	\$0.00	\$1,425.08	\$1,878.88	\$5,637.79	\$335,927.19	\$341,564.98
	12/31/2012	\$455.69	\$0.00	\$1,423.19	\$1,878.88	\$5,665.44	\$335,443.85	\$341,109.29
	1/31/2013	\$457.59	\$1,000.00	\$1,421.29	\$2,878.88	\$5,693.22	\$333,958.48	\$339,651.70

4. Once the extra payments are entered, either reprint the Loan Payment Schedule or scroll down and compare the new amount in the **Total** field in the **Total Payments** column to the original. Also note the number of payments that were eliminated by making additional payments (these will be at the end of the loan and the amounts will be zero). In this case, by paying an extra \$10,000 in payments early on in the loan, they would save over \$25,000 in the life of the loan (and decrease their payment schedule by 17 payments!)

11/30/2039	\$1,863.24	\$0.00	\$15.63	\$1,878.88
12/31/2039	\$1,871.01	\$0.00	\$7.87	\$1,878.88
1/31/2040	\$17.46	\$0.00	\$0.07	\$17.53
2/29/2040	\$0.00	\$0.00	\$0.00	\$0.00
3/31/2040	\$0.00	\$0.00	\$0.00	\$0.00
4/30/2040	\$0.00	\$0.00	\$0.00	\$0.00
5/31/2040	\$0.00	\$0.00	\$0.00	\$0.00
6/30/2040	\$0.00	\$0.00	\$0.00	\$0.00
7/31/2040	\$0.00	\$0.00	\$0.00	\$0.00
8/31/2040	\$0.00	\$0.00	\$0.00	\$0.00
9/30/2040	\$0.00	\$0.00	\$0.00	\$0.00
10/31/2040	\$0.00	\$0.00	\$0.00	\$0.00
11/30/2040	\$0.00	\$0.00	\$0.00	\$0.00
12/31/2040	\$0.00	\$0.00	\$0.00	\$0.00
1/31/2041	\$0.00	\$0.00	\$0.00	\$0.00
2/28/2041	\$0.00	\$0.00	\$0.00	\$0.00
3/31/2041	\$0.00	\$0.00	\$0.00	\$0.00
4/30/2041	\$0.00	\$0.00	\$0.00	\$0.00
5/31/2041	\$0.00	\$0.00	\$0.00	\$0.00
6/30/2041	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$339,999.91</b>	<b>\$10,000.00</b>	<b>\$302,593.11</b>	<b>\$652,593.02</b>

## Accrued Interest Transactions

There may be times when your accountant or lender may ask you to calculate accrued interest transactions on a loan that has annual or infrequent payments scheduled. This can easily be done in CenterPoint.

Accrued expense refers to an expense that has been incurred but not yet paid. Examples of accrued expense items might be interest that has accrued on an outstanding note that has not been paid, and taxes that have accrued but not yet been paid.

Recording accrued interest provides more accurate accrual reports when processing loans that have annual payments vs. monthly payments. Estimated interest expense is recorded each month instead of recording one lump sum entry. Cash reports for tax purposes are maintained at the same time.

### Step A - Assign Details to the Loan Account (one-time setup for each loan)

### Step B - Process Accrued Interest Transactions

### Step C - Make a Loan Payment

## Step A - Assign Details to the Loan Account (one-time setup for each loan)

1. Select **Setup > Accounts > Accounts**.
2. Select the appropriate loan account, click **Edit**, and then click the **Detail** tab.

The screenshot displays the 'Detail' tab of a loan account setup window. It is divided into two main sections: 'Account Detail Information' and 'Company Specific Detail Information'. The first section contains dropdown menus and text boxes for 'Lender', 'Accrued Interest Liability', 'Accrued Interest Expense', and 'Current Portion Long-term Liability', each with a 'New' button. The second section contains a list box for 'Company Name' and several input fields for 'Interest Type', 'Payments Per Year', 'Interest Rate', 'Loan Origination Date', and 'Loan Completion Date'. At the bottom, there are 'Save', 'Cancel', 'Schedule of Payments', 'Additional Notes', and 'Close' buttons.

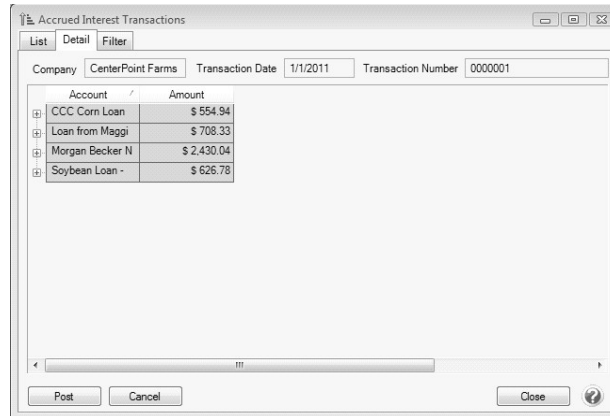
3. In the **Accrued Interest Liability** field, select the liability account that should be credited when the accrued interest transactions are created (this account will be debited when a payment is made).
4. Select an appropriate expense account in the **Accrued Interest Expense** field. This account will be debited when the accrued interest transactions are created.
5. The **Company Specific Detail Information** must also be completed for this loan. Specify the appropriate **Interest Type**, **Payments Per Year**, **Interest Rate**, **Loan Origination** and **Completion Date**.
6. Click **Save**.

## Step B - Process Accrued Interest Transactions

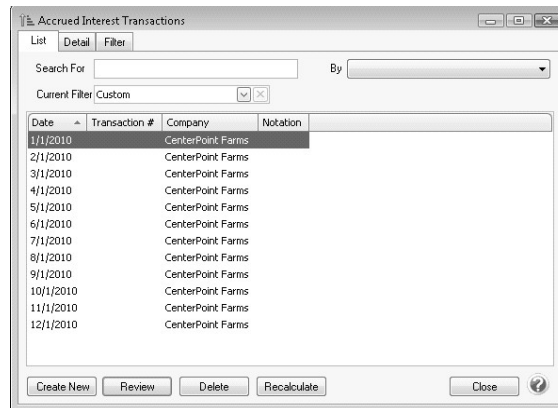
The accrued interest transaction process will calculate amounts for each loan that currently has a positive balance and has the liability and expense accounts assigned on the Detail tab (step A above). The amounts calculated will display as interest due on the Balance Sheet and an interest expense on the income statement.

1. Select **Processes > Periodic > Accrued Interest Transactions**.
2. Click **Create New**.

3. In the **Company/Fund** box, enter the company/fund name that the accrued interest transactions should be created for. The company/fund selection controls the loan date, number of payments per year, interest rate, and interest type used in the accrued interest transaction.
4. In the **Transaction Date** box, the next "calculated" date to create accrued interest transactions displays. The date is calculated by taking the last date accrued interest transactions were created and incrementing the date one month.
5. In the **Transaction Number** box, enter the transaction number for the accrued interest transactions or click the sequence number icon and select the next available sequence number. See the *Maintaining Sequence Numbers* topic for more information.
6. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
7. Enter an optional **Notation**.
8. Click **OK**.
9. The amounts for each loan will be displayed. Click on any loan to see which accounts will be debited and credited when the entries are posted.



10. Click **Post** to complete the process.
11. From the List tab, you can perform the following actions on a posted transaction:



- » **Review posted transactions:** Select the posted transaction and click **Review**.
- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, and then click **OK** to immediately reverse and recalculate the current entry. When the recalculated entry displays, click **Post** to finalize the recalculated entry (if you click **Cancel**, the system has already reversed the previous entry). The current accrued interest transaction recalculates using the same date, company/fund, transaction number, and notation.
- Reverse posted transactions:** Select the posted transaction, click **Delete**, and then click **Yes**. All accrued interest transactions for the company/fund and date will be reversed.
- » **Add accrued interest transactions for assets not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add accrued interest transactions** option, click **OK**, and then click **Post**.

### Step C - Make a Loan Payment

1. Select **Processes > Purchases > Payments**.
2. Specify the **Pay To The Order Of**, **Check Number**, **Date**, and **Amount**.
3. In the grid, select the appropriate interest expense **Account**. On the same line, click the **Details** button.

4. Change the **Current Template** to **DT - Interest Paymt (Accrued)**.
5. Specify the **Amount** being paid on the loan.
6. Specify the same **Accrued Interest Liability** account used in Step A - 4.
7. In **Accrued Interest Expense** account field, specify the same account used in Step A - 5.
8. The **Interest Expense** will default the same account used on the Payment screen.



Note: This can be the same account as the Accrued Interest Expense account if you are using the same account for Interest Expense and Accrued Interest Expense.

9. Click **OK**.
10. On the original payments screen, click **Save**. If the **Print This Check?** field was selected prior, a check will be printed for the loan payment when the transaction is saved.



Note: For all future payments on this loan, use the Recall button after entering the Pay To The Order Of field. All information (accounts, amounts, etc.) will automatically be displayed.

## Move Current Portion of Long Term Debt

There may be times when your accountant or lender may ask you to move the current year's principal on a long term note to a current liability account. This can easily be done in CenterPoint Accounting.

You will use adjusting current portion long term debt transactions to transfer the current year's principal portion of the long term debts to the current liability section of the Balance Sheet. The long term section of the Balance Sheet decreases, and the current section of the Balance Sheet increases. The adjustment of the current portion of the long term debt transaction uses the payment schedule to determine what the current portion of the long term debt dollar amount is.

Once a year, this adjustment moves the next year's current portion of the long term liability into its current portion long term debt liability. The month of the original long term loan date defines the month that the adjustment is made to transfer the current portion of the long term debt to the Balance Sheet.

### Step A - Assign Details to the Loan Account (one-time setup)

### Step B - Move the Current Year Principal to a Current Liability Account

Step A - Assign Details to the Loan Account (one-time setup)

- 1. Select **Setup > Accounts > Accounts**.
- 2. Select the appropriate loan account and click **Edit**.
- 3. Click on the **Detail** tab.

Becker Farm Note

General Detail Prices Distributions Templates

Account Detail Information

Lender Upper States Mortgage and Loan

Accrued Interest Liability Becker Farm Note Accrued Int.

Accrued Interest Expense Accrued Interest

Current Portion Long-term Liability Becker Farm Note (Current)

Company Specific Detail Information

Company Name CenterPoint Ranch

Interest Type Equal Principal Payments

Payments Per Year 1

Interest Rate 7.7500%

Loan Origination Date 01/01/1985

Loan Completion Date 04/08/2019

Schedule of Payments Additional Notes

Save Cancel Close

- 4. Specify the appropriate **Current Portion Long-term Liability** account.
- 5. The Company/Fund Specific Detail Information must also be completed for this loan. Specify the appropriate **Interest Type, Payments Per Year, Interest Rate, Loan Origination** and **Completion Date**.
- 6. Click on the **Schedule of Payments** button.
- 7. The **Calculate Payment Schedule** screen will be displayed. Enter the **Original Balance**. This is the principal amount borrowed from the lender.
- 8. Click **Calculate**. The system will calculate payment amounts (including Principal and Interest), Current Portion Balance, Long Term Balance and Total Balance.

Payment Schedule

Calculate Payment Schedule

Start Date 05/01/2010

Years To Repay 3.00

Payments Per Year 12

Interest Rate 11.75 %

Original Balance \$42,000.00

Loan Type Equal Principal Payments

Payment Date	Principal	Extra Pymt	Interest	Total Payment	Current Portion Balance	Long Term Balance	Total Balance
Projected 05/31/10	\$0.00		\$0.00		\$14,000.00	\$28,000.00	\$42,000.00
06/30/10	\$1,166.67	\$0.00	\$411.25	\$1,577.92	\$14,000.00	\$26,833.33	\$40,833.33
07/31/10	\$1,166.67	\$0.00	\$399.83	\$1,566.49	\$14,000.00	\$25,666.66	\$39,666.66
08/31/10	\$1,166.67	\$0.00	\$388.40	\$1,555.07	\$14,000.00	\$24,499.99	\$38,499.99
09/30/10	\$1,166.67	\$0.00	\$376.98	\$1,543.65	\$14,000.00	\$23,333.32	\$37,333.32
10/31/10	\$1,166.67	\$0.00	\$365.56	\$1,532.22	\$14,000.00	\$22,166.65	\$36,166.65
11/30/10	\$1,166.67	\$0.00	\$354.13	\$1,520.80	\$14,000.00	\$20,999.98	\$34,999.98
12/31/10	\$1,166.67	\$0.00	\$342.71	\$1,509.37	\$14,000.00	\$19,833.31	\$33,833.31
01/31/11	\$1,166.67	\$0.00	\$331.28	\$1,497.95	\$14,000.00	\$18,666.64	\$32,666.64
02/28/11	\$1,166.67	\$0.00	\$319.86	\$1,486.53	\$14,000.00	\$17,499.97	\$31,499.97
03/31/11	\$1,166.67	\$0.00	\$308.44	\$1,475.10	\$14,000.00	\$16,333.30	\$30,333.30
04/30/11	\$1,166.67	\$0.00	\$297.01	\$1,463.68	\$14,000.00	\$15,166.63	\$29,166.63

Display Actual And Projected Calculate Reset Close Save Preview Print

- 9. Click **Save** on the Payments Schedule screen and **Save** on the Account screen.

**Step B - Move the Current Year Principal to a Current Liability Account**

1. Select **Processes > Periodic > Adjust Current Portion Long Term Debt**.
2. Click **Create New**.

Company: CenterPoint Farm

Transaction Date: 09/10/2018

Transaction Number: 0000001

Memo Line 1:  Line 2:

Notation:

OK Cancel

3. In the **Company/Fund** box, enter the company/fund name that the current portion long term debt transactions should be created for.
4. In the **Transaction Date** box, the next "calculated" date to create current portion long term debt transactions displays. The date is calculated by taking the last date transactions were created and incrementing the date one month.
5. In the **Transaction Number** box, enter the transaction number for the current portion long term debt transactions or click the sequence number icon and select the next available sequence number. See the Maintaining Sequence Numbers topic for more information.
6. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
7. Enter an optional **Notation**.
8. Click **OK**.
9. Click **Post**.
10. From the List tab, you can perform the following actions on a posted transaction:

CenterPoint Accounting for Agriculture - CenterPointSample - [Adjust Current Portion Long Term Debt]

File View Processes Reports Reporting Tools Setup In-House Support Window Help

List Detail Filter

Search For:  By:

Current Filter: Custom

Date	Transaction #	Company	Notation
1/29/2010		CenterPoint Farms	
2/28/2010		CenterPoint Farms	
3/31/2010		CenterPoint Farms	
4/30/2010		CenterPoint Farms	
12/31/2010		CenterPoint Farms	
12/31/2010		CenterPoint Farms	

Create New Review Delete Recalculate Close

- » **Review posted transactions:** Select the posted transaction and click **Review**.
- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, and then click **OK** to immediately reverse and recalculate the current entry. When the recalculated entry displays, click **Post** to finalize the recalculated entry (if you click Cancel, the system has already reversed the previous entry). The current portion long-term debt transaction recalculates using the same date, company/fund, transaction number, and notation.
- » **Reverse posted transactions:** Select the posted transactions, click **Delete**, and then click **Yes**. All current portion long-term debt transaction for the company and date will be reversed.
- » **Add current long term debt transactions for loans not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add current portion LT debt transactions** option, click **OK**, and then click **Post**.



Note: When a payment is subsequently made on this account, it should be made to the original loan account when specifying the principal amount being paid, not the current portion account.

## Import/Export/Interfaces

### CenterPoint Data Importer

The Data Importer is a tool that allows you to import data into CenterPoint from other software applications at no additional charge.

- » The types of data that can be imported are:
  - » **Accounting Master Files** - Companies/Funds, Customers, Names, Name Location Types, Projects, Sales Items, Vendors, and Accounts.
  - » **Agriculture Master Files:** All of the master files listed above for Accounting and Production Center Details (Crop or Livestock).
  - » **Payroll Master Files:** Employees, Names, Payroll Deductions, Payroll Earnings, Work Shifts, and Workers' Compensation Classes.
  - » **Transactions** - AP Invoices, AR Invoices (Basic), Cash Payments, Cash Receipts, Customer Invoices, General Journals and Sales Orders.

This document includes the following information:

[Installing the CenterPoint Data Importer](#)

[Using the CenterPoint Data Importer for Master Files](#)

[Mapping by Column](#)

[Rules](#)

[Specify How Your .CSV File is Defined](#)

[Mapping by Data Field](#)

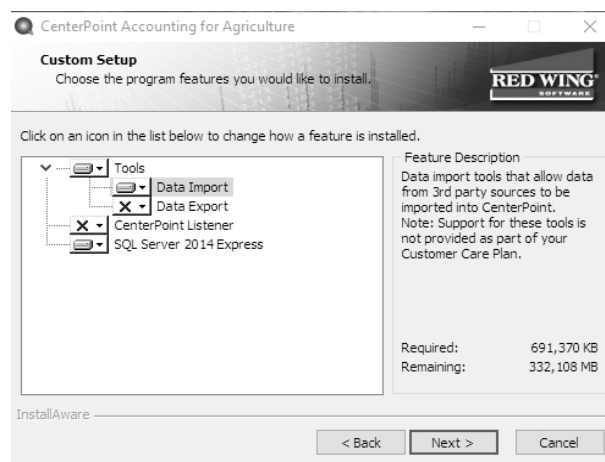
[Rules](#)

Define the .CSV File Fields/ColumnsPerforming the ImportUsing the CenterPoint Data Importer for TransactionsMapping by ColumnRulesSpecify How Your .CSV File is DefinedMapping by FieldRulesDefine the .CSV File Fields/ColumnsPerforming the Import**Prerequisites:**

- » The CenterPoint Data Importer must be installed on a computer that already has CenterPoint installed.
- » The data to be imported must be saved in a comma delimited (.CSV) file.

**Installing the CenterPoint Data Importer:**

1. Double-click the **CenterPoint###Setup.exe** (###=Your CenterPoint product) file.
2. If CenterPoint is already installed, choose the **Modify Available Options** maintenance operation. If CenterPoint is not already installed, continue through the screens until the Setup Type screen displays, select **Custom**.
3. Select the down-arrow next to **Data Import**, select **Entire feature will be installed on local hard drive**, and then click **Next** until the installation begins.



4. Click **Finish**. A shortcut will be created on your Start menu under Red Wing Software called CenterPoint Data Importer.
5. An existing database is needed to import data into. If you don't have an existing database, create a database in File > New > New Database Wizard.



The above steps will only need to be completed one time. After the first time the installer will remember your settings and will update the importer, etc. automatically.

## Using the CenterPoint Data Importer for Master Files

### Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

#### Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The Column# column in the Data Importer must specify the location of the column in your .CSV file.
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- » Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

#### Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

CenterPoint Data Importer (version 17.9.30)

Import Definition Illustration

Type of import: Vendors

Import Definition: <Default>

Database: <Default>

Import File: C:\Users\connies\Documents\vendors\_columns.csv

Log File: C:\Users\connies\Documents\vendors\_columns.log

Map fields using: Abbreviation

Map accounts using: Name

Import action(s): Add

☒ First row contains column names

Type of import information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	Default Value
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultA/R Account	Lookup	<input type="checkbox"/>	Valid A/R account		
DefaultA/R Terms	Lookup	<input type="checkbox"/>	A valid terms		
CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		

Show Command Line

Test Command Line

Command Line Options...

View Import Log

Import Data From File

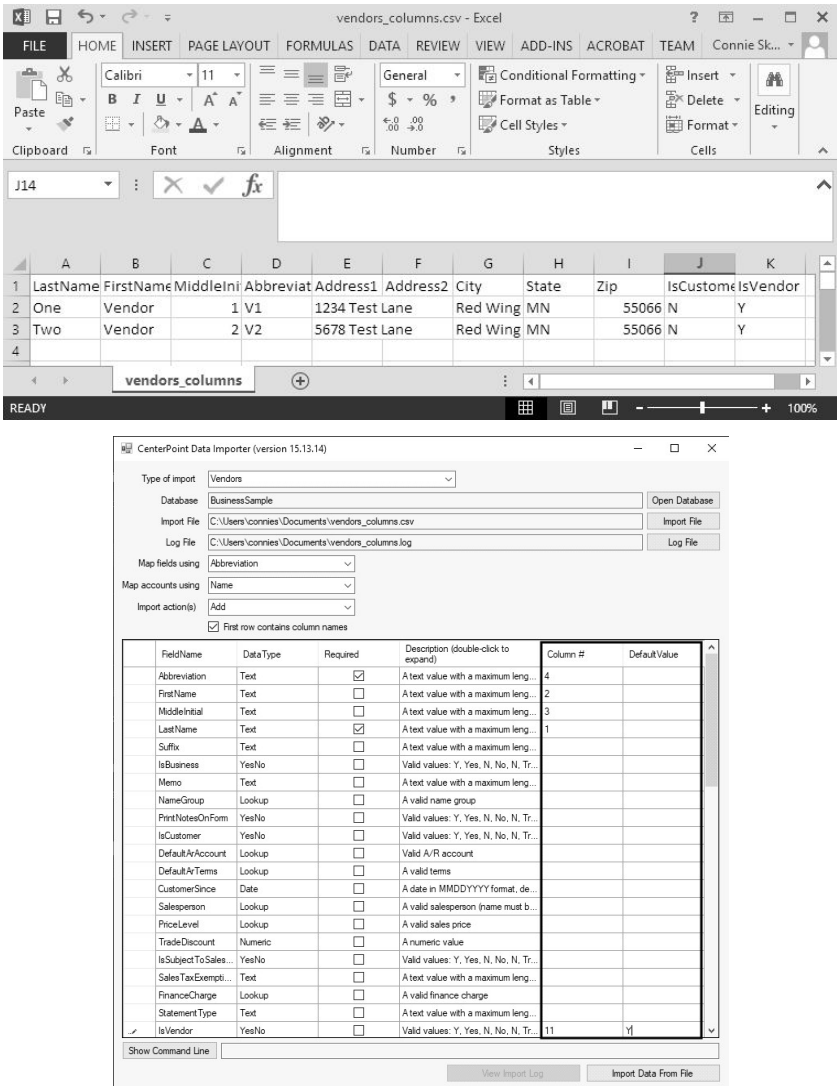


In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- » **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the Data Type to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Column #** - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- » **Default Value** - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendor:

- » Specify that the first row of the .CSV file contains column names.
- » The LastName is in Column#1, FirstName is in Column#2, MiddleInitial is in Column#3, etc.
- » The Default Value for the IsVendor column = Y.



4. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Master Files section of this document.

Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

## Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- » Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

## Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
First Name	Text	<input type="checkbox"/>	A text value with a maximum leng...		
Middle Initial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
Last Name	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	Yes/No	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	Yes/No	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	Yes/No	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultA/R Account	Lookup	<input type="checkbox"/>	Valid A/R account		
DefaultA/R Terms	Lookup	<input type="checkbox"/>	A valid terms		
Customer Since	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		
PriceLevel	Lookup	<input type="checkbox"/>	A valid sales price		



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- » **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.



- » **DataType** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the DataType to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Column #** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.
- » **Default Value** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendors.

1	A	B	C	D	E	F	G	H	I	J	K
	Abbreviation	FirstName	MiddleInitial	LastName	Address1	Address2	City	State	Zip	IsCustomer	IsVendor
2	V1	Vendor		1 One	1234 Test Lane		Red Wing	MN	55066	N	Y
3	V2	Vendor		2 Two	5678 Test Lane		Red Wing	MN	55066	N	Y
4											
5											
6											

- » Each column includes a header from the FieldName list, for example Abbreviation, FirstName, MiddleInitial, LastName, Address1, Address2, City, State, Zip, IsCustomer, IsVendor etc. are all listed in the FieldName list in the Type of Import Information in the Import Definition Illustration in this section.
  - » According to the Type of Import Information, the FieldName:
    - » **Abbreviation** is not required and can contain text with a maximum length of 10.
    - » **LastName** is required and can contain text with a maximum length of 50.
    - » **MiddleInitial** is not required and can be left blank.
    - » **Address1/Address2/City** are not required, can contain text with a maximum length of 30, and can be left blank.
    - » **Zip** is not required, can contain text with a maximum length of 10, and can be left blank.
    - » **IsCustomer** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
    - » **IsVendor** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
4. Save the .CSV file.
  5. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Master Files section of this document.

## Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.

3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As**.
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting) or **Name**. In the example below, the Type of Import selected was Vendors and the match for data fields should be made on Abbreviation. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.
8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation**, **Name** or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Vendors and the match should be made on Name.
9. In the **Import Actions** box, select **Add** to add data to the CenterPoint database, select **Update** to change existing data in the CenterPoint database, or select **Both** to add and update data in the CenterPoint database. In the example below, the Type of Import selected was Vendors and the data will be added to the Business Sample database.

Type of import: Vendors

Import Definition: Import for Vendors [Save Definition]

Database: BusinessSample

Import File: C:\Users\connies\Documents\vendors\_columns.csv [Import File]

Log File: C:\Users\connies\Documents\vendors\_columns.log [Log File]

Map fields using: Abbreviation

Map accounts using: Name

Import action(s): Add

☒ First row contains column names

10. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
11. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.

```

vendors.log - Notepad
File Edit Format View Help
|
08/23/2017 @ 09:20:29AM : Initializing import
08/23/2017 @ 09:20:29AM : Saving import options
08/23/2017 @ 09:20:29AM : Reading import file to data table
08/23/2017 @ 09:20:29AM : Processing import file
08/23/2017 @ 09:20:30AM : Updating Data base
08/23/2017 @ 09:20:33AM : Import complete

```

12. If your import is not successful, an *Import failed* - click *View Import Log* message displays. Click **View Import Log**. An example of an unsuccessful log is displayed below. In this example, Row 3 in the .CSV file did not contain the LastName which is a required field. The .CSV file would need to be changed to include data in the LastName column in Row 3 and the import process repeated to successfully import this data.

```
vendors.log - Notepad
File Edit Format View Help
08/23/2017 @ 09:35:42AM : Initializing import
08/23/2017 @ 09:35:42AM : Saving import options
08/23/2017 @ 09:35:42AM : Reading import file to data table
08/23/2017 @ 09:35:42AM : Processing import file
08/23/2017 @ 09:35:42AM : Row: 3, LastName: Field can't be empty
```

Using the CenterPoint Data Importer for Transactions

## Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

### Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- » The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

### Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

CenterPoint Data Importer (version 17.9.30)

Import Definition Illustration

Type of Import: Transactions - AP Invoices  
 Import Definition: <Default>  
 Database: BusinessSample  
 Import File: C:\Users\connie\Documents\vendors\_columns.csv  
 Log File: C:\Users\connie\Documents\vendors\_columns.log  
 Map fields using: Name  
 Map accounts using: AccountNumber  
 Import action(s): Add  
☒ First row contains column names

Save Definition

Import File

Log File

Type of Import Information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund		
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be las...		
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account		
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de...		
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng...		
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng...		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, Tr...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng...		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		

Show Command Line

Test Command Line

Command Line Options...

View Import Log

Import Data From File



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- » **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the Data Type to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Column #** - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- » **Default Value** - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Accounts Payable Invoices:

- » Specify that the first row of the .CSV file contains column names.
- » The TransNumber is in Column#1, TransDate is in Column#2, Amount is in Column#3, etc.

TransNumber	TransDate	Amount	Company	Vendor	DetailAccount	APAccount
1000	4/1/2017	2593.5	Company 1	One, Vendor 1	600000	200000
1001	4/1/2017	47.03	Company 1	Two, Vendor 2	600000	200000
1001	4/1/2017	47.04	Company 1	Two, Vendor 2	708000	200000
1002	4/1/2017	47.05	Company 2	Two, Vendor 2	702000	200000
1003	4/1/2017	16.22	Company 1	One, Vendor 1	600000	200000
1004	4/1/2017	219.18	Company 1	Two, Vendor 2	600000	200000
1005	4/1/2017	56.97	Company 1	One, Vendor 1	600000	200000

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund	4	
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be tas...	5	
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account	7	
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de...	2	
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng...	1	
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng...		
OnHold	Yes/No	<input type="checkbox"/>	Valid values: Y, Yes, N, No, Tr...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng...		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		
DetailAccount	Lookup	<input type="checkbox"/>	Valid account	6	
Quantity1	Quantity	<input type="checkbox"/>	A numeric value		
Amount	DollarAmount	<input checked="" type="checkbox"/>	A numeric value	3	

4. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Transactions section of this document.

Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

Rules

» The data to be imported must be saved in a comma delimited (.CSV) file.

» The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).



- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- » The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, lists the data fields that are required, and determines which data fields can be left empty.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund		
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be Tas...		
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account		
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de...		
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng...		
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng...		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng...		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- » **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- » **DataType** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).



- » **CanBeEmpty** - If this box is selected for the data field, the data field (column) in your file can be left blank. If a required field can also be left blank, a default value will be assigned.
- » **Description** - Use this information along with the DataType to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Column #** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.
- » **Default Value** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of the .CSV file created for importing Accounts Payable Invoices.

	A	B	C	D	E	F	G	H	I	J
	Company	Vendor	DetailAccount	APAccount	TransDate	Amount	TransNumber			
1	Company 1	One, Vendor 1	600000	200000	4/1/2017	2593.5	1000			
2	Company 1	Two, Vendor 2	600000	200000	4/1/2017	47.03	1001			
3	Company 1	Two, Vendor 2	708000	200000	4/1/2017	47.04	1001			
4	Company 2	Two, Vendor 2	702000	200000	4/1/2017	47.05	1002			
5	Company 1	One, Vendor 1	600000	200000	4/1/2017	16.22	1003			
6	Company 1	Two, Vendor 2	600000	200000	4/1/2017	219.18	1004			
7	Company 1	One, Vendor 1	600000	200000	4/1/2017	56.57	1005			
8										
9										
10										

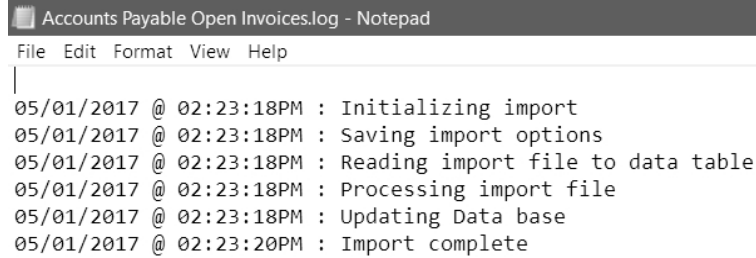
- » Each column includes a header from the FieldName list, for example Company/Fund, Vendor, DetailAccount, APAccount, TransDate, Amount, TransNumber, etc. are all listed in the FieldName column from the Type of Import Information in the Import Definition Illustration in this section.
  - » According to the Type of Import Information, the FieldName:
    - » **Company/Fund** is required and is a lookup for a valid company or fund.
    - » **Vendor** is required and is a lookup for a valid vendor (name be 'last, first').
    - » **DetailAccount** is not required, is a lookup for a valid account, and can be left blank.
    - » **AP Account** is required and is a lookup for a valid A/P account.
    - » **TransDate** is required and contains a date in the MMDDYYYY format (delimiters optional).
    - » **Amount** is required and is a numeric value.
    - » **TransNumber** is not required, can be left empty, and can be text with a maximum length of 20. If there are multiple detail lines in the invoice, include the same number for each detail line.
4. Save the .CSV file.
  5. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Transactions section of this document.

## Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As**.
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting), or **Name**. In the example below, the Type of Import selected was Transactions - AP Invoices and the match for data fields should be made on Name. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.
8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Number**, **Abbreviation**, **Name**, or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Transactions - AP Invoices and the match should be made on **AccountNumber**.
9. In the **Import Actions** box, select **Add** if it is not selected for you. In the example below, the Type of Import selected was Transactions - AP Invoices and the data will be added to the Business Sample database.

Type of import	Transactions - AP Invoices	
Import Definition	<Default>	Save Definition
Database	BusinessSample	
Import File	N:\QA\Importer Test Files\ap invoices\Accounts Payable Open Invoices_2.csv	Import File
Log File	C:\Users\connies\Accounts Payable Open Invoices_2.log	Log File
Map fields using	Name	
Map accounts using	AccountNumber	
Import action(s)	Add	
<input checked="" type="checkbox"/> First row contains column names		

10. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
9. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.



```
Accounts Payable Open Invoices.log - Notepad
File Edit Format View Help
05/01/2017 @ 02:23:18PM : Initializing import
05/01/2017 @ 02:23:18PM : Saving import options
05/01/2017 @ 02:23:18PM : Reading import file to data table
05/01/2017 @ 02:23:18PM : Processing import file
05/01/2017 @ 02:23:18PM : Updating Data base
05/01/2017 @ 02:23:20PM : Import complete
```

10. If your import is not successful, an *Import failed* - click *View Import Log* message displays. Click **View Import Log**. A description will display informing you about why the import failed. The .CSV file would need to be changed to include or change the data and the import process repeated to successfully import this data.

## Exporting Data to an External Application

CenterPoint has a number of export files available that can be used for sending data to external applications. For example, data from payroll can be exported into a file that is then sent to a 401k plan provider. Basic exports are included as part of the standard application. Custom exports can be developed specifically for your needs. Contact the Red Wing Software sales team to discuss purchasing a custom export program developed specifically for your business.

Once a custom export program is purchased, Red Wing Software will deliver it as an attachment to an e-mail. If e-mailing the file is not an option, you will need to make other arrangements with your salesperson. The details below will identify the step-by-step instructions a customer will follow to setup and use the custom export.

### [Step A - Save the E-mailed Custom Export Program File \(one-time setup\)](#)

### [Step B - Setup the Custom Exports Preference \(one-time setup\)](#)

### [Step C - Export Data Using the New Custom Export Program](#)

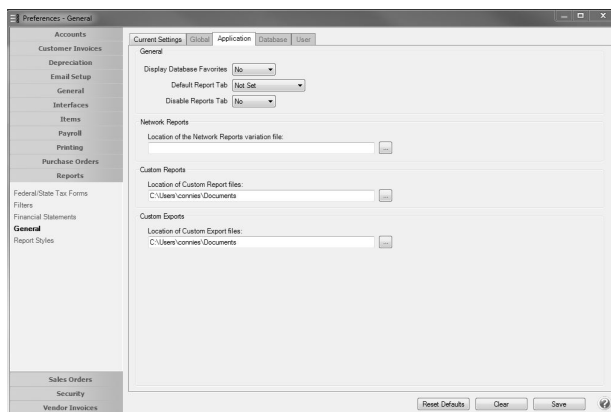
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## Step A - Save the E-mailed Custom Export Program File (one-time setup)

1. Open the e-mail received from Red Wing Software (with the custom program file attached).
2. Save the attachment to your computer or network. For example, in Microsoft Outlook, you would select File > Save Attachment and then specify the location to save the file. The file can be saved to any location, but be sure to note exactly where it was saved to. The process you will use to save the attachment depends on the software you are using for e-mail. Contact the person who setup your e-mail for step-by-step instructions to save a file attached to an e-mail.

## Step B - Setup the Custom Exports Preference (one-time setup)

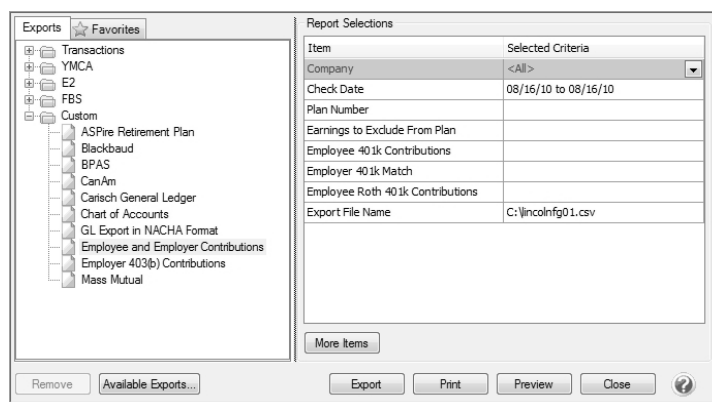
1. Select **File > Preferences**.
2. Select **Reports** and then **General**.
3. Select the **Application** tab.



4. In the **Location of Custom Export Files** box, specify the path where you saved the custom export file in Step A.
5. If you are on a network and multiple people will be using the export from their workstation, then repeat step B at each workstation.
6. Close and restart CenterPoint.

### Step C - Export Data Using the New Custom Export Program

1. Select **File > Exports**.
2. Select the **Exports** tab



3. A list of exports will be displayed. Click on the + next to **Custom**. Your custom option will be listed.
4. Select your custom export.
5. Specify the Report Selections created specifically for this export.
6. Select **Export** to create the file.



**Note:** **Preview** or **Print** can also be selected to review the data being exported.

## Remove Transaction History

Historical transaction data can be removed from older, larger databases while maintaining open accounts receivable, accounts payable, customer deposits, prepaid vendor purchases up to and including the month and year (period) selected. It is generally recommended to maintain at least five fiscal years of comparative data in the current

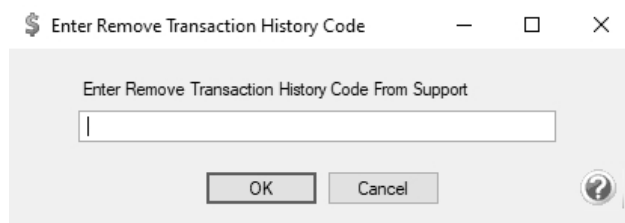
database. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll history will be maintained from the beginning of the calendar year up to and including the selected month and year.

This process could be quite lengthy depending on the size of the database, number of years of data, and the number of companies. So, it is suggested that the process should be run when the accounting system can be down for several hours.

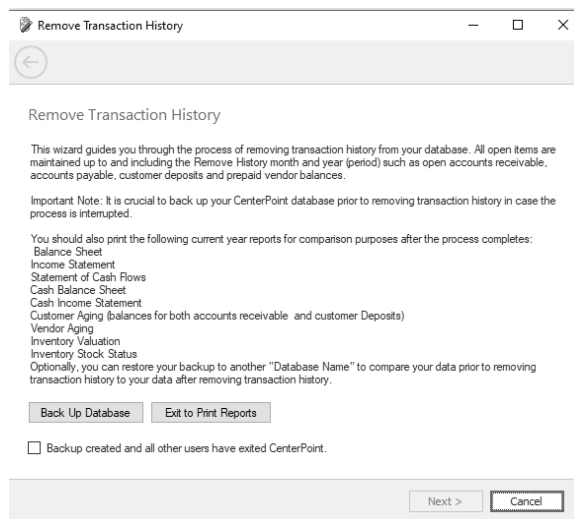


**Important Note:** This process cannot be reversed. It is crucial to back up the CenterPoint database prior to removing transaction history.

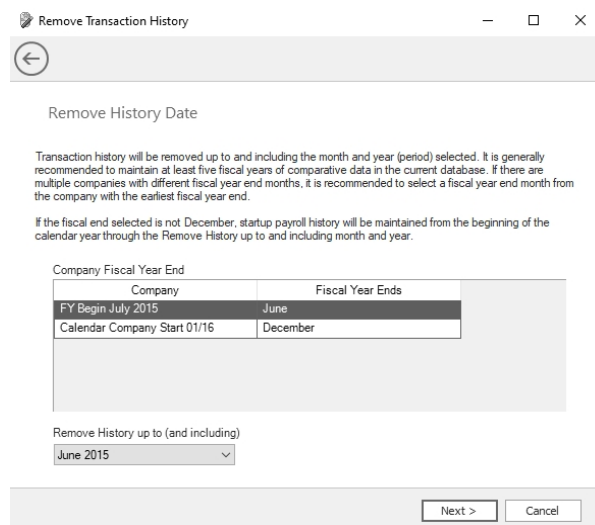
1. Open the CenterPoint database the historical transactions will be removed from.
2. Print the following reports:
  - » **Reports > Reports > Financial Statements:**
    - » Balance Sheet – Current Period and the Remove History Date
    - » Cash Balance Sheet (only if using cash tax basis reporting) – Current Period and the Remove History Date
    - » Market Value Balance Sheet (only if maintaining market values) – Current Period and the Remove History Date
    - » Income Statement – Current Year and Prior Year
    - » Cash Income Statement (only if using cash tax basis reporting) – Current Year and Prior Year
    - » Statement of Cash Flows - Current Year and Prior Year
  - » **Reports > Reports > Transaction Reports:**
    - » Purchases & Accounts Payable > Vendor Aging
    - » Sales & Accounts Receivable > Customer Aging (Accounts Receivable and Customer Deposit balances) – Current Date
    - » Inventory (if using the Inventory / Advanced Inventory Module)
      - » Inventory Stock Status
      - » Inventory Valuation
3. Select **File > Backup > Backup Database**. Select the CenterPoint database the historical transactions will be removed from. and complete the backup.
4. Select **Setup > Accounts > Accounts > Balances** tab.
  - a. Click the **Beginning Period** button.
  - b. Right-click in the account list and select **Repost From this Period Forward**. If you have multiple companies in your database you will need to select each company and complete this process. Depending on the number of years and number companies in the database, this could be a fairly lengthy process.
5. Rerun the **Balance Sheet** and **Inventory** reports and compare with the reports you printed in step 2. Reconcile any differences before continuing.
6. Select **File > Administration > Database Utilities > Remove Transaction History**.
7. Call the Red Wing Software Technical Support department and discuss the Remove Transaction History process. Once the Customer Support Technician ensures a back up is in place, you will be provided with a code.
8. In the **Enter Remove Transaction History Code From Support** box, enter the code provided in Step 6.



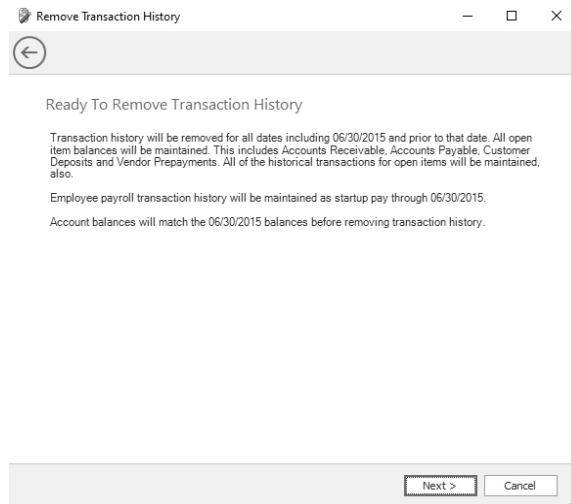
9. Click **OK**.



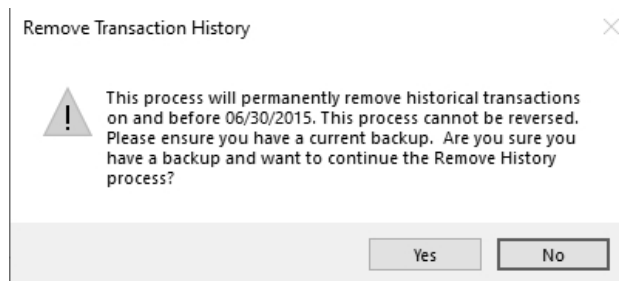
10. Select the **Backup created and all other users have exited CenterPoint** check box and then click **Next** to continue.



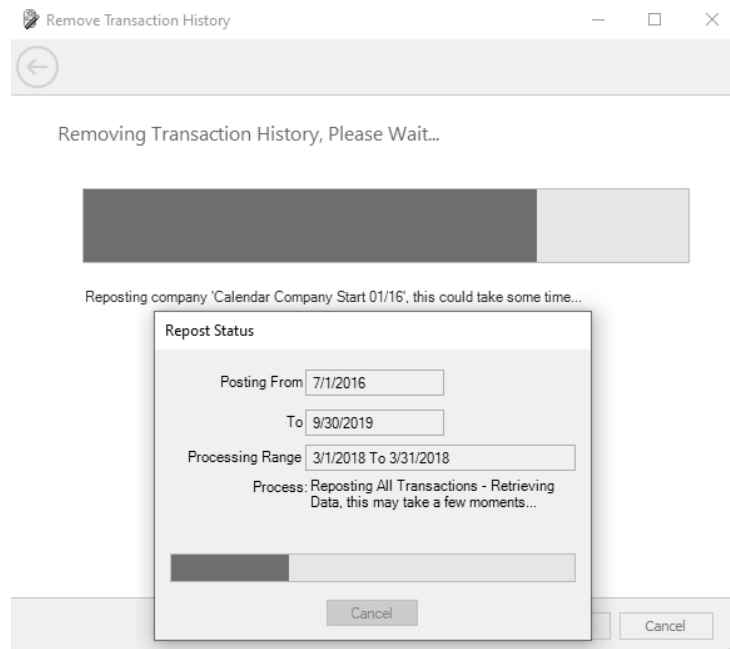
11. Select the **Remove History up to (and including)** month and year. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll history will be maintained from the beginning of the calendar year up to and including the selected month and year.
12. Click **Next** to continue.



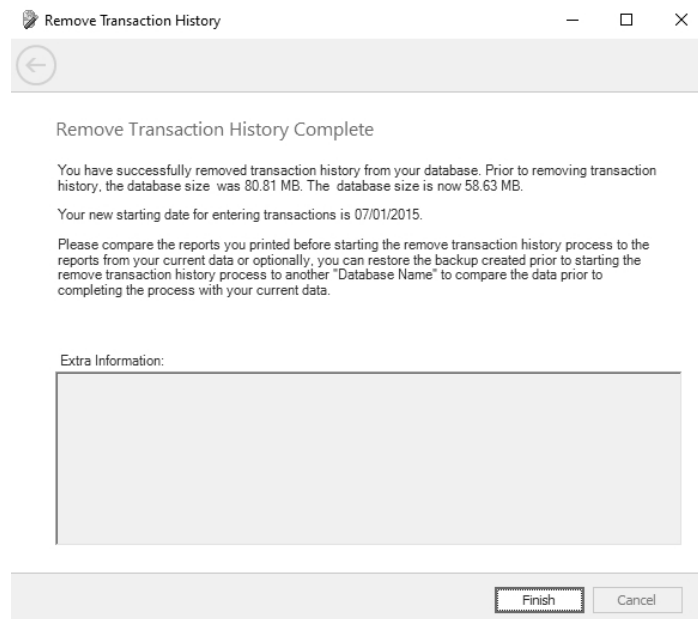
13. Verify the transaction history removal dates on the Ready to Remove Transaction History screen. After the dates are verified, click **Next** to continue.
14. Verify the transaction history removal date on the Remove Transaction History screen and confirm that you have a current backup. After the verification, click **Yes** to continue.



15. The Removing Transaction History, Please Wait.... screen displays. The removal process may take some time based on the size of the database and the associated transaction data.



16. When the process is complete, the Removing Transaction History Complete screen will display.



17. If a bank deposit or bank reconciliation was retained, but had transaction data removed during this process, the details will display in the **Extra Information** section of the Remove Transaction History Complete screen. These entries will need to be reviewed by the user.
18. Click **Finish**.
19. Go back to Reports > Reports and reprint or export the reports you ran in step 2, and compare. Reconcile any differences.

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## Chapter 11 - Reports

### Generate and Customize Reports

#### Reporting Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

#### [How are the Different Tabs Used?](#)

#### [Federal Tax Forms](#)

#### [Default Aatrix Executable](#)

#### [Specify Where Aatrix History Files are Saved](#)

#### [Specify Optional Preparer Information](#)

#### [Backup Aatrix History Files](#)

#### [Restore Aatrix History Files](#)

#### [Reports General Preference](#)

#### [Report Styles](#)

### How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

**Current Settings:** Simply displays the settings that are currently being used.

**Global:** The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

**Application:** If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

**Database:** Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

**User:** Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

## Federal/State Tax Forms

CenterPoint integrates with a tax forms package called Aatrix so that you can print and eFile state and federal tax forms, for example 1099 and 1096 forms. The Aatrix Executable preference is automatically set to where the Aatrix program for producing state and federal tax forms is located. The default location for this file is C:\program files\Aatrix Software\Aatrix Forms\AatrixForms.exe. The other settings in this preference allow you to specify a location other than the default location for history files that are saved for future reference.

### Default Aatrix Executable

This default Aatrix Executable value will not need to be changed unless the location of the file is moved. If you choose to install CenterPoint Federal/State Tax Forms to a location other than the default location, you will need to change the Aatrix Executable default location to the location you installed to before you can print Federal or State reports or forms or perform a quarterly update.

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Aatrix Executable** box, defaults to C:\Program Files\Aatrix Software\Aatrix Forms\AatrixForms.exe. This is the suggested location for the Aatrix executable file.

### Specify Where Aatrix History Files are Saved

If you would like to specify where the Aatrix history files are saved (if you choose not to use the suggested location. The history files are stored in a default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\. To specify a different location to save the Aatrix history files to:

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. The **Use Non-Default File Location** box will default to **Yes**.
4. The **Non-Default File Location** box defaults to <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, this is the suggested location where the Aatrix History Files are saved to.
5. Click **Save**.

## Specify Optional Preparer Information

1. In the **Use Preparer Information** box, select **Yes** if you want the information you enter in the Preparer Information (Optional) section to automatically be included into the Paid Preparer Use Only section of your tax forms.
2. Enter the preparer's information including: **Name, Firm, Address, Phone, Fax, Email, Contact, PTIN, and EIN**.
3. Click **Save**.

### Backup Aatrix History Files

If you would like to back up Aatrix history files, follow the steps below:

1. Select **File > Backup > Backup Aatrix History Files**.
2. Select the employers to backup history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Backup Created message, click **OK**.

## Restore Aatrix History Files

If you would like to restore Aatrix history files, follow the steps below:

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the Aatrix History backup file and click **Open**.
4. Select the employer(s) you want to restore history for.
5. Click **OK**.
6. At the *This will overwrite the existing history data, are you sure?* message, click Yes to replace the existing Aatrix History files or No to cancel the restore.
7. Click **OK**.

## Reports General Preference

The Reports Setting preference allows you to set the way that you want the Reports screen to work with Favorites.

1. Select **File > Preferences > Reports > General**.
  2. Click the **Application** tab.
- » **Display Database Favorites** - This setting provides functionality that allows you to save favorites with the open database that can then be used by other users of the same database. If you want to store favorite reports for this database on a Database tab, select **Yes**.
  - » **Default Report Tab** - This preference also allows you to determine which tab is the default tab that displays reports in a network installation, the options are the **Reports** tab, **Favorites** tab, **Database** tab, or **Network** tab.
  - » **Disable Reports Tab** - This preference allows you to control whether to display the Reports tab when the Reports screen displays. This can be used if you want your users to select reports only from the Favorites or Database Favorites tabs. If you've selected the Reports tab as the Default Report tab, this box will not be active.
  - » **Location of the Network Reports Variation File** - This preference allows network installations to set up one shared location for displaying and printing reports for everyone that uses the application. When you copy the CenterPoint.Favorites.Variations file from your Documents directory, rename and save the file to a Network Location, and then enter the saved location in this box, a Network tab will display that will allow all users to print reports that have custom variations made by an administrator. Note: You will not be able to save any of your favorites to the Network tab. If you save a report favorite, it will display on the Favorites tab.
  - » **Location of Custom Report Files** - This preference allows you to determine the location where custom report files designed by Red Wing Software will be located. For example, you may want to provide a network location so all users in a network installation have access to a custom report.

- » **Location of Custom Export Files** - This preference allows you to determine the location where custom export files designed by Red Wing Software will be located. For example, you may want to provide a network location so all users in a network installation have access to a custom export.

## Report Styles

1. Select **File > Preferences > Reports> Report Styles**.
2. Click the **Application** tab.

The appearance of your reports will change based on the style you select. You can set the preference so that all of your reports will be styled the same way. If you have any reports that are exceptions and you wish to have them styled differently, you can change the style of a specific report by previewing the report and clicking on the General fly-out tab and then changing the setting in the Style box.

## Reports

The reports in CenterPoint allow your data to be presented in a way that is meaningful to your organization. All of the standard reports can be filtered and modified for maximum flexibility in reporting. Reports you use on a regular basis can be organized on Favorites, Database Favorites, and Network Favorites tabs to make them easier to locate and print/preview. You can also setup batches of reports to all generate at the same time to make monthly or quarterly reporting easier.

This topic includes instructions on how to:

[Generate a Report](#)

[Add Reports to the Favorites tab](#)

[Add the Database tab](#)

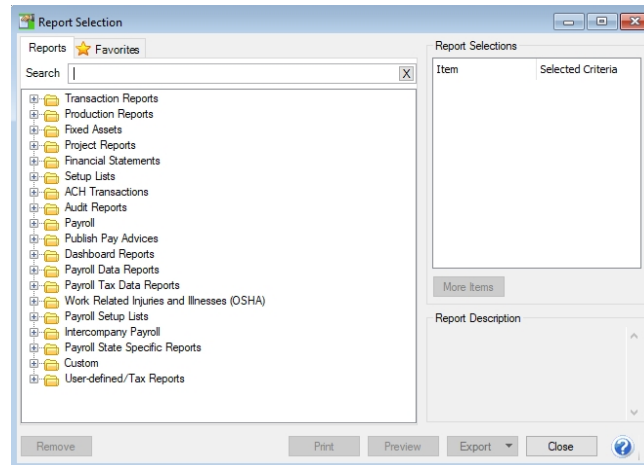
[Setup Network Favorites](#)

[Generate a Batch of Reports](#)

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## Generate a Report

1. From the **Reports** menu, click **Reports**.
2. Select the **Reports** tab. The reports are organized into folders and sub-folders based on different categories of reports. Use the **Search** box to filter and locate reports by title or click the + sign next to a folder to open it and continue opening the folders until you find the individual report you want to print or preview. Click on the report to highlight it.



Note: To quickly expand all report folders without clicking the + sign, right-click and select **Expand All Groups**. To quickly expand one report folder or sub-folder without clicking the + sign, right-click and select **Expand All Child Groups Under <Report Group Name>**. To collapse all report folders without clicking the - sign, right-click and select **Collapse All Groups**. To quickly collapse one report folder or sub-folder without clicking the - sign, right-click and select **Collapse All Child Groups Under <Report Group Name>**.

3. Once a report is selected, the **Report Selections** for that specific report are displayed. These options allow you to filter the data you see in the reports, including the date range you are generating the report for. Each report will have different filters available.

To use a filter within the Report Selections:

- » Click on the filter you want to use (For example, Period or Company/Fund).
- » A pop-up box will display all options for that filter. Select the specific item(s) you want the report filtered by.



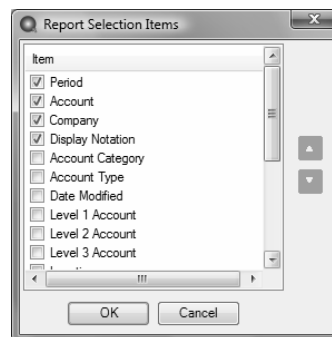
Note: You can select up to 500 items to filter the report by for each option.

- » Click **OK**.



Note: To clear a filter and return the selection to All, select the filter and click **Clear**.


4. Each report automatically displays the default Report Selections when the report is selected, but additional filters are also available. To review and/or add those filters to the **Report Selections**
  - » Click **More Items**.

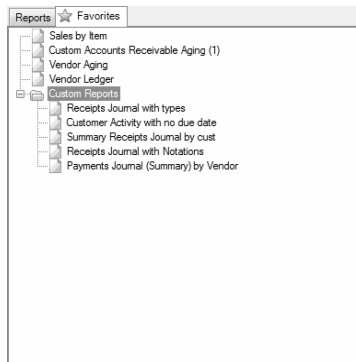


- » Check the box for any filters you want to add.
  - » Click **OK**. All selected filters will now be displayed with the default Report Selections.
5. Once you have made all desired **Report Selections**, click **Print** to print the report or click **Preview** to bring up a report preview and to make further modifications. For more information on modifying reports, please see the topic *Customizing Reports*.

## Add Reports to the Favorites Tab

The Favorites tab in reports allows you to organize frequently used reports to make them easier to find. It is also where customized reports are saved. Reports on your Favorites tab are specific to your computer. Other CenterPoint users will have their own list of favorite reports.

1. To save a default report to the **Favorites** tab:
  - » Highlight the report on the **Reports** tab.
  - » Right-click on the report and select **Add to Favorites**.
  - » Enter a name for the report and click **OK**.
2. To save a custom variation of a report:
  - » Preview a report and make modifications.
  - » Click on the  icon.
  - » Enter a name for the report and click **OK**.
3. You can organize the reports on the **Favorites** tab into folders.



- » Right-click in the blank space on the Favorites tab and select **New Folder**.
  - » Enter a name for the folder.
  - » Drag and drop reports or other folders into your new folder.
4. To remove reports from your Favorites tab, right-click on the report and select **Delete**.
  5. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
  6. If you want only your Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

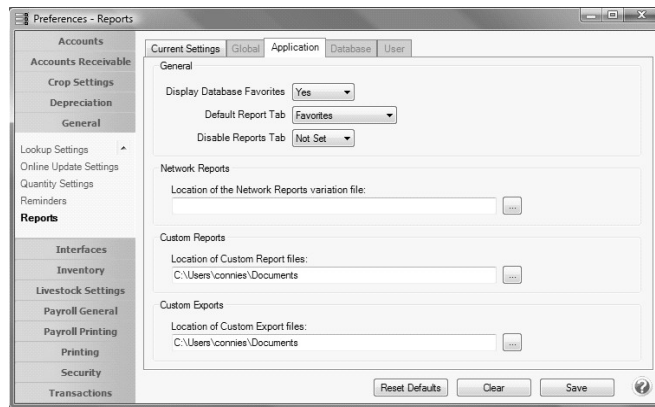


**Note:** If you change a favorite report saved on your computer, you will be prompted with a "This report has been modified and is already a favorite report. Would you like to save these changes to this report?" message. You will have three options: Yes - save the changes to the current favorite report and exit, No - exit the report without saving the changes, or Cancel - Do not exit the report but close the message (this would give you the opportunity to create a new favorite).

## Add the Database Tab

A Database tab can be added to Reports. It allows you to save favorite reports to a specific database (whereas reports saved to the Favorites tab are specific to a computer). Each database on your computer can have a separate list of database favorites. Any user accessing the database would see the same list of reports on the Database tab.

- To add the **Database** tab (one-time setup):
  - » From the **File** menu, click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.




- » Change **Display Database Favorites** to **Yes**.
  - » Click **Save**.
- To add reports to the **Database** tab:
    - » Highlight the report on either the **Reports** tab or **Favorites** tab.
    - » Right-click and select **Add to Database**.
  - To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
  - If you want only your Favorites or Database Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

## Setup Network Favorites

If you have a network version of CenterPoint, you can setup a Network Favorites tab that displays the same favorites for all users and all databases on the network.

- On one computer:
  - » Add the desired reports to the **Favorites** tab. Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions.
  - » Go to the **My Documents** folder on the hard drive and copy the **CenterPoint.Favorites.Variations** file.
  - » Copy the **CenterPoint.Favorites.Variations** file to a shared location on the network.
- At each workstation:
  - » In CenterPoint, go to the **File** menu and click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.

- » For **Location of the Network Reports variation file**, click  and select the location of the file from Step 1.

## Generate a Batch of Reports

Batch reports allow you to print all reports that are in a specific folder on your Favorites tab at the same time. A batch (folder) is created on the Favorites tab and then all appropriate reports can be added to the batch (folder). With a single selection, all reports within this batch can easily be generated. This can make running month-end or quarterly reports quicker and easier.

- » Create a Report Batch (folder):
  - » Add the reports you want in the batch to the **Favorites** tab.

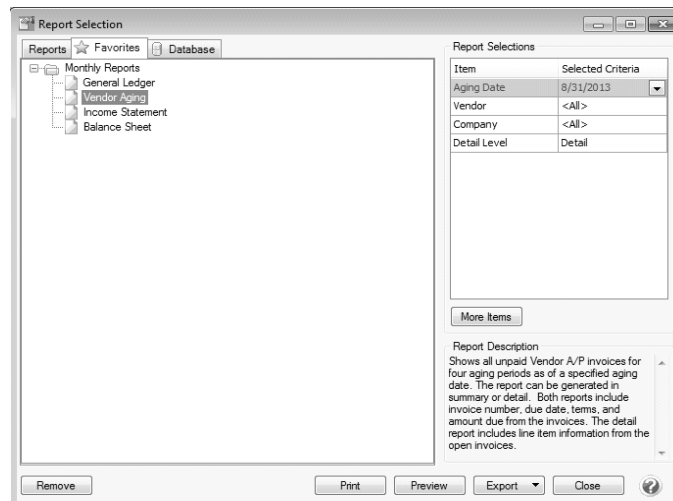


Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions on adding reports and creating folders on the Favorites tab.

- » Create a folder on the **Favorites** tab for your batch and drag the desired reports to that folder.
- » Select the first report in the folder and identify a preset date range in the **Report Selections**.



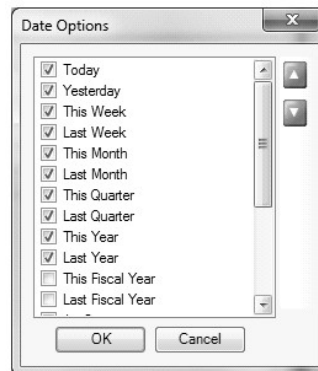
Note: Repeat this step for each report in the folder/batch.



- » For example, **This Month** or **This Quarter**. Do not use **Custom**. When you generate the report batch you will select a date, the reports will be produced based on the date you enter and the date range selected. For example, if the report is set for This Month and the Batch Date is 5/15/16, then the report will print for 5/1/16 - 5/31/16.
  - » Other Date Range and Period Range selections include:
    - » **This YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year unless that period is not yet opened and then it is January 1 of the last opened year and through the current system date or current system period unless that period is not open and then it is the last opened period.
    - » **Last YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year minus one year unless

that period is not yet opened and then it is January 1 of the last opened year through the current system date or period minus one year unless that period is not open and then it is the last opened period.

- » **This Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period unless that period is not open and then it is the last opened period.
- » **Last Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month minus one year of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period minus one year unless that period is not open and then it is the last opened period.
- » To maintain the list of pre-defined date selections in the Date Range, Period and Period Range report filter controls, right-click on the Date Range, Period or Period Range and select **Options**.



- » From the Date Options screen, you can select the ranges that apply to you. Once changes are made, they will be saved and re-used anywhere that report filter is used. Each type of filter (Date Range, Period and Period Range) maintains its own configuration settings.
- » Generate the Reports:
  - » From the **Favorites** tab, select the folder for your batch reports.
  - » Choose the **Batch date** and **Company/Fund** from the **Report Selections**. When the report is generated, a combination of the preset date range assigned in the report and the Batch Date will be used to select the data for the report. Report selection filters can be removed from a batch folder by clicking on the More Items button and removing the check mark next to the filter. Once the filter is removed, the reports in that batch will use the filters that are saved with each individual report for that iteration of the batch report.
  - » Click **Preview** to preview the batch report, click **Print** to print the report, or click **Export** to export reports to PDF or Excel (when exporting reports generated from a batch, the PDF export adds each report in the batch to a combined single PDF document and the Excel export adds each report in the batch to a separate worksheet).

## Customizing Reports

CenterPoint allows you to customize reports to match your needs. A system supplied report can be modified to create many variations to the same report. These customized reports are saved as Favorites for future use. You can also add folders to your Favorites to organize your custom reports.

The customizing tools can be used to add or remove columns from the report, change the sort order, add or remove subtotals, change the title and page numbering, etc. All customizing is done from within the preview of an existing report.

### [Step A - Customize an Existing Report \(including step-by-step instructions for common report changes\)](#)

### [Step B - Save Customized Report for Future Use](#)

### [Step C - Organize Custom Reports for Easy Access \(optional\)](#)

## Step A - Customize an Existing Report

1. Select a report that you would like to customize (**Reports > Reports**).
2. Choose the appropriate and click **Preview**.

Date	Check / Reference #	Payee	Payment Amount
<b>1000 Cash in Bank - Checking</b>			
01/31/08	000001	Timberline Supplies	12,625.00
01/31/08	000001	Summit Utility Company	26,500.00
01/31/08	000002	Pro Cast Supplies	1,000.00
01/31/08	000002	Summit Water Company	22,123.00
01/31/08	000003	United Parcel Service	150.00
02/18/08	000001	Summit Utility Company	26,500.00
02/18/08	000002	Summit Water Company	22,123.00
02/18/08	000003	United Parcel Service	150.00
02/29/08	000003	Ice Man Supplies	6,550.00
02/29/08	000004	Alpine, Inc.	7,500.00
02/29/08	000005	Timberline Supplies	12,625.00
02/29/08	000006	Ice Man Supplies	6,550.00
02/29/08	000007	Alpine, Inc.	7,500.00
03/15/08	000001	Summit Utility Company	26,500.00
03/15/08	000002	Summit Water Company	22,123.00
03/15/08	000003	United Parcel Service	150.00
03/15/08	000004	Speed Racer Supplies	48,200.00
04/30/08	000008	Timberline Supplies	12,625.00
04/30/08	000009	Pro Cast Supplies	1,000.00
04/30/08	000010	Ice Man Supplies	6,550.00

3. On the left side of the preview screen, six tabs (**General, Header, Columns, Group & Sort, Filters** and **Footer**) are displayed. The information in these tabs is used to customize reports. Click on a tab to open it and display all the options available.
  - » : manages the title and style of the report and the position of the date, time stamp, and page numbers.
  - » : controls the information displayed in the report heading (title, company/fund name, etc.).
  - » : Select which columns of data do and do not print on the report.
  - » : Manages how data is sorted and subtotaled (grouped).
  - » : Displays the selection criteria that can be used for this report. This is the same information that is available in the Selection Criteria prior to previewing the report.
  - » : Manages the information (if any) printed at the bottom of each page on the report.
4. Select the tab and make the appropriate changes. (See the "Step-by-Step Instructions for Common Report Changes" section for more information on making changes.)
5. Click the **Refresh** button after making changes in a tab to update the report with the new changes.

### Step-by-Step Instructions for Common Report Changes

#### Change the Title of a Report

1. From the preview of any report, click on the **General** tab.

The screenshot shows a 'General' dialog box with the following settings:

- Title: Payments Journal (Summary)
- Style: (Default)
- Date: Upper Left Corner
- Time: Upper Left Corner (Line 2)
- Page No.: Upper Right Corner
- ☒ Filter selections in report footer
- ☒ Show report totals
- ☐ Group headings on each page
- ☐ Show totals only
- ☐ Show row counts

2. Click in the **Title** field and enter the text you'd like to use for the report title. This will also be used as the default name when the report is saved as a Favorite.

#### Change the Font Size on a Report

1. From the preview of any report, click on the **General** tab.
2. Select the **Style** drop down to change the font size of the report. The Style also controls indentations, shading and underlining within a report.
3. Select a different **Style** from the list. Click **Refresh** to update the screen. Continue applying a different style until you find the style/font that best fits your needs.

#### Remove or Move Page Numbering

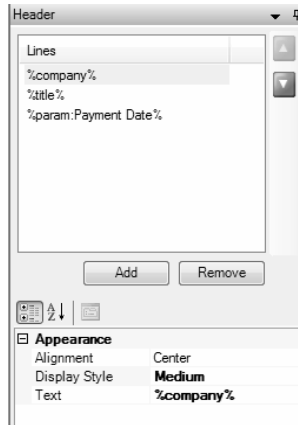
1. From the preview of any report, click on the **General** tab.
2. Click on the **Page No.** drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

#### Remove or Move the Date and Time Printed Stamps

1. From the preview of any report, click on the **General** tab.
2. Click on the **Date** and/or **Time** drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

#### Change the Size or Location of the Header Information (report title, company/fund name, etc.)

1. From the preview of any report, click on the **Header** tab.



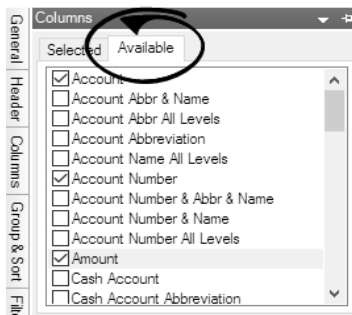
2. At the top of the screen in the Lines area, click on the header information that you'd like to change (Company/Fund, Title, etc.) and the **Appearance** information for that line will display below.
3. To change the size of the text used for that line on the report, click in the **Display Style** field and select **Small**, **Medium** or **Large**.
4. To change where the text will print, click in the **Alignment** field and select **Left**, **Center** or **Right**.

#### Add Another Title Line to the Top of a Report

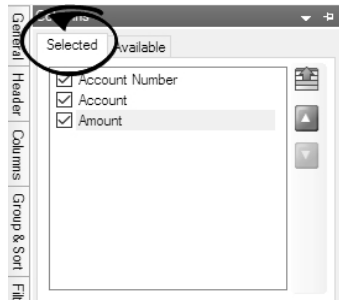
1. From the preview of any report, click on the **Header** tab.
2. Click on the **Add** button.
3. Select the **New Item** line in the Lines box to display the Appearance information below.
4. Click on the ellipse button on the **Text** field to select a field from the database to print or simply enter the text to print.

#### Add, Remove or Move a Column of Data to the Report

1. From the preview of any report, click on the **Columns** tab. All columns that are available to print on this particular report will be displayed on the Available tab. This list changes for each report.



2. To add a column of data to the report, select the check box next to the column name. Select the Selected tab to display all of the columns you selected on the Available tab to display on this report.



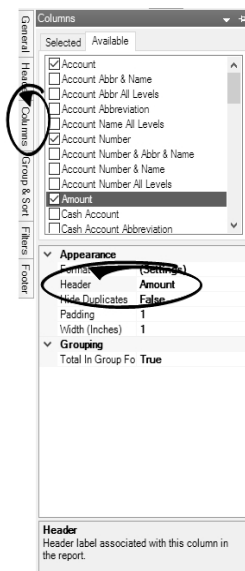
3. To remove a column of data from the report, on the **Selected** tab, unselect the check box next to the column name.
4. To move a column of data, on the **Selected** tab, select the column and then use the green up and down arrows on the right to move the column.



Note: the striped up arrow immediately moves the field to the top with other selected items. The plain green up arrow moves the item up the list one row at a time.

### Change the Title of a Column

1. From the preview of any report, click on the **Columns** tab.
2. Click on the column to be modified and the **Appearance** information will be displayed below.



3. Click in the **Header** field and make the appropriate changes.

### Change the Sort Order of Data in a Report

1. From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the Selected tab..

Group & Sort

Selected Available

Column	Grp	Sort
Vendor (Last, First)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transaction Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transaction Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grouping

Display Group Foot: ☒ True

Display Group Header: ☒ True

Footer Text: %Last First% %Name

Header Text: %Last First% %Name

Page Break: ☒ False

Sorting

Direction: ☒ Ascending

Direction

Direction the data should be sorted in.

- Place a check mark in the **Sort** box for the column or columns you'd like to sort on.
- After selecting a column to sort, the **Sorting** option is displayed below. Choose **Ascending** or **Descending**.
- If you have chosen more than one column to sort on, then the **sort order** must also be specified. This is done by using the green up and down arrows on the right. In the example above the report would sort by Vendor, Transaction Date, and then Transaction Number.

### Change What Data is Subtotaled in a Report

- From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the **Selected** tab.
- Each column that is selected to **Group** will, by default display a heading and a subtotal. Changing the group options on a report can significantly change the look of a report. For example, this report is grouped by Cash Account by default.

12:09 PM

Alpine Sports  
Payments Journal (Summary)

Date	Check / Reference #	Payee	Payment Amount
<b>1000 Cash in Bank - Checking</b>			
10/28/08	000001	Summit Utility Company	26,500.00
10/28/08	000002	Summit Water Company	22,123.00
10/28/08	000003	United Parcel Service	150.00
10/31/08	000017	Pro Cast Supplies	4,378.00
11/15/08	000001	Summit Utility Company	26,500.00
11/15/08	000002	Summit Water Company	22,123.00
11/15/08	000003	United Parcel Service	150.00
11/30/08	000018	Timberline Supplies	12,625.00
11/30/08	000019	Pro Cast Supplies	4,378.00
11/30/08	000020	Ice Man Supplies	6,550.00
11/30/08	000021	Alpine, Inc	7,500.00
12/10/08	000006	Timberline Supplies	12,100.00
12/11/08	000001	Summit Utility Company	26,500.00
12/11/08	000002	Summit Water Company	22,123.00
12/11/08	000003	United Parcel Service	150.00
12/31/08	000022	Timberline Supplies	12,625.00
12/31/08	000023	Pro Cast Supplies	5,378.00
12/31/08	000024	Ice Man Supplies	6,550.00
12/31/08	000025	Alpine, Inc	7,500.00
<b>1000 Cash in Bank - Checking Totals</b>			<b>\$225,903.00</b>
<b>Report Totals</b>			<b>\$225,903.00</b>
Records included in total = 19			

If we remove the check mark from Group on the Cash Account and instead, Group by Payee (First Last), it completely changes the look of the report.

The 'Group Sort' dialog box is shown with the 'General' tab selected. The 'Selected' list contains 'Column', 'Grp', and 'Sort'. The 'Available' list contains 'Cash Account', 'Cash Account Nu...', 'Payment Date', 'Check / Referenc...', 'Payee (Last, First)', and 'Payee (First Last)'. The 'Grp' column has checkboxes for each item, with 'Payee (First Last)' checked. The 'Sort' column has checkboxes for each item, with 'Payment Date', 'Check / Referenc...', and 'Payee (First Last)' checked. The 'Grouping' section is expanded.

The 'Payments Journal (Summary)' report is displayed below the dialog box. It shows a summary of payments for various companies, including Alpine, Inc., Ice Man Supplies, Pro Cast Supplies, Summit Utility Company, and Summit Water Company. The report includes columns for Date, Check / Reference #, Payee, and Payment Amount. The total payment amount for each company is listed at the bottom of each section.

Date	Check / Reference #	Payee	Payment Amount
<b>Alpine, Inc</b>			
11/30/08	000021	Alpine, Inc	7,500.00
12/31/08	000025	Alpine, Inc	7,500.00
<b>Alpine, Inc Totals</b>			<b>\$15,000.00</b>
<b>Ice Man Supplies</b>			
11/30/08	000020	Ice Man Supplies	6,550.00
12/31/08	000024	Ice Man Supplies	6,550.00
<b>Ice Man Supplies Totals</b>			<b>\$13,100.00</b>
<b>Pro Cast Supplies</b>			
10/31/08	000017	Pro Cast Supplies	4,378.00
11/30/08	000019	Pro Cast Supplies	4,378.00
12/31/08	000023	Pro Cast Supplies	5,378.00
<b>Pro Cast Supplies Totals</b>			<b>\$14,134.00</b>
<b>Summit Utility Company</b>			
10/28/08	000001	Summit Utility Company	26,500.00
11/15/08	000001	Summit Utility Company	26,500.00
12/11/08	000001	Summit Utility Company	26,500.00
<b>Summit Utility Company Totals</b>			<b>\$79,500.00</b>
<b>Summit Water Company</b>			
10/28/08	000002	Summit Water Company	22,123.00
11/15/08	000002	Summit Water Company	22,123.00
12/11/08	000002	Summit Water Company	22,123.00
<b>Summit Water Company Totals</b>			<b>\$66,369.00</b>

3. Select each **Column** that you would like grouped & subtotaled by placing a check mark in the **Grp** box.
4. If you have chosen more than one column to group on, then the **group order** must also be specified. This is done by using the green up and down arrows on the right.

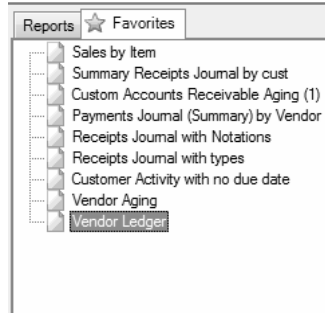
## Step B - Save Customized Report for Future Use



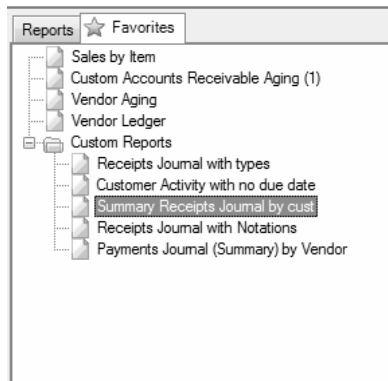
Note: If a system-supplied report has security restrictions for users (you can restrict users from viewing/printing specific reports), the user will also be restricted from any favorites based on the system-supplied report. Favorites created prior to version 3.5 will need to be recreated to have security restrictions applied. See the [Users and Security](#) topic for information about creating users, user groups, and setting security policies.

## Step C - Organize Custom Reports for Easy Access (optional)

1. The Favorites tab (Reports > Reports > Favorites tab) will display all reports that have been marked as Favorites. This can be system supplied reports and/or customized reports. By default, they are displayed in a flat list.



2. The reports in the Favorites tab can easily be sorted and grouped.
  - » To change where in the list a report is displayed: Left click on the report and while still holding down the left mouse button, drag it to the new location in the list. Then release the left button on the mouse.
  - » To group multiple reports together:
    - a. Right-click in any blank space on the Favorites tab.
    - b. Select **New Folder**.
    - c. Type in a name for the new folder and press enter on the keyboard (in this example, we named the folder "Custom Reports").
    - d. Use the same "drag and drop" process described above to move reports in to the new folder.



## Understanding and Modifying the Income Statement

Prerequisite: This document should be used to modify the Income Statement for CenterPoint version 11 and later in conjunction with common report customization instructions found in the [Customizing Reports](#) topic. For versions prior to version 11, please see the [Customizing Reports](#) topic.



Note: The Income Statement used prior to CenterPoint version 11 will no longer be available in the Reports tree, however, if you've saved Income Statement favorites from the base report, the Favorites will be available. To take advantage of the features available in future versions of CenterPoint, please redefine those favorites using the Income Statement now on the Report tree.

[Income Statement Format Changes](#)

[Detail Report Selection Filter Changes](#)

[Comparative Income Statement Options](#)

## Column and Group & Sort tab Changes

### Income Statement Format Changes

The information below outlines the changes made to the Income Statement in accordance with .

1. The new Income Statement will always include grouping on Account Type. If you did not include Account Type as a grouping option, it will be inserted as the first group in the report.
  - a. The Interest Expense categories were moved out of “Income (Loss) from Operations” and into “Net Income (Loss)”. For CenterPoint, the following account categories CHANGED the Account Type from Expense to Other Expense: Interest Other, Interest Mortgage, Term Interest, and Non-Term Interest.
    - » You can override the Farm Financial Standard Council Financial Guides for Agriculture recommendation of displaying Interest Expense in the Other Expense section of the Income Statement and move it to the Expense section instead in **File > Preferences > Accounts > Personal Accounts** by setting the **Override** box to **Yes**.



Note: When the Override preference is set to **Yes**, it will cause invalid ratio index analysis.

2. The new Income Statement includes the following Income Statement description changes:
  - a. Revenue - Cost of Goods - Expenses = Income (Loss) from Operations.
  - b. Income (Loss) from Operations + Other Revenue – Other Expense = Net Income (Loss).
3. Databases that include accounts with the Account property of “Personal” will display in a new Personal Account Type in the bottom section of the Income Statement below Other Revenue and Other Expense.
  - a. Personal Accounts are accounts in the account categories “Personal Income” and “Personal Expense”.
  - b. Personal Accounts are accounts in databases where File > Preferences > Accounts > Personal Accounts > Use Personal Accounts = Yes; AND the account in Setup > Accounts > Detail is selected as “This is a Personal Account”.
  - c. Personal Accounts display in the bottom section of the Income Statement below Other Revenue and Other Expense. Other Revenue and Expense are summarized as Net Other.
  - d. In databases with Personal Accounts, the Income Statement descriptions are as follows:
    - i. Revenue – Cost of Goods – Expenses = Income (Loss) from Operations
    - ii. Income (Loss) from Operations + Other Revenue – Other Expense = Net Other
    - iii. Net Other + Personal Income – Personal Expense = Net Income (Loss).

Detail Level Report Selection Filters

The following filters provide additional formatting for the Income Statement.

Display Level Report Selection Filter

- 1. Select **Reports > Reports**.
- 2. Expand the **Financial Statements** node and then select **Income Statement**.
- 3. Choose the **Display Level** report selection filter. The new options for this filter are Level 2 Accounts, Level 3 Accounts, and Postable Accounts.

Level 2 and 3 Account Level Formatting

A new formatting method for Level 2 and 3 accounts is used in version 11 and later. Instead of group headers appearing as regular groups with their own indenting, the group headers are turned off and the parent accounts appear as separate lines with no amounts.

Fuel		
Diesel		
Diesel Equipment	0.00	355.00
Diesel Road	2,411.00	0.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

Diesel and Gas are Level 2 accounts. Gas is a postable account where Diesel has two Level 3 accounts below it. The indenting is done with spaces preceding the title not by the grouping. If the same were reported showing values at Level 2, the following displays:

Fuel		
Diesel	2,411.00	355.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

Postable Account Level Formatting

A new formatting method for Postable accounts is used in version 11 and later. When detail is displayed at the postable account level, the special formatting displayed above is disabled. Since only the postable accounts are displayed, no Level 1 and 2 parent accounts are displayed so all accounts are left justified within the group. The example below displays no categories and no subtotals.

Diesel Equipment	0.00	355.00
Diesel Road	2,411.00	0.00
Gas	150.00	2,187.50
Insurance	0.00	200.00

Display Subtotals Report Selection Filter

- 1. Select **Reports > Reports**.
- 2. Expand the **Financial Statements** node and then select **Income Statement**.

3. Choose the **Display Subtotals** report selection filter. The new options for this filter are None, Category, and Level 2.

The Level 2 and Level 3 and Postable Account examples above had no subtotals displayed. If subtotals were displayed for all levels and detail was displayed at Level 3, the following displays:

Fuel		
Diesel		
Diesel Equipment	0.00	355.00
Diesel Road	2,411.00	0.00
<b>Diesel Totals</b>	<b>\$2,411.00</b>	<b>\$355.00</b>
Gas	150.00	2,187.50
<b>Fuel Totals</b>	<b>\$2,561.00</b>	<b>\$2,542.50</b>
Insurance	0.00	200.00

## Comparative Income Statement Options

A new Report Selection filter is available that allows you to create a comparative Income Statement. This option allows you to define the items that you want to compare in up to 12 additional columns. The options that can be displayed to compare are Companies/Funds, Profit Centers/Departments, Profit Center Groups, Production Centers/Locations, Production Center Groups, Production Center Details, Projects, and Production Year. The current column and other period columns will continue to display values based on the sum of all the filters and options. The other columns will display only actual data and only for the period selected in the report options.

1. Select **Reports > Reports**.
2. Expand the **Financial Statements** node and then select **Income Statement**.
3. Choose the **Fill Other Columns With** report selection filter.
4. Select one of the available options that can be compared: Companies/Funds, Profit Centers/Departments, Profit Center Groups, Production Centers/Locations, Production Center Groups, Production Center Details, Projects, and Production Year. In the example below, Profit Center was selected and the report was filtered for the Corn and Soybean profit centers.
5. Click **Preview**.
6. Select the **Columns** tab, and then select the **Available** tab.
7. Select **Specified Column 1**, and then select the type of column to display. In the example below, Col 1 Amount was selected. This allows the Jan 2016/Dec 2016 Corn column to be added to the report.
8. Select **Specified Column 2**, and then select the type of column to display. In the example below, Col 2 Amount was selected. This allows the Jan 2016/Dec 2016 Soybeans column to be added to the report.
9. Click **Refresh**.

4/4/2017  
10:53 AM

**CenterPoint Farm**  
**Income Statement**  
**1/1/2016 to 12/31/2016**  
**Accrual**

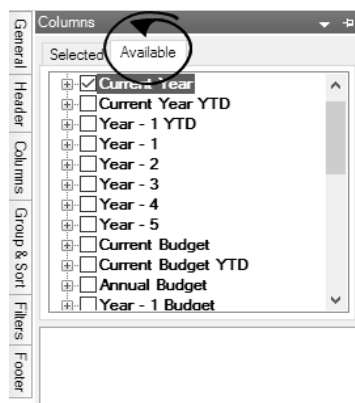
Page 1 of 1

	Jan 2016 Dec 2016 Actual	Jan 2016 Dec 2016 Com	Jan 2016 Dec 2016 Soybeans
<b>Revenue</b>			
<b>Sales of Raised Crops</b>			
Sales of Corn	238,700.00	238,700.00	0.00
Sales of Soybeans	211,559.20	0.00	211,559.20
Silage Revenue	4,200.00	4,200.00	0.00
<b>Change in Raised Crop Inventory</b>			
Change in Raised Crop Invent.	62,900.00	78,775.00	(15,875.00)
<b>Cooperative Distributions (1099-PATR)</b>			
Coop Distributions noncash	1,900.00	967.70	932.30
Cooperative Distribution Patr	1,900.00	967.70	932.30
<b>Agricultural Program Payments</b>			
Agricultural Program Payments	18,900.00	18,900.00	0.00
<b>Revenue</b>	<b>\$540,059.20</b>	<b>\$342,510.40</b>	<b>\$197,548.80</b>
<b>Cost Of Goods Sold</b>			
<b>Nutrient Management Cost</b>			
Cost - Nutrient Management	44,843.00	29,488.40	15,354.60
<b>Chemical Cost</b>			
Herbicide Cost	3,752.00	2,481.00	1,271.00
Insecticide Cost	7,091.75	3,990.00	3,101.75
<b>Fertilizer Cost</b>			
Blend Cost	2,832.00	2,832.00	0.00
<b>Fuel Cost</b>			
Fuel Cost	4,848.96	3,376.80	1,472.16
<b>Seed/Plants Cost</b>			
Seed Cost	48,598.40	25,438.40	23,160.00
<b>Storage Cost</b>			
Storage Cost	1,195.00	820.00	375.00
<b>Machinery Hire Cost</b>			
Machinery Hire Cost	420.00	420.00	0.00
<b>Cost Of Goods Sold</b>	<b>\$113,581.11</b>	<b>\$68,846.60</b>	<b>\$44,734.51</b>
<b>Gross Profit</b>	<b>\$426,478.09</b>	<b>\$273,663.80</b>	<b>\$152,814.29</b>

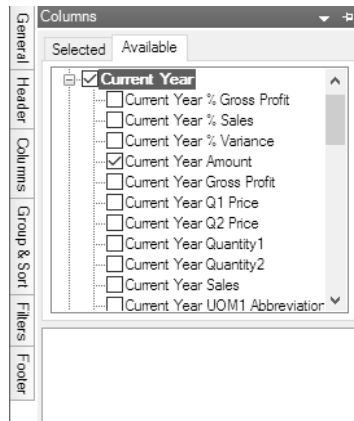
## Column and Group & Sort tab Changes

The following steps define how to locate and define additional columns on the Income Statement.

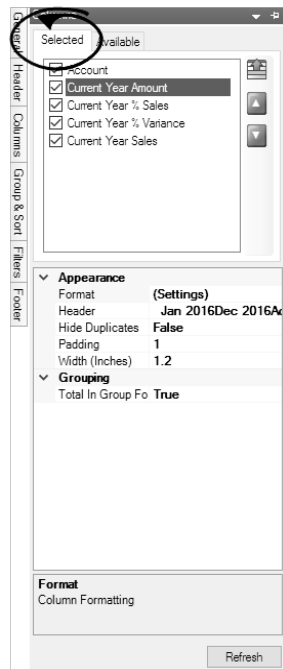
- From the preview of the Income Statement, click on the **Columns** or **Group & Sort** tab. All column types and columns that are available to print or group/sort on the report will be displayed in a new **Available** tab. Column types are displayed at the top node of each list next to the + sign. Examples of column types displayed below are Current Year, Current Year YTD, Year 1, Year 2, Current Budget, etc.



- To display all columns under each of the column types, for example Current Year, select the check box next to the column type Current Year and then click the + sign next to the check box.



- From the list of displayed columns under the column type, select the columns that you want to add to the Income Statement and format the column as in previous versions of the Income Statement with the exception of column headers, see the *Changing the Default Column Header* section below for more information on renaming column headers.
- Select the **Selected** tab to display all of the columns you selected on the Available tab to display on the Income Statement.



#### Changing the Default Column Header

The column default header is gathered from information from the filters, such as the date span or the "Fill Other Columns With" filter used for comparison Income Statements unless you've entered a column header of your own.

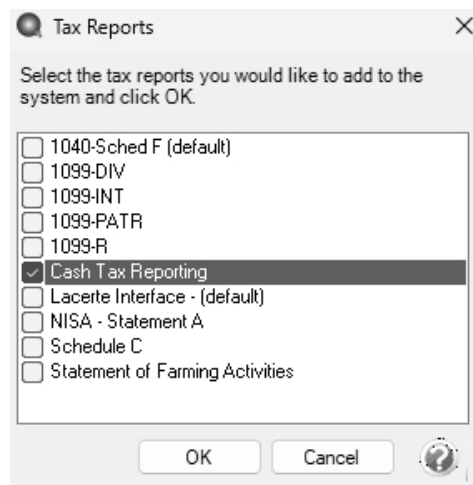
The program generated column header text always begin with a "space" (the "space" triggers the column header text to be gathered from the filtered selections).

- » If you wish customize and rename a column header:, from the **Selected** tab, select the column you want to rename, under **Appearance** select **Header** and **remove the "space"**, and then enter your desired text.
- » Once the report is customized, save it as a favorite by selecting the **Add to Favorites (Star) icon** and naming the report. Note that if you change the report filters, a customized column header remains the same. If you change the filters, create a new variation of the report and save as a new favorite.
- » To display the base report default column headers again, return to the **Columns** tab. Select the **column**, under **Appearance** select **Header**, click the drop-down arrow. Re-insert a "space" in the first character. Refresh the report. The column header will gather the default filtered column header.
- » The following comparative Income Statement is an example of customized column headings:

## Cash Basis Reporting

Follow the steps below to set up Cash Basis Reporting in CenterPoint Accounting

1. Select **Setup > User-defined/Tax Reports**.
2. Click the **Tax Reports** button at the bottom of the screen.



3. On the Tax Reports screen, select the **Cash Tax Reporting** check box, and then select **OK**.
4. Select **Setup > Company**, edit your company, and then select the **Tax Report** tab.
5. In the **User Defined Report Used For Tax Reporting** box, select **Cash Tax Reporting**.
6. Select the **Calculate Modified Cash Balances** check box.
7. In the **Beginning Period for Modified Cash Balances** box, select the earliest period available.

**Companies**

List Detail Filter Reports

Alpine Sports

General Additional Detail Tax Report Accounts List

User Defined Tax Report Information

User Defined Report Used For Tax Reporting:

Modified Cash Selections

Each company can store its own modified cash balances. The most common use for modified cash balances is to generate a balance sheet that coordinates with your tax return. The report is called 'Balance Sheet Cash Value.' The check box below will activate modified cash balances for this company. This is an optional feature. (You will need to select a tax report above to use this feature)

☒ Calculate Modified Cash Balances

Beginning Period For Modified Cash Balances:

Repost Balances

Save Cancel Close

8. Click **Save**.
9. Click **Close**.
10. If you are setting up an existing database for modified cash and if you did not enter modified cash beginning balances during original setup, select **Setup > Accounts > Balances** tab. From the upper-right side of the screen, click the **Beginning Period** button, from the bottom of the screen, click **Options**, select **Modified Cash Values**, and then you will be able to enter the beginning balance sheet cash value in the **Mod Cash Value** column.

**Accounts**

List Detail Balances Filter Reports

Company: Alpine Sports

Period: December 2020 Beginning Period

Search For:

By: Name

Name	Book Value	Mod Cash Value	Quantity 1
<b>Assets</b>			
<b>Cash</b>			
Cash in Bank - Checking	50,000.00	50,000.00	C
Petty Cash	0.00	0.00	C
Undeposited Funds	0.00	0.00	C
Securities (Available for Sale)	0.00	0.00	C
Accounts Receivable	0.00	0.00	C
Other Receivables	0.00	0.00	C
Prepaid Expenses	0.00	0.00	C
Inventory	0.00	0.00	C
Furniture, Fixtures & Equipment	0.00	0.00	C
Buildings & Improvements	0.00	0.00	C
Land	0.00	0.00	C
Accumulated Depreciation	0.00	0.00	C
Investments	0.00	0.00	C
Other Assets	0.00	0.00	C
<b>Liabilities</b>			
Accounts Payable	0.00	0.00	C

Save Cancel Detail Balances Refresh Options Close

11. Select **Setup > Company**, edit your company, and then select the **Tax Report** tab
12. Select **Repost Balances** to create the balance sheet for Modified Cash.
13. Verify your entries by printing/previewing a Cash Balance Sheet and Cash Income Statement from **Reports > Reports > Financial Statements > Income Statement or Balance Sheet**, selecting **Cash** in the **Report Method** report selection filter, and clicking **Print** or **Preview**.

## Customize the General Ledger Account Activity Report

Step-by-step instructions on how to customize a General Ledger Account Activity report that includes these modifications:

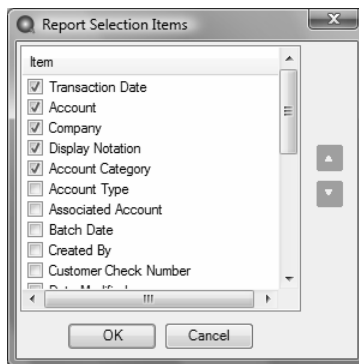
- » The cash, accounts payable, accounts receivable, and line of credit accounts will be excluded from the report to condense the length of the report.
- » Account Number headings will print on multiple pages if transactions for an account span more than one page.
- » The notation information will be added to the report.

## Customize the General Ledger Account Activity Report:

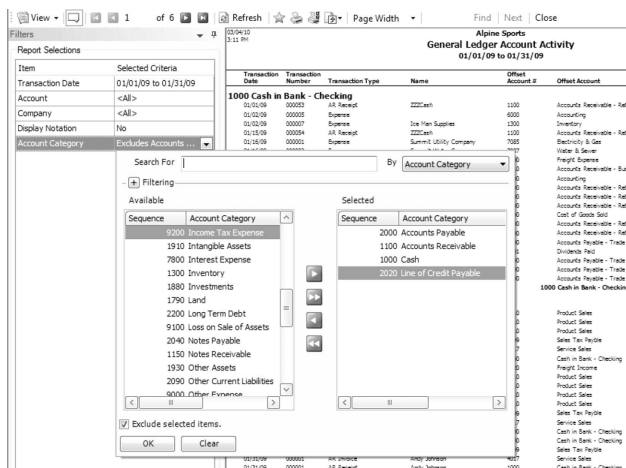
1. Select **Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity**.
2. Specify the preferred **Report Selections** on the right side of the screen, and then click **Preview**.

Transaction Date	Transaction Number	Transaction Type	Name	Offset Account #	Offset Account	Debits	Credits
<b>1000 Cash in Bank - Checking</b>							
01/01/09	000053	AR Receipt	ZZZcash	1100	Accounts Receivable-Retail	156,255.51	
01/02/09	000055	Expense		6000	Accounting		5,483.32
01/02/09	000057	Expense	Ice Man Supplies	1300	Inventory		14,000.00
01/13/09	000054	AR Receipt	ZZZcash	1100	Accounts Receivable-Retail	44,354.63	
01/13/09	000061	Expense	Summit Utility Company	7085	Electricity & Gas		26,500.00
01/14/09	000062	Expense	Summit Water Company	7087	Water & Sewer		22,123.00
01/14/09	000063	Expense	United Parcel Service	5100	Freight Expense		150.00
01/20/09	000063	AR Receipt	Sherman Village Fishing Club	1110	Accounts Receivable-Business	425.00	
01/27/09	000065	Expense		6000	Accounting		5,483.32
01/30/09	000022	AR Receipt	Herb Ford	1100	Accounts Receivable-Retail	500.00	
01/31/09	000061	AR Receipt	Andy Johnson	1100	Accounts Receivable-Retail	544.35	
01/31/09	000065	AR Receipt	Chuck Adams	1100	Accounts Receivable-Retail	500.00	
01/31/09	000018	Expense		5000	Cost of Goods Sold		41,777.00
01/31/09	000023	AR Receipt	Jim Pierce	1100	Accounts Receivable-Retail	500.00	
01/31/09	000024	AR Receipt	Woody Cleveland	1100	Accounts Receivable-Retail	544.35	
01/31/09	000026	AP Payment	Timberline Supplies	2000	Accounts Payable-Trade		12,625.00
01/31/09	000026	Expense		9001	Dividends Paid		15,000.00
01/31/09	000027	AP Payment	Pro Cast Supplies	2000	Accounts Payable-Trade		1,000.00
01/31/09	000028	AP Payment	Ice Man Supplies	2000	Accounts Payable-Trade		6,550.00
01/31/09	000029	AP Payment	Alpine, Inc	2000	Accounts Payable-Trade		7,500.00
<b>1000 Cash in Bank - Checking Totals</b>						<b>\$203,623.84</b>	<b>\$156,191.64</b>
<b>1100 Accounts Receivable - Retail</b>							
01/01/09	000053	AR Invoice	ZZZcash	4010	Product Sales	16,875.00	
01/01/09	000053	AR Invoice	ZZZcash	4010	Product Sales	36,000.00	
01/01/09	000053	AR Invoice	ZZZcash	4010	Product Sales	10,500.00	
01/01/09	000053	AR Invoice	ZZZcash	2099	Sales Tax Payable	4,445.51	
01/01/09	000053	AR Invoice	ZZZcash	4017	Service Sales	86,455.00	
01/01/09	000053	AR Receipt	ZZZcash	1000	Cash in Bank-Checking		156,255.51
01/15/09	000054	AR Invoice	ZZZcash	4020	Freight Income	26.50	
01/15/09	000054	AR Invoice	ZZZcash	4010	Product Sales	147.42	
01/15/09	000054	AR Invoice	ZZZcash	4010	Product Sales	5,625.00	
01/15/09	000054	AR Invoice	ZZZcash	4010	Product Sales	14,250.00	
01/15/09	000054	AR Invoice	ZZZcash	4010	Product Sales	3,000.00	
01/15/09	000054	AR Invoice	ZZZcash	2099	Sales Tax Payable	1,555.51	
01/15/09	000054	AR Invoice	ZZZcash	4017	Service Sales	19,750.00	
01/15/09	000054	AR Receipt	ZZZcash	1000	Cash in Bank-Checking		44,354.63
01/20/09	000022	AR Receipt	Herb Ford	1000	Cash in Bank-Checking		500.00
01/31/09	000001	AR Invoice	Andy Johnson	2099	Sales Tax Payable	44.35	

3. Click on the **Filters** tab on the left side of the previewed report so that we can exclude the appropriate accounts from the report.
  - a. Click on the **More Items** button.
  - b. Place a check mark in the **Account Category** box and click **OK**.



c. In **Report Selections**, click on **Account Category** to display the Account Category filtering.



d. In the **By** field in the upper right corner, select **Account Category**.

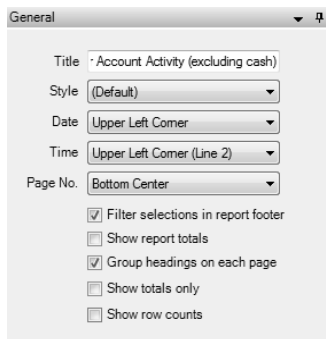
e. Move the **Accounts Payable**, **Accounts Receivable**, **Cash** and **Line of Credit** account categories from the left to the right using the green arrow buttons.



Note: To make it easier to find these categories, click on the Account Category column heading on the left in the Available box to sort the Account Categories in alphabetical order.

f. Select the **Exclude selected items** check box and click **OK**.

4. Select the **General** tab to modify the name of the report and add group names to multiple pages.




- Click in the **Title** field and specify the name you'd like to use for this report. In our example we added " (exclude cash)" to the end of the existing report name.
- Place a checkmark in the **Group headings on each page** box.



Note: By selecting this option, if an account's transactions span more than one page, it will show the account number heading on each page of transactions.

- Select the **Columns** tab to add the **Notation** field to the report.

- Select the Available tab, scroll down to **Notation**, and then place a check mark in the box to add it to the report.
  - Use the green arrow up and down buttons to decide what order to display the columns in.
- Select the **Refresh** button after making changes to update the report with the new changes.
  - While in the preview of the customized report, save the report as a **Favorite** by clicking on the favorites icon .
  - Specify a name for the new customized report and click **OK**. It will then be available for future use in the Reports > Reports > Favorites tab.

03/04/10 3:49 PM		Alpine Sports General Ledger Account Activity (excluding cash) 01/01/09 to 01/31/09					
Transaction Date	Transaction Number	Transaction Type	Name	Offset Account #	Offset Account	Debits	Credits Notation
<b>1300 Inventory</b>							
01/02/09	000007	Expense	Ice Man Supplies	1000	Cash in Bank - Checking	14,000.00	
01/16/09	000001	AP Invoice	Alpine, Inc	2000	Accounts Payable - Trade	7,500.00	
01/16/09	000002	AP Invoice	Ice Man Supplies	2000	Accounts Payable - Trade	6,550.00	
01/16/09	000003	AP Invoice	Timberline Supplies	2000	Accounts Payable - Trade	12,625.00	
01/16/09	000004	AP Invoice	Pro Cast Supplies	2000	Accounts Payable - Trade	1,000.00	
01/17/09	000005	AP Invoice	Alpine, Inc	2000	Accounts Payable - Trade	782.00	
01/17/09	000006	AP Invoice	Pro Cast Supplies	2000	Accounts Payable - Trade	4,378.00	
01/17/09	000007	AP Invoice	Speed Racer Supplies	2000	Accounts Payable - Trade	26,982.00	
01/31/09	000018	Expense		5000	Cost of Goods Sold		77,777.00
<b>1300 Inventory Totals</b>						<b>\$75,817.00</b>	<b>\$77,777.00</b>
<b>1850 Accumulated Depreciation</b>							
01/01/09		General Journal		7700	Depreciation		2,564.00
01/01/09		General Journal		7700	Depreciation		6,838.00
01/01/09		General Journal		7700	Depreciation		50.00
01/01/09		General Journal		7700	Depreciation		1,603.00
<b>1850 Accumulated Depreciation Totals</b>							<b>\$11,055.00</b>
<b>2099 Sales Tax Payable</b>							
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		4,445.51
01/15/09	000054	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail		1,555.51
01/31/09	000001	AR Invoice	Andy Johnson	1100	Accounts Receivable - Retail		44.35
01/31/09	000002	AR Invoice	Red Wing Bike Club	1110	Accounts Receivable - Business		942.44
01/31/09	000009	AR Invoice	Andy Johnson	1100	Accounts Receivable - Retail		44.35
01/31/09	000010	AR Invoice	Red Wing Bike Club	1110	Accounts Receivable - Business		753.95
01/31/09	000017	AR Invoice	Woody Cleveland	1100	Accounts Receivable - Retail		44.35
<b>2099 Sales Tax Payable Totals</b>							<b>\$7,830.46</b>
<b>4010 Product Sales</b>							
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail	16,875.00	Package Includes
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail	38,000.00	Package Includes
01/01/09	000053	AR Invoice	ZZZCash	1100	Accounts Receivable - Retail	10,500.00	Package Includes

## How to Find Transaction Activity with Missing Details

The General Ledger Account Activity report can be used to create a favorite report grouped by . The report gives an overview of each and the accounts allocated to the . If you have expense accounts that list at the top of the report under no heading, the accounts have activity with unallocated .

### Create the General Ledger Account Activity Report:

1. Select **Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity**.
2. Under Report Selections, select the **Transaction Date** span you wish to review.
3. In the **Account Type** report selection, click the down-arrow and select one account type at a time, such as Expenses, by moving your selection to the right side of the screen and clicking **OK**.
4. Preview the report.
5. On the left side of the screen, select the **Group & Sort** tab.
6. Click on the **Available** tab and select .
7. On the left side of the screen, select the **General** tab.
8. Select **Show Totals Only**.
9. Click **Refresh**.
10. Select **Add to Favorites** (star icon) to name the report and save to your favorites.  
Drill-down does not work on a Show Totals Only report, but you can select the General tab again and uncheck Show Totals Only to see transaction detail and drill-down.

### How do I fix unallocated account activity?

In many cases, you can assign the missing detail in the drill-down of the transaction within the report. If it is an entry you do not wish to edit or there are multiple entries, use a general journal entry.

A general journal can be done to reverse the detail assigned originally and assign the details as needed in the general journal grid.

1. Select **Processes > General Journal Entries**.
2. Select the **Company/Fund** and **Date** you wish to enter the general journal for. Name is not needed.
3. In the **Transaction Type** box, select **General Journal (Accrual)**.
4. In the grid select the **Account** with the missing . Note: From the example General Ledger Account Activity report above, we will fix the .
5. Additional columns will be needed in the general journal grid. **Right-click** your mouse over the blue row and select **Add/Remove Columns**. Add .
6. An increase to an expense is a debit so we will use the same details it has now and credit the amount.
7. On the next row select the same account. Enter the same amount in the **Debits** column.
8. Select the appropriate .
9. The general journal can include as many rows as needed to divide the total unallocated amount to the necessary .
10. The **Debit Total** must equal the **Credit Total** to save the entry.
11. Click **Save** to record the detail assignment. Rerunning the report will show the accounts with equal debits and credits in the top section of no .

## Change the Report used for Drill Down Functionality

Each report in CenterPoint with drill down capabilities has a default report assigned that it uses to display the information being drilled down to. For example, if you drill down on an Income Statement report, the General Ledger report will be displayed by default.

Occasionally, users may want to have the system display a customized version of that report instead of the default. For example, if you have customized the General Ledger report and you want that report to be used when drilling down on an Income Statement. The instructions below explain how to change the default drill down report.

### Change the Default Drill Down Report

1. From the **Reports > Reports** menu, select the report you would be drilling down from. In this case, the Income Statement.
2. Click **Preview** to display the report.
3. Select the **General** tab.

The screenshot shows the 'General' tab of the 'Income Statement' report. The 'Drill Down' dropdown menu is open, showing three options: 'Default', 'General Ledger 2nd test', and 'General Ledger from income stmt'. The report preview on the right shows 'Alpine Sports Income Statement 1/1/2010 to 11/30/2010' with columns for Jan 2010, Nov 2010, and Actual. The 'Total Revenue' is \$1,612,267.14.

4. In the **Drill Down** field, select the customized report that you'd like the system to display when drilling down on this particular report.



**Note:** The Drill Down drop down box will only show customized versions of the same report that the system defaults to. For example, an Income Statement Drill Down box will only show customized General Ledger reports.

5. Click **Refresh**.
6. To save the report so that it always uses the custom report for drill downs, click the **yellow star** to save the report as a favorite. Specify a **Name** for the report and click **OK**. The custom report will be displayed in **Reports > Reports > Favorites**.

### Display an Audit Trail for Edited, Deleted and Voided Transactions

By default, when reviewing reports and transaction searches in CenterPoint, the results displayed are only posted entries. Any entries that have been deleted or voided are no longer included. There may be times that you'd like to review the transactions that have been edited, deleted or voided. This can be done using options available in Transaction Search.

## Showing an Audit Trail in Transaction Search

**EXAMPLE:** In this example, we will void a payment transaction and then change the filters in transaction search to display the information that has been voided.

1. Select **Processes > Transaction Search**.
2. Select the filters, columns, etc. needed to search for the data you'd like to display (refer to the Transaction Search topic for additional information). Click **Search**. In our example, we have filtered the data to show only Payment transactions dated 8/5/10.

Transaction Search window showing search results for transactions dated 08/05/10. The results table includes columns for Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total Journal Amount. The total for the displayed transactions is 25,698.01.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
08/05/10	007309	Payments	Area Ag Center	10,207.01
08/05/10	007310	Payments	Steven King	3,500.00
08/05/10	007311	Payments	Jeremy King	561.00
08/05/10	007312	Payments	Tim King	3,500.00
08/05/10	007313	Payments	Ed King	3,500.00
08/05/10	007314	Payments	Jeremy King	4,430.00
				<b>25,698.01</b>

**Search Criteria:**  
Date Selection: Custom (08/05/10 to 08/05/10)

**Other Filters:**  
Entry Screen: Payments  
Transaction Status: Posted

**Sorted By:**  
Transaction Date: Ascending

3. We then voided the payment to Area Ag Center, which removes the payment from the default transaction search results (as seen below). Please refer to the Void a Check or Edit or Delete a Transaction topics for additional information on editing or voiding transactions.

Transaction Search window showing search results for transactions dated 08/05/10. The results table includes columns for Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total Journal Amount. The total for the displayed transactions is 15,491.00.

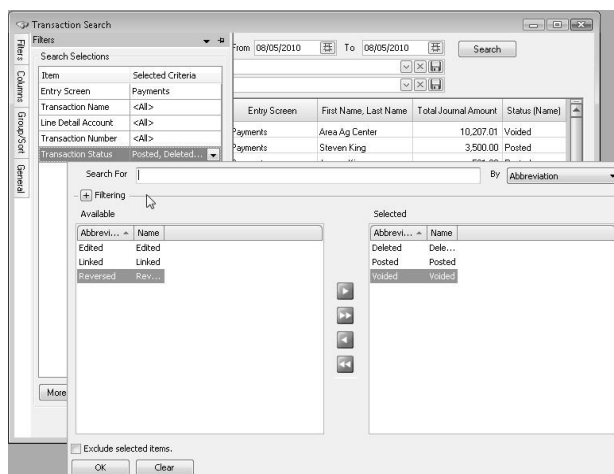
Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
08/05/10	007310	Payments	Steven King	3,500.00
08/05/10	007311	Payments	Jeremy King	561.00
08/05/10	007312	Payments	Tim King	3,500.00
08/05/10	007313	Payments	Ed King	3,500.00
08/05/10	007314	Payments	Jeremy King	4,430.00
				<b>15,491.00</b>

**Search Criteria:**  
Date Selection: Custom (08/05/10 to 08/05/10)

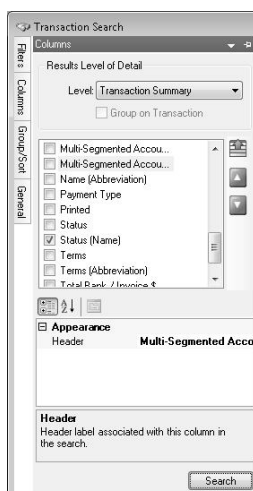
**Other Filters:**  
Entry Screen: Payments  
Transaction Status: Posted

**Sorted By:**  
Transaction Date: Ascending  
Transaction Number: Ascending

4. Select the **Filters** tab and click in the **Transaction Status** field. By default, only posted will be selected. Move the appropriate options for your search to the right under Selected. In this example, we moved **Voiced** and **Deleted**. Click **OK**.



5. Select the **Columns** tab. Scroll down and select the check box for **Status (Name)**.



6. Click **Search** to update the search results to include voiced/deleted transactions and display a column that notes the status of each transaction.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount	Status (Name)
08/05/10	007309	Payments	Area Ag Center	10,207.01	Voided
08/05/10	007310	Payments	Steven King	3,500.00	Posted
08/05/10	007311	Payments	Jeremy King	561.00	Posted
08/05/10	007312	Payments	Tim King	3,500.00	Posted
08/05/10	007313	Payments	Ed King	3,500.00	Posted
08/05/10	007314	Payments	Jeremy King	4,430.00	Posted
				<b>25,698.01</b>	

**Search Criteria:**  
 Date Selection: Custom (08/05/10 to 08/05/10)

**Other Filters:**  
 Entry Screen: Payments  
 Transaction Status: Posted, Deleted, Voided

**Sorted By:**  
 Transaction Date: Ascending  
 Transaction Number: Ascending

## Add a Signature Line to the Balance Sheet (or any other report)

Occasionally a bank, auditor or other financial institution may request a signed Balance Sheet. In this topic we'll explain how a signature line can be added to the Balance Sheet or any other report in CenterPoint. This process will add the signature line to the end of the report.

### Add a Signature Line to a Report

1. Select **Reports > Reports > Financial Statements > Balance Sheet**. Remember that in this example we are going to add the signature line to a Balance Sheet, but the same process can be done to any report.
2. Choose the appropriate **Report Selections** (for example, Company/Fund and Period) and click **Preview**.
3. Select the **Footer** tab on the left side of the screen.

**Footer**

**Lines**

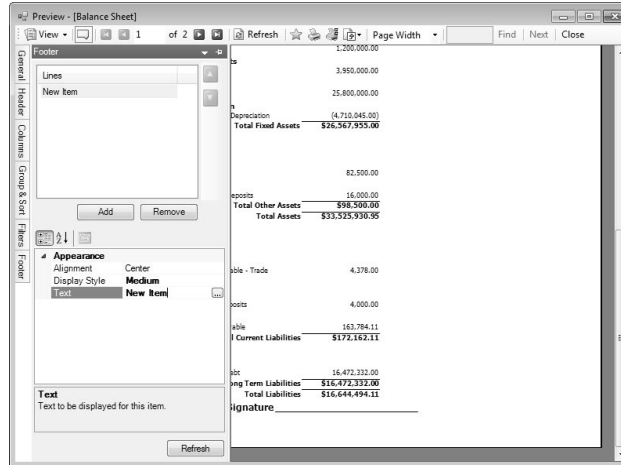
**Total Fixed Assets** 3,950,000.00  
 25,800,000.00  
 Depreciation (4,710,045.00)  
**Total Fixed Assets** 326,567,955.00

**Total Other Assets** 82,500.00  
 16,000.00  
**Total Other Assets** 98,500.00  
**Total Assets** 333,525,930.95

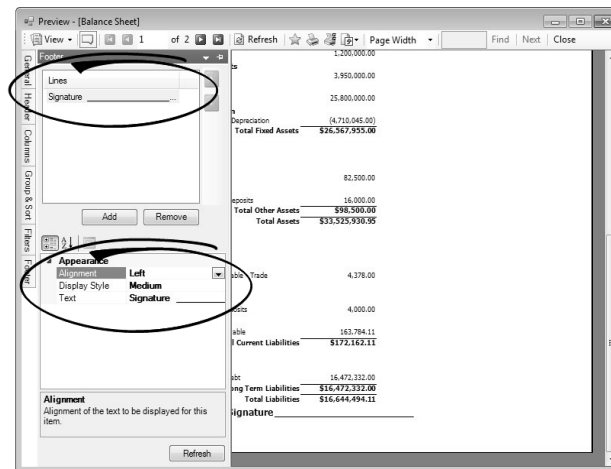
**Total Current Liabilities** 4,378.00  
 4,000.00  
 163,764.11  
**Total Current Liabilities** 517,162.11


**Total Long Term Liabilities** 16,472,332.00  
**Total Liabilities** 516,472,332.00  
**Signature** \_\_\_\_\_

4. Click **Add**. A new row titled "New Item" is added in the Lines box at the top.



5. Select "New Item" in the **Lines** box. In the **Appearance** box at the bottom, delete the "New Item" text in the **Text** row. Replace it with **Signature \_\_\_\_\_**. This is done by typing in "Signature", pressing the space bar twice and then approximately 25-30 keystrokes using the underscore key on your keyboard.



6. In the **Alignment** field, select where you would like the signature line to print (left aligned, centered, or right aligned).
7. If you would like the signer name printed below the signature line, click the **Add** button again. Type in the signer name in the Text Row and select the appropriate Alignment. This line is optional.
8. Click the **Refresh** button to display the modified report. The signature line(s) will be printed at the bottom on each page of the report.
9. To save this report for future use, select the yellow star "Add to Favorites" icon .

## Smart Summarization in Reports

A "smart summarization" feature allows the following reports to improve your reporting needs:

- » General Ledger
- » General Ledger Account Activity

- » General Journal Activity by Account
- » Purchases by Vendor and Account

The smart summarization automatically displays different data based on the columns included in the report.

- » If you preview the report with no department/profit center or location/production detail columns included, the data is summarized by the account for each transaction. For example, if you had multiple lines in the same transaction that used the same account but different department/profit center or location/production details on each line, the account will be summarized into one line. Using account distributions is an example of posting multiple lines to one account.
- » If you add the department/profit center or location column to the default report, each account will be summarized by department/profit center or location.
- » If you add the columns for profit center, production center, and location/production year, each account will be summarized by profit center, production center, and location/production year.

Each variation of the report can be saved in your favorites and ready for you needs, whether it be details or a summary.

### Example 1: No Extra Columns Included - Summarized Report

1. Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above. In our examples, we'll be using the General Ledger Account Activity report.
2. In this example the default report was used (no extra columns were added to the report) so the transaction data is automatically summarized by the account.

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
7/15/2011	000770	Expense	Joe's General Store	100.00	
<b>680000 Maint &amp; Repair - Buildings Totals</b>				<b>\$100.00</b>	

### Example 2: Data Summarized by Profit Center (within each account)

1. Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above.
2. Click **Preview** and then select the **Columns** tab. Include the **Profit Center** column.
3. Click the **Refresh** button and the modified report will be displayed. Because the **Profit Center** column was included, the \$100 transaction is summarized by **Profit Center** instead of by account as shown in the first example.

CenterPoint Fund Accounting - FundAccountingSample - [Preview - [General Ledger Account Activity]]

7/8/2011 9:57 AM

**CenterPoint Village-General**  
**General Ledger Account Activity**  
 7/1/2011 to 7/31/2011

Transaction Date	Transaction Number	Transaction Type	Name	Department	Debits	Credits
<b>680000 Maint &amp; Repair - Buildings</b>						
7/15/2011	000770	Expense	Joe's General Store	Administrative	20.00	
7/15/2011	000770	Expense	Joe's General Store	Fire	40.00	
7/15/2011	000770	Expense	Joe's General Store	Police	40.00	
<b>680000 Maint &amp; Repair - Buildings Totals</b>					<b>\$100.00</b>	

### Example 3: Data summarized by Profit Center, Production Center, and Production Year

1. Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above.
2. Click **Preview** and then select the **Columns** tab. Include the **Profit Center**, **Production Center** and **Production Year** columns.
3. Click the **Refresh** button and the modified report will be displayed. Because the three production columns were included, the \$1000 transaction is summarized by profit center, production center, and production year instead of by account as shown in the first example.

CenterPoint Accounting for Agriculture - CenterPointSampleData - [Preview - [General Ledger Account Activity]]

7/8/2011 9:07 AM

**CenterPoint Farm**  
**General Ledger Account Activity**  
 7/1/2011 to 7/31/2011

Transaction Date	Transaction Number	Name	Profit Center	Production Center	Prod Year	Debits	Credits
<b>6.13.200 General Repairs</b>							
7/8/2011	9701	Area Ag Center	Soybeans	Blacktop	2011	36.61	
7/8/2011	9701	Area Ag Center	Soybeans	Emerald	2011	385.35	
7/8/2011	9701	Area Ag Center	Corn	Harvey	2011	55.05	
7/8/2011	9701	Area Ag Center	Corn	Johnson	2011	318.50	
7/8/2011	9701	Area Ag Center	Soybeans	Molner	2011	58.85	
7/8/2011	9701	Area Ag Center	Corn	Mom's West	2011	70.78	
7/8/2011	9701	Area Ag Center	Corn	Watson	2011	37.43	
7/8/2011	9701	Area Ag Center	Hay	Watson	2011	37.43	
<b>6.13.200 General Repairs Totals</b>						<b>\$1,000.00</b>	

## Add Beginning Balances to the Detailed Trial Balance Report

The instructions below explain how to add beginning balances for revenue and expense accounts to the Detail Trial Balance report.

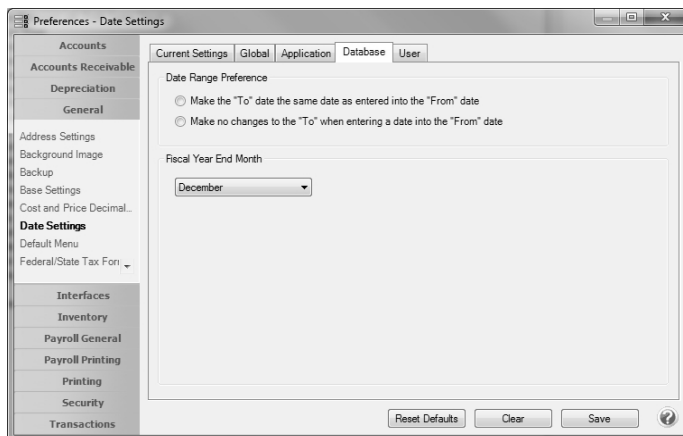
This topic contains the following information:

[Verify Fiscal Year End Month](#)

[Process a Detailed Trial Balance with Beginning Balances](#)

## Verify Fiscal Year End Month

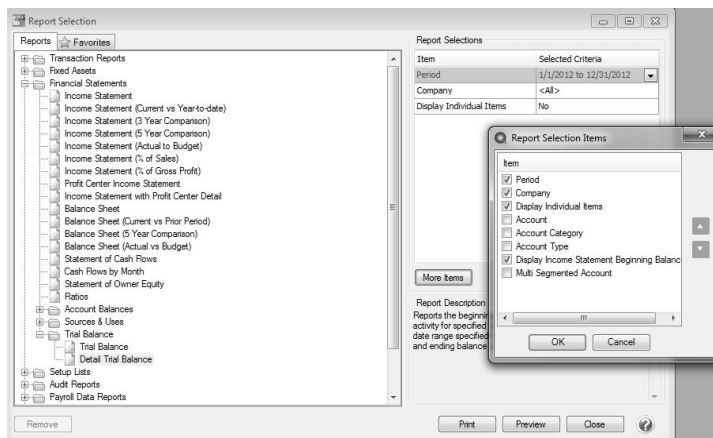
1. Select **File > Preferences > General > Date Settings**.
2. Select the **Database** tab.



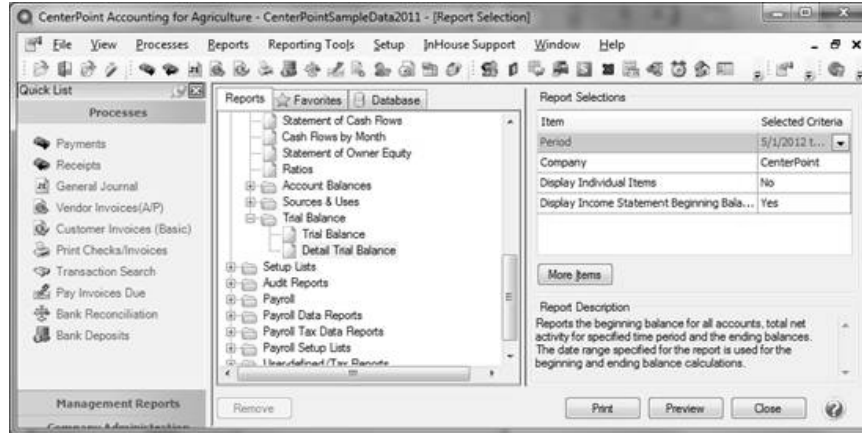
3. Select the month your fiscal year ends in the **Fiscal Year End Month** field.
4. Click **Save**.

## Process a Detailed Trial Balance with Beginning Balances

1. Select **Reports > Reports > Financial Statements > Trial Balance > Detail Trial Balance**.
2. Select the **More Items** button on the right.



3. Select the **Display Income Statement Beginning Balances** option and click **OK**.
4. In the report selections, set the **Display Income Statement Beginning Balances** to **Yes**.



5. Specify any other needed **Report Selections** and click **Preview**.
6. If the report was run for the current period, the beginning balance for each revenue, expense, and cost of goods will be the activity accumulated from the first period of the fiscal year through the month prior to the starting period in the report selections. The ending balance equals the beginning balance plus/minus activity in the report selection period(s).

## Modify a Report to Change Font and Modify Column Widths

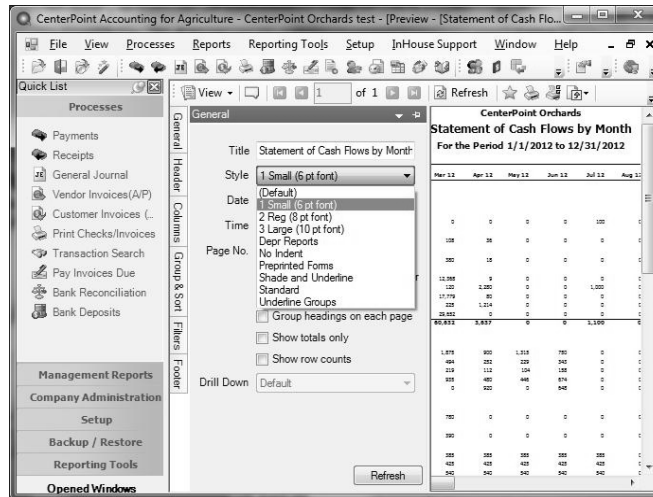
Occasionally, when reports are modified, too many columns of data are added and the report no longer fits on one page. New report styles allow you to select a smaller font. Using the smaller font gives you the ability to make the column width smaller and the result is more columns fitting on the page width. Smaller column widths can also help convert a landscape report to portrait.

### Modify a Report to Change the Font and Modify Column Widths

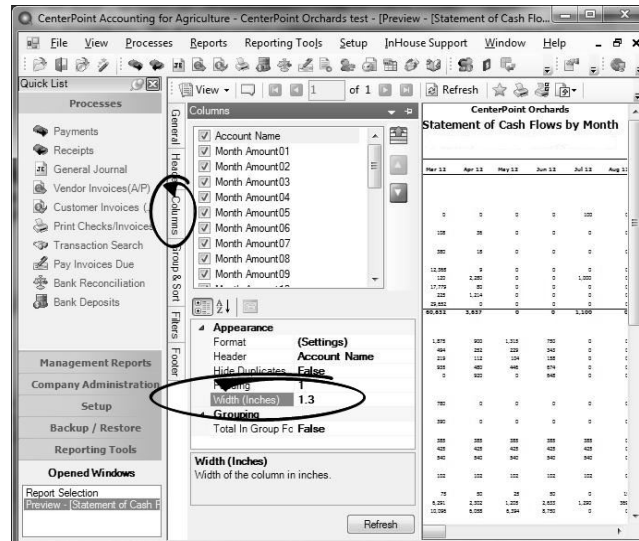
1. Preview the report that you'd like to modify or select a report with multiple columns, such as a Statement of Cash Flows by Month or an Income Statement Comparison report.
2. Select the **General** tab on the left.
3. Click on the **Style** drop-down arrow. There are several style options, including options with larger or smaller fonts. The default is **3 Large (10 pt font)**. Select either **1 Small (6 pt font)** or **2 Reg (8 pt font)**.



Note: If you would like to choose one of these styles as the default style for all reports, you can set it as a preference. Select **File > Preferences > Reports > Report Styles**. Click on the **Database** tab. Then select the **Default Report Style** you prefer.



4. Select the **Columns** tab on the left.
5. Select a column (for example, Account Name) that you'd like to decrease the width for.
6. In the **Appearance** section at the bottom, change the **Width (Inches)** to a smaller width.



7. Repeat steps 5-6 for each column width to be modified.
8. Click **Refresh** to view the changes.
9. To verify if all the columns will fit on the report, either print the first page of the report, or change the **View** to **Print Layout**. The Print Layout view will display exactly as the report would print.
10. If you'd like to keep this report with the changes made, click on the Yellow star (Add to Favorites) icon.

## Export Report to Microsoft® Excel, Adobe® PDF, or CSV

If you'd like to share your CenterPoint reports with an accountant, the banker, a landlord, shareholders, board of directors, or a particular customer or vendor, the data can be exported to an Excel or PDF document. The export creates a file. Opening the PDF file displays on another machine identical to the report preview displayed within CenterPoint. The Excel file displays in an Excel spreadsheet format with the same column headings and data

viewed within the CenterPoint report. The exported file can be attached to an email to your third party user or saved to an external drive and given to your third party user.

There are multiple ways a report can be exported from CenterPoint:

[Export Report with Previewing](#)

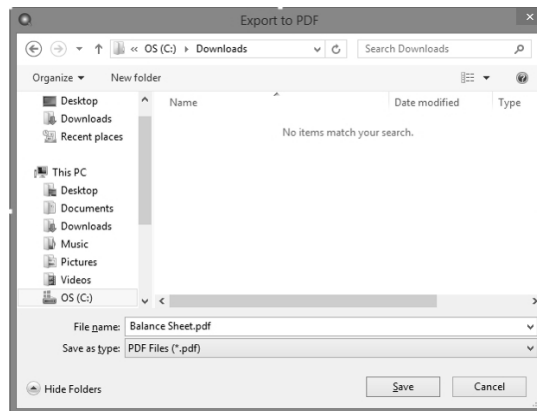
[Export from Preview of Report](#)

[Export a Batch \(Group\) of Reports](#)

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## Export Report with Previewing

1. Select **Reports > Reports**. Select any report from the Reports or Favorites tab.
2. Set the Report Selections on the right.
3. Click the **Export** button.
4. Select **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
5. Select a location to save the file. This can be a folder on your computer or an external drive.



6. The report title defaults as the File name but can be changed.
7. Click **Save**.

## Export from Preview of Report

1. Select **Reports > Reports**. Select any report from the Reports or Favorites tab.
2. Set the Report Selections on the right.
3. Click the **Preview** button.
4. If needed, make changes to the report using the Columns or Group/Sort tabs.
5. From the row of icons at the top of the report, select the **Export** icon.
6. Select the method for exporting; **Export to (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
7. Select a location to save the file. This can be a folder on your computer or an external drive.
8. The report title defaults as the File name but can be changed.
9. Click **Save**.

## Export a Batch (Group) of Reports

CenterPoint Batch Reports allow you to create a group of reports that can be printed or exported at the same time. For example, your accountant may need several reports every month. Reports in a Batch will export as one file that includes each report consecutively.

1. If you haven't already created the Batch, do the following, otherwise skip to step 2.
  - a. Select **Reports > Reports > Favorites** tab.
  - b. Right-click and select **New Folder** to create a report folder/batch.
  - c. Enter a Name for the Batch, such as Accountants Monthly Reports and click **OK**.
  - d. From **Reports > Reports > Reports** tab, right-click on the reports you want in the new group and select **Add to Favorites**.
  - e. Select **Reports > Reports > Favorites** tab.
  - f. Drag and Drop each of the reports into the new batch.
2. From **Reports > Reports > Favorites** tab, click on the batch to be exported.
3. Click the **Export** button.
4. Select the method for exporting; **Export to (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
5. Select a location to save the file. This can be a folder on your computer or an external drive.
6. The report title defaults as the File name but can be changed.
7. Click **Save**.

## Export a Batch of Reports to your Cloud Storage

Would you like to export a batch of reports to your cloud storage?

Cloud storage is having the ability to store selected files on the internet so you can share them and access them whenever you wish. There are many providers of cloud storage. In our example, we are using Dropbox. Using these services normally creates a folder on your computer that is connected to the cloud storage. Sharing can be from multiple laptops, desktops, tablets, smart phones, as well as multiple individuals. Accessing the data requires an approved user and password.

A batch of reports is a group of favorite reports added to one folder in the Favorites tab. Individual folders can be made for different uses such as Accountant Reports, Board Reports, Owner Reports, etc. Please refer to document 3094, Understanding Reports and Batch Reports for step-by-step instructions on how to add reports to your Favorite tab and generating a batch of reports.

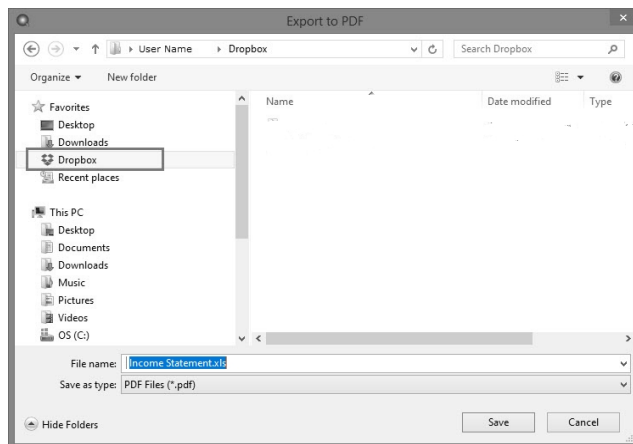
### Prerequisite

You must have a cloud storage system (for example, Dropbox, Copy, etc.) installed/available on your computer.

## Exporting a Batch of Reports to your Cloud Storage

1. Select **Reports > Reports > Favorites** tab. Select the batch report folder to be exported.
2. In the **Report Selections**, select the appropriate criteria.
3. In the lower right, click on the arrow next to **Export**, then select the **Export to PDF**, **Export to Excel**, **Export to CSV**, or **Export Raw Data to CSV** option. The Export Raw Data to CSV option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display).

4. From the **Export** screen, browse to the cloud storage folder on your desktop.



5. Select **Save**.

The exported file is now accessible to all devices that have access to the cloud storage. In the above example, if your accountant, board members, or owners are allowed access to your cloud storage, the reports will be immediately available. Double-clicking the exported batch report file displays one report after the other included in that batch.

## Chapter 12 - Business Assets

### Maintenance

#### Fixed Assets

A fixed asset is a long-term tangible piece of property that a business owns and uses in the production of its income and is not expected to be consumed or converted into cash any sooner than at least one year's time. In CenterPoint, fixed assets are setup separately from accounts, but are associated with a general ledger account. A benefit of fixed assets is the ability to view a detailed Balance Sheet without including the long list of individual assets. The fixed assets are summarized in their associated general ledger accounts.

There are specific asset account categories that are defined as depreciable type assets. These account categories have additional properties not included in a general ledger account. In Setup > Fixed Assets, the fixed assets display in a tree view. The tree view identifies the general ledger account that will summarize the fixed assets.

Maintaining fixed assets in CenterPoint has additional benefits as well. CenterPoint allows you to identify a specific piece of equipment that a repair expense is being recorded for by selecting that fixed asset in the **Associated Account** field on the Transaction screen. You could also record the piece of equipment in the Notation field, but the Notation field could not then be totaled up to show all expenses to a piece of equipment.

This topic explains how to:

[Purchase a New Fixed Asset](#)

[Convert an Existing Account to a Fixed Asset](#)

[Change/Edit a Fixed Asset](#)

[Combine Two Fixed Assets](#)

[Delete a Fixed Asset](#)

[Change the Status of an Existing Fixed Asset](#)

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#### Purchase a New Fixed Asset

A fixed asset item can easily be created during the transaction entry that purchases the item. This would normally be a Vendor Invoice (A/P), Payment or General Journal Entry. The same instructions can be used for any transaction that purchases a new fixed asset.

1. Select **Processes > Purchases > Payments**.
2. Enter the payment information (**Pay to the Order of, Date, Check Number**, etc.) at the top of the screen as normal.
3. In the grid, right click in the **Account** field and select **New Fixed Asset Item**. A fixed asset item screen displays.

- » When a new asset is created, the default sequence will be automatically selected in the **Abbreviation** field and the next available number generated. A custom abbreviation may be entered at any time overriding the default sequence value. These sequences can be created/maintained via Setup > General > Numbering Sequences.



Note: If the sequence is changed manually, the sequence will not auto-increment the value of the sequence when saved. The sequence is also only incremented when saving new assets, not when altering existing assets.

- » Enter the **Name** of the new item.
  - » In the **Asset** field, select the required general ledger account to be associated with this fixed asset. Only those accounts assigned a depreciable asset account category will be displayed in the lookup screen.
  - » Enter the required appropriate **Depreciation Expense** account. When a new fixed asset is added, if you select an Asset account that was set up with an Depreciation Expense account default, it will display from the main asset account.
  - » Enter the required appropriate **Accumulated Depreciation Expense** account (this field is required only if the Depreciation Settings in File > Preferences > Depreciation is set to Adjust Accumulated Depreciation). When a new fixed asset is added, if you select an Asset account that was set up with an Accumulated Depreciation account default, it will display from the main asset account.
  - » Leave the **Use Account Distribution Details** check box selected if you want the depreciation expense transaction for the fixed asset to assign the profit or location details.
- or
- » Unselect the Use Account Distribution Details check box and enter the profit or location details (profit centers, locations, tracking number 1, tracking number 2) that the depreciation expense transaction for the fixed asset should use.
  - » Select the **Asset Detail** tab to complete the applicable item details (Original Cost, Serial Number, Original Units, etc.).

Fixed Assets

Office Equipment

General Asset Detail

Company Specific Fixed Asset Item Detail Information

Company Name: Alpine Sports

Service Date: 01/01/1981

Date Sold: 12/31/2200

Original Cost: \$78,000.00

Original Units: 15

Serial Number:

Depreciation Amount: \$0.00 Frequency:

Additional Notes

Save Cancel Close

» Click **Save**.

- Back on the Payment screen, enter the **Amount** for the purchase of this fixed asset.

Company: Alpine Sports

Current Batch: No Batch

Bank Account: Cash in Bank - Checking

Current Balance: \$0.00

Pay To The Order Of: Pro Cast Supplies

Sequence Payments

Pay To The Order Of Address: Business Address

Check Number: 000011

Red Wing, MN 55066

Date: 11/09/2010

Amount: \$0.00

Memo Line 1: Line 2:

Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount	
Ski Lift		\$ 1,200,000.00	Detail
		\$ -1,200,000.00	

Print this check? ☐

Total: \$1,200,000.00 Adjust Amount

Save Clear Recall Recurring Options Close

- Enter any additional applicable information in the payment transaction and click **Save**. The fixed asset balance will automatically be updated by the purchase of the asset.

## Convert an Existing Account to a Fixed Asset Item

If you have an existing fixed asset that was created as an account rather than a fixed asset item, follow the steps below to change the account to an item.

Step A - Create a Temporary Summary Account

- Select **Setup > Accounts > Accounts**.
- Expand **Assets**. Select **Machinery and Equipment**.
- Click on **New** to create a new summary account.
- In the Name box, enter **Temporary**.
- In the **Type** box, select **Assets**.

6. In the **Category** box, select
7. Click **Save**.

Step B - Assign the Temporary account to each Account that should be a Fixed Asset

1. Double Click on an account that should be a fixed asset item.
2. In the **Subaccount of** box, select the **Temporary account** created in step A.
3. Click **Save**. The fixed asset will display under the Temporary summary account.
4. Repeat Step B1-3 for each account that should be a fixed asset item.

Step C - Make an Account an Item

1. Right-click one of the fixed assets under the Temporary account. Select the option **Make Account "..."** an Item. The icon will change all accounts in this group to fixed asset items.
2. All items at that point will be assigned to the Temporary account. This can be changed by doing the following:
  - » Select **Setup > Fixed Assets > Fixed Assets**.
  - » Double-click one of the fixed asset and go to the **Detail** tab.
  - » In the **Asset** field, select the general ledger account to be associated with this fixed asset. Only those accounts assigned a depreciable asset account category will be displayed in the lookup screen.
  - » If applicable, specify additional information in regards to this fixed asset (depreciation expense account, original cost, etc.).
  - » Click **Save**. Repeat these steps for each fixed asset item.

Step D - Delete the Temporary account

1. Select **Setup > Accounts > Accounts**.
2. Select the **Temporary** account and click on **Delete**.

## Change/Edit a Fixed Asset

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Double click on the fixed asset and modify the details.
3. Click Save.

## Combine Two Fixed Assets

If a fixed asset is accidentally set up twice, the Combine button can be used to combine the two assets into one. The first fixed asset will be removed and all history associated with it, will now be associated with the second fixed asset.



Note: It is recommended that you take a backup before combining fixed assets.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select the fixed asset to be combined with another and click **Combine**.

Combine

Combine Information From:

Office Furniture

With:

Search For: By:

Abbreviation	Account Number	Name
Furniture		Furniture
OE		Office Equipment
Ski Lift		Ski Lift

OK Cancel

3. Select the fixed asset this item should be combined into and click **OK**.

## Delete a Fixed Asset

The Delete button completely removes a fixed asset from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a fixed asset that is no longer being used, but does have historical activity, please see below on how to inactivate an item.

1. Select **Setup > Fixed Assets > Fixed Assets**.
2. Select the asset you want to delete, and then click **Delete**
3. At the "Are you sure you want the item deleted?" message, click **Yes**.

## Change the Status of an Existing Fixed Asset

Fixed assets that are no longer being used, but have history, can be deactivated. Fixed assets can be active for some companies/funds and not for others. Fixed Assets cannot be activated if the higher level account is inactive

1. Select **Setup > Fixed Assets > Fixed Assets**.
  - b. Select a fixed asset, right-click and select **Activate/Deactivate**, select the companies/funds the item is inactive in, and then click **OK**.
3. Click **Save** to save the name and return to the List tab, or click **Close** to save the name and close the Names screen.

## Depreciation of Fixed Assets

Fixed assets are items that a company purchases for long-term use in their business. Equipment, furniture, machinery, and tools are all examples of tangible fixed assets. From both a physical and economic standpoint, the value of fixed assets declines over time and use. The decline in an asset's value is called depreciation.

CenterPoint can be setup to periodically generate depreciation entries.

### [Step A - Define Depreciation Method \(one-time setup\)](#)

### [Step B - Define How Often to Depreciate Fixed Assets \(one-time setup\)](#)

### Step C - Define Depreciation Amount for Each Fixed Asset

### Step D - Setup a Reminder to Record Depreciation Transactions (optional)

#### **Prerequisite**

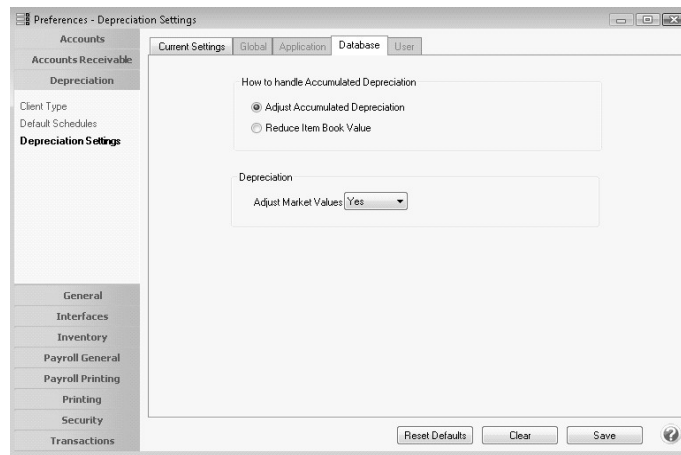
Fixed Assets must be setup in the system before depreciation transactions can be recorded. See the Fixed Assets document for step-by-step instructions on how to create and purchase fixed assets.

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### **Step A - Define Depreciation Method**

CenterPoint provides two depreciation methods for fixed assets. This setting will define what accounts are used when depreciation entries are recorded. To choose the appropriate option for your company:

1. Select **File > Preferences > Depreciation > Depreciation Settings**.



2. Click on the **Database** tab.
3. In the How to Handle Accumulated Depreciation area, select the appropriate option for your company. If you are unsure which option to select, we recommend your accountant:
  - » **Adjust Accumulated Depreciation**- when the depreciation transactions are created, it will be a transaction between a depreciation expense and an accumulated depreciation account. The book value of the asset is not affected, it remains as cost.
  - » **Reduce Item Book Value** - when the depreciation transactions are created, it will be a transaction that debits depreciation expense and credits the asset that is being depreciated. By using this method, all fixed assets will be presented on the balances reports with their undepreciated remaining book value.
4. If you are maintaining market values for your items, you can have the market value also be decreased by the amount of depreciation transactions. Select **Yes to Adjust Market Values** if you want market values decreased automatically.
5. Click **Save**.

## Define How Often to Depreciate Fixed Assets

**Depreciation Frequency** defines the number of times you wish to post depreciation during the year. Selecting the frequency that you want those depreciation transactions recorded makes sure that the transactions are only recorded in valid periods and that they are not duplicated in any one period.

1. Select **Setup > Companies**. **Edit** the appropriate **Company**.
2. Click on the **Additional Detail** tab.

3. In the **Depreciation Frequency** field, select the appropriate option for your company/fund. The options are Monthly, Quarterly, or Annually.
4. Click **Save**.

## Define Depreciation Amount for Each Fixed Asset

Prior to recording depreciation transactions, you must identify what value to depreciate for each fixed asset. Be sure to take in account how often you are creating depreciation transactions. For example, if you chose in Step B to depreciate annually, then these would be annual numbers. If you chose to depreciate monthly, these would then be monthly values. Depending on how your accountant calculates the depreciation amounts, these may need to be updated annually.

1. Select **Setup > Fixed Assets > Maintain Depreciation**. Fixed assets that are active for the selected company AND have a sold date greater than today's date display in the list.

**Maintain Depreciation**

Company: CenterPoint Farm

Abbreviation	Name	Depreciation Amount	Current Undepreciated Amount	Purchased Date	Date Sold	Serial Number
01 Tractor 440	01 IH Tractor 440	\$ 0.00	\$ 143,000.00	08/01/11	12/31/05	
09 Grain Truck	09 Grain Truck 26 Ton	\$ 803.57	\$ 57,857.16	07/11/17	12/31/05	
10disc	10 Disc Chisel	\$ 311.91	\$ 22,457.08	03/31/16	12/31/05	
11skidsteer	11 Skid Steer	\$ 0.00	\$ 0.00	01/01/86	12/31/05	
sprayer	11 Sprayer	\$ 1,664.17	\$ 119,819.96	02/11/17	12/31/05	
12auger	12 Auger w/swing	\$ 254.76	\$ 18,342.88	06/22/18	12/31/05	
planter	12 Planter 36 row	\$ 2,190.50	\$ 157,714.00	03/20/18	12/31/05	
combine	13 Combine	\$ 1,987.50	\$ 214,650.00	04/30/19	12/31/05	
13PESemi	13 Peterbilt Semi	\$ 1,101.67	\$ 79,319.96	01/31/19	12/31/05	
13 tractor250	13 Tractor M 250	\$ 2,123.81	\$ 0.00	03/01/19	12/31/05	
14cultivator	14 Field Cultivator	\$ 609.52	\$ 43,885.76	01/31/20	12/31/05	
14 JD Tractor	14 JD Tractor 721	\$ 0.00	\$ 142,500.00	07/01/21	12/31/04	
16 Hopper	16 Hopper Trailer 42 foot	\$ 404.76	\$ 41,720.00	12/21/20	12/31/04	
Cart	Apple Cart	\$ 0.00	\$ 0.00	01/01/86	12/31/05	
Beanhead	Bean Head Used	\$ 571.42	\$ 41,142.96	04/30/19	12/31/05	
Blacktop	Blacktop 200	\$ 0.00	\$ 1,000,000.00	04/01/11	12/31/05	
CattleE	Cattle Barn East	\$ 77.00	\$ 33,076.00	07/15/96	12/31/05	
CattleW	Cattle Barn West	\$ 97.00	\$ 33,836.00	08/31/13	12/31/05	
applehar	Centipede Apple Harvester	\$ 0.00	\$ 0.00	01/01/86	12/31/05	
ComputerW7	Computer Dell Windows 7	\$ 0.00	\$ 1,200.00	03/14/19	12/31/05	
Cornhead	Cornhead	\$ 658.33	\$ 71,100.04	04/30/19	12/31/05	
feedmixer	Feed Mixer	\$ 0.00	\$ 3,900.00	11/01/09	12/31/05	
feeders	Feeders	\$ 62.90	\$ 6,750.00	07/03/15	12/31/05	
pickup	Ford Pickup 2009	\$ 273.81	\$ 19,714.28	05/31/17	12/31/05	
Forklift10	Forklift 10	\$ 0.00	\$ 0.00	01/01/85	12/31/04	
Forklift16	Forklift 16	\$ 0.00	\$ 0.00	06/29/21	12/31/04	
bin4B-10	Grain Bin 48' 10 Ring	\$ 77.77	\$ 27,066.76	06/30/96	12/31/05	
bin4B-8	Grain Bin 48' 8 Ring	\$ 41.80	\$ 14,498.40	08/09/94	12/31/05	
Grain Leg	Grain Leg	\$ 48.61	\$ 38,316.68	08/11/01	12/31/05	
mower	Grasshopper Lawn Mower	\$ 112.86	\$ 8,125.68	04/01/19	12/31/05	
Harvey 85	Harvey 85	\$ 0.00	\$ 385,000.00	03/31/95	12/31/05	
HomeE	Home East 120	\$ 0.00	\$ 480,000.00	12/16/78	12/31/05	
Orch	Home Orchard	\$ 0.00	\$ 80,000.00	01/01/86	12/31/05	
HomeS	Home South 80	\$ 0.00	\$ 320,000.00	12/16/78	12/31/05	
Irrigation	Irrigation System	\$ 0.00	\$ 0.00	01/01/85	12/31/04	
Livestralier	Livestock Trailer	\$ 0.00	\$ 39,000.00	02/01/09	12/31/05	
loader	Loader Tractor	\$ 1,404.76	\$ 101,142.88	06/02/15	12/31/05	

Total Depreciation Amount: \$16,135.44  
Total Current Undepreciated Amount: \$3,949,447.58

Save Cancel Close

- For each item that will be depreciated, enter the appropriate **Depreciation Amount**. This amount will be used each time a depreciation entry is recorded for this item. Contact your accountant if you are unsure what depreciation amount to specify.
  - » If a Depreciation Amount is specified, the Current Undepreciated Amount will display the amount left to depreciate on the asset regardless of how accumulated depreciation is being stored. If a Depreciation Amount is not specified, the book value (the accumulated depreciation) displays. The Current Undepreciated Amount is not influenced by period.
- The **Total Depreciation Amount** displays the sum of the Depreciated Amount column.
- The **Total Current Undepreciated Amount** displays the sum of the Current Undepreciated Amount column.
- Once depreciation amounts are entered for applicable items, click **Save**.
- Select **Processes > Periodic > Depreciation Transactions** or **Processes > Depreciation > Depreciation Transactions**.
- Click **Create New**.

**Create New Depreciation Transaction**

Company: CenterPoint Farm Schedule: Book & Tax

Transaction Date: 01/30/2018

Transaction Number: 0000002

Memo Line 1: \_\_\_\_\_ Line 2: \_\_\_\_\_

Notation: \_\_\_\_\_

OK Cancel

8. In the **Company/Fund** box, enter the company/fund name that the depreciation transactions should be created for. The company/fund selection controls the depreciation frequency used in the depreciation transaction.
9. The **Transaction Date** will automatically display the appropriate next depreciation transaction date (defaults to the first day in the next period since the last depreciation transaction were calculated), based on the depreciation frequency specified above in Step B.
10. In the **Transaction Number** box, enter the transaction number for the depreciation transactions or click the sequence number icon and select the next available sequence number. See the *Maintaining Sequence Numbers* topic for more information.
11. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
12. Enter an optional **Notation**.
13. Click **OK**. Each fixed asset with depreciation lists and can be expanded to view the journal for that item.

» Depreciation expense is debited and the accumulated depreciation asset assigned to the fixed asset is credited. You may want to have an accumulated depreciation asset for each asset group used to summarize your fixed assets.

The screenshot shows the 'Depreciation Transactions' window with the 'List' tab selected. The window displays a table of assets and their depreciation amounts for the date 12/31/2011 and transaction number 0123111.

Account	Amount
1994 Volvo	\$ -3,927.00
1996 Volvo	\$ -1,423.67
1999 GMC C25	\$ -4,722.23
2-1000 Gal LP Tanks	\$ -126.07
2000 GMC GK24	\$ -4,819.50
2001 Chevy	\$ -4,182.20
2003 Wheeler 38' Trailer	\$ -4,967.54
Angus Bull MP 348 WTR	\$ -123.00
Brock 24' 10-ring Grain Bi	\$ -2,072.30
Case IH 2388 Combine	\$ -3,400.00
Case IH 2388 (JD 9650)	\$ -7,563.38
DMI 2800 28% Applicator	\$ -1,210.37
FBI Cattle Barn 24x36	\$ -338.76
FBI Open Front Shed	\$ -1,211.49
Front Blade For JD 8100	\$ -183.68
Greenstar/ AgLeader GP	\$ -1,933.03
JD 1518 Mower	\$ -1,172.46
JD 1850 Air Drill	\$ -4,934.89

At the bottom of the window, there are buttons for 'Post', 'Cancel', and 'Close'.

14. Click **Post** to complete the transaction.
15. From the List tab, you can perform the following actions on a posted transaction:

Date	Transaction #	Company	Notation
12/31/2010		CenterPoint Farms	
12/31/2011	0123111	... CenterPoint Farms	2011 - Yearly Depreciation Transactions

- » **Review posted transactions:** Select the posted transaction and click **Review**.
- » **Reverse and recalculate a posted transaction:** Select the posted transaction, click **Recalculate**, select the **Reverse and Recalculate** option, and then click **OK** to immediately reverse and recalculate the current entry. When the recalculated entry displays, click **Post** to finalize the recalculated entry (if you click **Cancel**, the system has already reversed the previous entry). The current depreciation transaction recalculates using the same date, company/fund, transaction number, and notation.  
**Reverse posted transactions:** Select the posted transaction, click **Delete**, and then click **Yes**. All depreciation transactions for the company/fund and date will be reversed.
- » **Add depreciation transactions for assets not previously calculated:** Select the posted transactions, click **Recalculate**, select the **Add depreciation transactions** option, click **OK**, and then click **Post**.

A scheduled reminder can be created if you would like CenterPoint to automatically remind you when depreciation transactions should be recorded,.

1. Select **Setup > Reminders** and then click **New**.

2. Enter the reminder **Message**.



Note: This is the text that will automatically pop up reminding you to do your depreciation transactions.

3. Select a **Type** of **Scheduled Reminders**.
4. In the **Assign Users** area, select those users who should be reminded to record the depreciation transactions.
5. Click on the **Scheduled** tab.

Reminders

List Detail Filter Reports

Create Depreciation Transactions!

General Payables Receivables Conditional Scheduled

Reminder Details

Action No Action Taken

Activate this Reminder Monthly

Alert on a Day of the Month

Day of Month to Run Reminder 30

Remind on the of Month

Select Months to Activate this Reminder

January February March April May June July August September October November December

Creating reminders of this type will automatically perform a task or not perform a task when the reminder is activated. For example, selecting the.....

Save Cancel Close

6. In the **Activate this Reminder** field, select **Monthly**.
7. In the **Day of the Month to Run Reminder** field, enter **30**.
8. In the **Select Months to Activate this Reminder** box on the right, select the months that correspond to the frequency selected in Step B. For example, if you chose quarterly, then select the last month of each quarter. If you chose annually, select just December.
9. Click **Save**.

## Reporting

### Associate Expenses to Fixed Assets or Other Accounts

CenterPoint uses associated accounts to "tag" activity to another account. For example, when entering a repair expense you can associate that repair expense to a specific piece of equipment. Recording your repair expenses can give you not only the total amount of repairs performed, but can also provide the total repair expense for each individual piece of equipment. The account selected in the Associated Account field is not adjusted, only tagged.

Interest expense is another valuable place to use associated accounts. Assigning the liability as the associated account to the interest expense provides a liability activity report that includes the interest paid on each individual loan.


Three subjects will be covered in this topic:

- » [Associate/tag an Account in a Transaction](#)
- » [Modify a Report to Display and Group by Associated Account](#)
- » [Reporting Loan Activity Including Interest Paid](#)

Associate/Tag an Account in a Transaction

1. Enter a transaction normally, including choosing an **Account** such as Repairs and specifying the **Amount**. In our example, we entered a payment transaction, but this process can be used in most transaction screen.

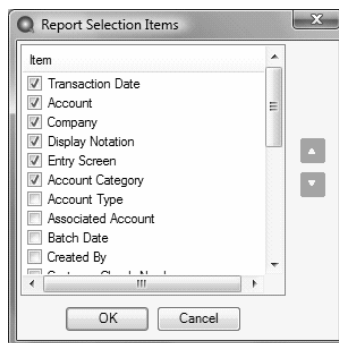
2. To associate a dollar amount in the grid to an account or fixed asset, click the **Detail** button on that transaction line.

 Note: if you frequently use the Associated Account field, you can move that field to the main transaction screen instead of the Detail screen. Simply right click in the transaction grid and selecting add/remove row. Then select the Associated Account field.

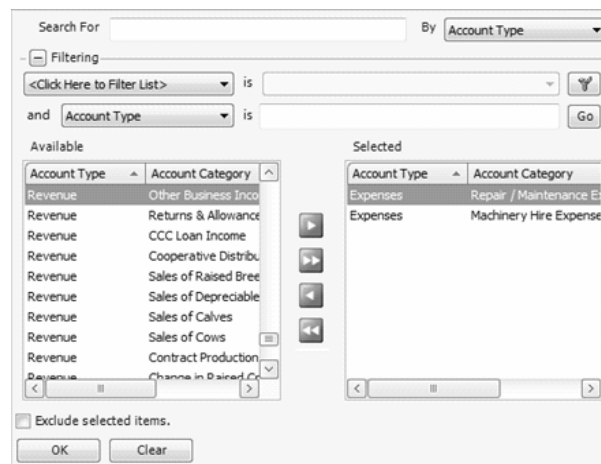
3. In the **Associated Account** field, select the appropriate fixed asset or account.
4. Click **OK** to return to the main Payment screen.
5. Click **Save**. The amount specified in the entry will display on all financial reports using Accounts specified. Reports can also be modified to group by the Associated Account.

### Modify a Report to Display and Group by Associated Account (for example, Report Equipment Repairs by Item)

1. Select **Reports > Reports**.
2. From the list of reports select **Transaction Reports > General Ledger > General Ledger Account Activity**.
3. In the **Report Selections** area on the right, select the appropriate **Date** and **Company/Fund**.
4. If Account Category is not an option in your Report Selections, click **More Items** in the lower right.
5. Select **Account Category**. Click **OK**. This will add Account Category as a Report Selection.



6. Select **Account Category** in the Report Selections. Select all the categories where you have used associated accounts. In our example, we are selecting the repair accounts. Move the account categories from the left column to the right column with the right arrow.



7. Click **OK** to complete the selections.

Report Selections

Item	Selected Criteria
Transaction Date	01/01/10 to 12/3...
Account	<All>
Company	<All>
Display Notation	No
Entry Screen	<All>
Account Category	Repair / Maint... ▼

More Items

8. Click **Preview**.

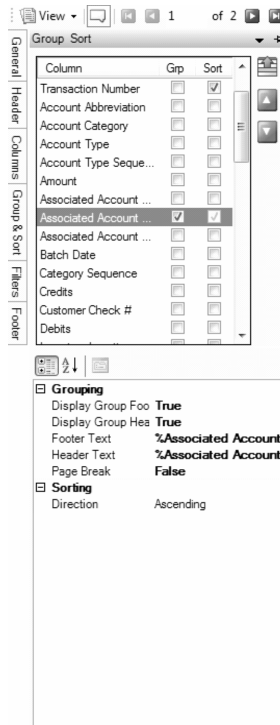
03/22/10  
3:40 PM

CenterPoint Farms  
General Ledger Account Activity  
03/01/10 to 03/31/10

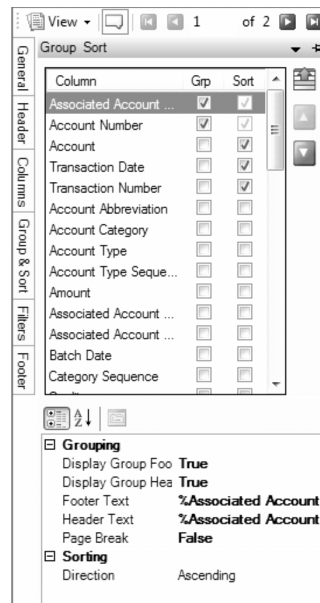
Transaction Date	Transaction Number	Transaction Type	Name	Offset Account #	Offset Account	Debits	Credits
<b>6.13.200 General Repairs</b>							
03/01/10		Credit Card Purchase	Karl's Auto Repair	2.02.100	Platinum Plus for Business	4.95	
03/03/10		Credit Card Purchase	Johnson Auto Parts	2.02.100	Platinum Plus for Business	30.00	
03/05/10		AP Invoice	Madley Hardware	2.01.100	Accounts Payable - Trade	6.80	
03/05/10		AP Invoice	Madley Hardware	2.01.100	Accounts Payable - Trade	10.25	
03/12/10	007204	Cash Exp	Ed King	1.01.200	State Bank Checking	25.14	
03/20/10	007210	Cash Exp	Madley Hardware	1.01.200	State Bank Checking	6.53	
03/21/10		Account Distributions		6.13.200	General Repairs		\$5.58
03/21/10		Account Distributions		6.13.200	General Repairs	0.48	
03/21/10		Account Distributions		6.13.200	General Repairs	1.74	
03/21/10		Account Distributions		6.13.200	General Repairs	0.70	
03/21/10		Account Distributions		6.13.200	General Repairs	2.40	
03/21/10		Account Distributions		6.13.200	General Repairs	3.49	
03/21/10		Account Distributions		6.13.200	General Repairs	0.68	
03/21/10		Account Distributions		6.13.200	General Repairs	0.59	
03/21/10		Account Distributions		6.13.200	General Repairs	1.83	
03/21/10		Account Distributions		6.13.200	General Repairs	1.86	
03/21/10		Account Distributions		6.13.200	General Repairs	0.60	
03/21/10		Account Distributions		6.13.200	General Repairs	6.14	
03/21/10		Account Distributions		6.13.200	General Repairs	10.00	
03/21/10		Account Distributions		6.13.200	General Repairs	1.12	
03/21/10		Account Distributions		6.13.200	General Repairs	0.26	
03/21/10		Account Distributions		6.13.200	General Repairs	0.48	
03/21/10		Account Distributions		6.13.200	General Repairs	1.66	
03/21/10		Account Distributions		6.13.200	General Repairs	1.44	
03/21/10		Account Distributions		6.13.200	General Repairs	11.58	
03/21/10		Account Distributions		6.13.200	General Repairs	7.17	
03/21/10		Account Distributions		6.13.200	General Repairs	0.02	
03/21/10		Account Distributions		6.13.200	General Repairs	0.18	
03/21/10		Account Distributions		6.13.200	General Repairs	0.87	
<b>6.13.200 General Repairs Totals</b>						<b>\$141.25</b>	<b>\$55.58</b>
<b>6.13.300 Machinery &amp; Equip Repairs</b>							
03/18/10	ATP0005	Cash Exp	Karl's Auto Repair	1.01.200	State Bank Checking	826.80	
03/22/10	007129	Cash Exp	TNT Family Limited Pty	1.01.200	State Bank Checking	500.00	
03/23/10	007208	Cash Exp	Karl's Auto Repair	1.01.200	State Bank Checking	1,170.32	
03/26/10	007212	Cash Exp	Johnson Auto Parts	1.01.200	State Bank Checking	50.10	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs		2,097.22
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	17.69	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	64.39	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	25.92	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	86.67	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	136.60	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	25.20	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	21.81	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	67.68	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	72.00	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	22.22	
03/21/10		Account Distributions		6.13.300	Machinery & Equip Repairs	227.12	

9. Select the **Group/Sort** tab on the left. Put a check mark in **Group** and **Sort** in the **Associated Account Name** field.

Note: Associated Account will be listed 3 times. Move your mouse over each to display the full name (Associated Account Abbreviation, Associated Account Name and Associated Account Number).



10. While still in the **Group/Sort** tab, move the **Associated Account Name** field to the position above the **Account** field. Fields are moved up using the green arrow buttons on the right.



11. Click **Refresh** to display the updated format of the report.

View

1 of 1

Refresh

100%

Find

Next

Close

General

Header

Columns

Group & Sort

Filters

Footer

10/17/2016  
11:11 AM

CenterPoint Farm

General Ledger Account Activity

1/1/2016 to 12/31/2016

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits	Offset Account #	Offset Account Name
Cornhead							
539000 Repairs / Maintenance Cost							
10/17/2016	001258	Expense	RW Repairs	500.00		100000	First National Ban
539000 Repairs / Maintenance Cost Totals				500.00			
Cornhead Totals				500.00			

Report Options

Transaction Date: 1/1/2016 to 12/31/2016

Account: Repairs / Maintenance Cost

Company: CenterPoint Farm

Display Notation: No

Associated Account: Cornhead

Page 1 of 1



Note: To save this modified report for future use, click on the **Add to Favorites**  button.

## Reporting Loan Activity Including Interest Paid

If you are using associated account on your interest payments, select **Reports > Reports > Transaction Reports > Liability Activity > Loan Activity** report to view the activity. Each loan includes the loan activity and balance, as well as the interest paid to that loan.

## Chapter 13 - Financial Planning & Reporting

### Budgeting

#### Understanding and Using Budgets

Budgeting is an estimation of the revenue and expenses for your company over a specified future period of time. To successfully manage a company, it is important to monitor the actual to budget information.

Budgeting lets you look at "what-if" scenarios. What if you purchased a new asset? What would be the change on your cash flow?

All budget entries are made on the Flow of Funds tab (this tab is at the bottom of the Budgeting screen). The entries will flow to the Balance Sheet and Income Statement as well. The Balance Sheet tab will include the actual beginning balances plus the budget numbers from the Flow of Funds tab.

This topic includes instructions on how to:

[Step A - Create a Budget](#)

[Step B - Add Amounts to a Budget](#)

[Step C - Formatting a Budget](#)

[Step D - Change the Way your Budget Prints](#)

[Frequently Asked Questions](#)

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#### Step A - Create a Budget

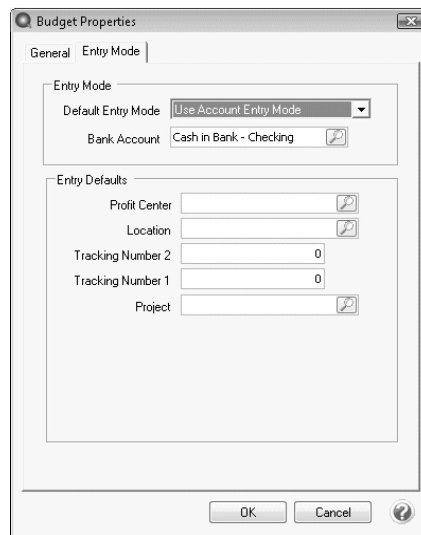
1. On the **Reporting Tools** menu, select **Budgets** or on the **Setup** menu, select **Budgets**.
2. On the Open a Budget screen, click **New**.
3. On the Budget Properties screen, enter the name used to identify the budget in the **Budget Name** box.
4. In the **From / To** boxes, select the range of dates this budget is for.
5. In the **Balance From** box, select the period from which to start including budget data in the Balance Sheet. This is normally the period prior to the date selected in the **From** box.
6. Select the **Include Account Numbers** check box to display account numbers (if present) before each account name on the Budget sheets.
7. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **Account Number**.
8. If this is the only budget you will be creating for your company/fund, or this is the most commonly used budget for this company/fund, then select **Set As Default**. By selecting this option, any reports that use budget numbers will automatically use this budget.
9. If you want to bring information in from another budget, under **Imported Budgets**, click **Add** and select an available budget to import the selected budget(s) summary data into this budget. For example, if you have already created individual budgets for different business units of your operation, you can import those budgets into this one to create a collective budget. When a budget is imported the information in that budget's

summary records is copied to the records in the current budget's detail records and is flagged as imported so that at any time, the data can be removed if required (by selecting the budget and clicking Remove.) Click OK. If you update an imported budget, you will receive a *One or more imported budgets have been modified or removed* message, click **OK**, and then click the **Update** button on the Budget Properties screen.

10. Click the **Entry Mode** tab.

CenterPoint offers a number of ways to budget information; from simply just entering amounts in the appropriate periods/accounts to having the system automatically budget amounts in multiple accounts based on other amounts that have been entered. The Entry Mode controls what happens when amounts are entered into a budget. Below each of the Entry Modes have been described. A **Default Entry Mode** is assigned when a budget is created, but this can be modified after the budget is created. If you are unsure which mode would work best for your company, please contact our support department.

- » **Open Entry** - This method is used to create a basic budget where budgets numbers are entered and they do not offset to any accounts. This mode is normally selected if you simply want to enter budget numbers for revenue and expenses. This option should not be used if you want to budget cash flow because it does not offset your budgeted revenue and expenses to the cash account.
- » **Journal Entry Offset to Cash** - This method is similar to Open Entry as amounts can be entered into any account, but when amounts are entered they are automatically offset to the cash account. For example, if you are planning on purchasing a new computer in February you would enter that \$1500 in your appropriate expense account and CenterPoint would automatically budget -1500 in your cash account. This allows you to budget and plan your cash flow.
- » **Detail Transaction Entry** - This is the most complex budgeting method in CenterPoint and is recommended mainly for CenterPoint Accounting for Agriculture users. It will use the templates assigned to accounts to create offsetting budget entries. For example, if an amount is entered into a Corn Sales account and it has been assigned the template of DT - Sell Raised Inventory, the system will automatically create offsetting budget entries for the Changed in Raised Inventory account, the Corn Inventory Account and the Cash Account.
- » **Use Account Entry Mode** - This mode allows you to use different modes for different accounts within the same budget. Once the budget is created, then the mode can be changed on an account by account basis within File > Budget Account Properties.



11. If you choose Open Entry or Detailed Transaction Entry mode, you must select a **Bank Account** (cash and line of credit accounts can be selected). Each budget amount entered will automatically offset to the cash account specified here.
12. If this budget will be for a specific project, location, profit center, etc. specify those details in the **Entry Defaults** section. Any dollar amounts added to this budget after the details are specified will be assigned automatically.
13. Click the **Limitations** tab. This tab will display only if you have chosen to use Database Security in File > Preferences.
14. This tab lists the profit centers, locations, and projects in your database. You can select any of these items to indicate that the item is either allowed or excluded for use within the current budget depending on whether you select **Allow Selected**, **Exclude Selected**, or **Allow All** in the **Access** box . If most items are to be used in the current budget, it would be easier to exclude the few that are not to be available. If most are to be available it would be easier to exclude the few selected items.



Note: The Limitations tab will automatically filter the list of multi-segmented accounts displayed in the budget, for example. if you excluded the profit center, any multi-segmented accounts with the profit center as a segment would not appear in the budget or in areas where multi-segmented accounts are selected – like Edit > Adjustments and Edit > Copy To Budget.

15. Click the **Security** tab. This tab will display only if you have chosen to use Database Security in File > Preferences.
  - » This tab can be used to grant access to the current budget for specific user groups (a list of all user groups defined for the database will display). Select the user groups that can access the current budget. If a budget contains imported budgets, a user must be a member of one or more user groups that have access to each of the imported budgets in order to open that budget.
  - » Select the **Do Not Allow Updates on this Budget** to "lock" the budget and make it read-only. When this check box is selected, you will be prevented from altering the budget amounts/quantities and any significant formatting options (adding/removing columns), but you can still filter data and alter how the data is displayed (Hide Zero Rows, Level of Detail, etc.).
16. Click **OK** to create the budget. A blank budget screen will be displayed.



Note: By default the budget will be monthly. You can only enter budgets in monthly mode. If you prefer to enter an annual budget, enter the annual values in one period, such as the first period of the budget year.

## Step B - Add Amounts to a Budget

Dollar amounts can be added into the budget grid a number of ways; manually enter them, copy from an existing budget or actuals, or by using the Budget Adjustments screen.

### Manually Add Values

- a. From within the main Budget screen, select the appropriate cell and enter the amount.
- b. What happens after the amounts are entered depends on which **Entry Mode** you have selected for this budget or account:

**Detail Transaction Entry:** the Budget Properties screen will automatically display so that additional required data can be entered. Please refer to the FAQ section below for more detailed information on the Budget Properties screen.

**Journal Entry Offset to Cash:** CenterPoint will automatically offset the budgeted number to the cash account assigned when the budget was created. For example if an amount is assigned to a sales account, then the amount will be added to the cash account in the same period. If an amount is entered to an expense account, the amount will be deducted from the cash account.

**Open Entry:** No offsets will be created.

#### Assign Amount to Multiple Periods

- a. If you would like to budget the same amount across multiple periods select **Edit > Adjustments** from within the main budget screen.

Period	Current Amount	Adjusted Amount
November 2010	\$ 0.00	\$10,000.00
December 2010	\$ 0.00	\$10,000.00
January 2011	\$ 0.00	\$10,000.00
February 2011	\$ 0.00	\$10,000.00
March 2011	\$ 0.00	\$10,000.00
April 2011	\$ 0.00	\$10,000.00
May 2011	\$ 0.00	\$10,000.00
June 2011	\$ 0.00	\$10,000.00
July 2011	\$ 0.00	\$10,000.00
August 2011	\$ 0.00	\$10,000.00
September 2011	\$ 0.00	\$10,000.00
October 2011	\$ 0.00	\$10,000.00
November 2011	\$ 0.00	\$10,000.00

- b. Select the appropriate **Account** on the upper left side of the screen.
- c. The **Apply all adjustments to [xxxx]** check box only displays when there is one or more production detail assigned (Profit Center / Location Production Center/ Production Year Tracking Number 1 / Production Year Tracking Number 2 / Project.) to this budget. If you want to apply the adjustment to the budget properties set for the budget, select the **Apply all adjustments to [xxxx]** check box where [xxxx] is the name of the current entry default values as displayed at the top of the budget screen.



**Note:** If you always want the amounts entered to be applied, right click on the Adjustment Detail box (after it is selected) and choose Set Default.

- d. In the **Adjustment Type** field, select **Assign Amount to Multiple Periods**.
- e. Select the periods that the amount should be used in **From To**.
- f. Specify the **Amount**.
- g. Click on **Perform Adjustment** to duplicate that amount in each period selected for this account. To accept the values, click **Save**.

#### Allocate Amount to Multiple Periods

- a. If you would like to allocate or distribute an amount across multiple periods, select **Edit > Adjustments**.
- b. The process will be the same as outlined above for Assign Amount to Multiple Periods, but change the Adjustment Type in step d to Allocate Amount to Multiple Periods.

- c. In the Amount field, specify the amount that should be distributed. For example if \$120,000 was entered in the Amount and a 12 month period was selected in the From To field, the system would distribute \$10,000 to each month for this account.
- d. If you budget with production details, click **View Production**.

Period	Current Amount	Adjusted Amount
November 2010	\$ 0.00	\$ 9,230.77
December 2010	\$ 0.00	\$ 9,230.77
January 2011	\$ 0.00	\$ 9,230.77
February 2011	\$ 0.00	\$ 9,230.77
March 2011	\$ 0.00	\$ 9,230.77
April 2011	\$ 0.00	\$ 9,230.77
May 2011	\$ 0.00	\$ 9,230.77
June 2011	\$ 0.00	\$ 9,230.77
July 2011	\$ 0.00	\$ 9,230.77
August 2011	\$ 0.00	\$ 9,230.77
September 2011	\$ 0.00	\$ 9,230.77
October 2011	\$ 0.00	\$ 9,230.77
November 2011	\$ 0.00	\$ 9,230.76

#### Copy From Actual

- a. If you would like to start with a budget that uses last years actual numbers as a basis, select **Edit > Copy to Budget**.

- b. Select a **Source** of **Actual**.
- c. Select the **Budget** you want to copy.
- d. Select the prior year dates to copy from in the **Period From/To** fields.
- e. Select all the Accounts you'd like copied in the Accounts field. Normally this is your revenue and expense accounts.
- f. Select the **Destination Properties** and specify if you want to add or replace the existing data, the type of entry mode, and how you want to handle copying (copy source information, do not copy - leave blank, or assign a specific value).
- g. Click **OK**.



Note: If you would like to copy from last years actuals and then increase or decrease amounts by a percent, use the Edit > Budget Adjustments screen after copying.

## Copy From Budget

- If you'd like to start this budget with numbers copied from another budget (for example, last years budget numbers), use the same **Edit > Copy to Budget** process outlined above.
- In step b above, use a **Source of Budget** instead of **Actual**.
- Continue with steps c-g outlined in the Copy from Actual section above.

## Step C - Formatting a Budget

Change the Display of Rows in a Budget

The budget includes a row for every account that you have in your database. The budget may also include rows for inactive accounts or accounts that have had no activity. This can make the report rather long. There are some built-in row options that allow you to summarize the content further.

The **Edit** menu contains the functionality for formatting the rows in a budget. Use the Edit menu to:

- » Change the **Entry Mode**.
- » **Copy To** actual/budget data to a budget.
- » **Copy to Clipboard** to copy selected data to the clipboard for use in another program.
- » On the **Edit** menu, click **Copy to Clipboard** or right-click and select **Copy to Clipboard**.
- » Perform **Budget Adjustments**
- » View **Current Cell** contents - If the cell is actual data, the Transaction Search screen displays showing the transaction to which the entry belongs. To edit the transaction, click **Edit**. The original transaction screen will display where you can edit or delete the transaction. If the cell is budget data, you can delete budget transactions for the account/period selected. To delete budget data, click **Delete**. At the "Remove this transaction?" message, click **Yes**.
- » **Refresh Data** - Each time you open a budget, CenterPoint automatically refreshes the data for new entries, modifications, and deletions. Since you can have multiple windows open at one time in CenterPoint, it is possible that you might have an open budget and be entering transactions on a transactions screen. When you return to the analysis, you have two choices for refreshing the data for any new entries, modifications, and deletions since you have had the budget open. The first option is to close the budget and then open it again. Since that isn't the most desirable of options, you can use the Refresh option.

The **View** menu contains the functionality for additional formatting of rows in an a budget. Use the View menu to:

- » **Hide zero rows** - Hides all rows without any activity (zero values) in the selected periods. When activity is entered across months that total zero for the Calculated Total column, the Hide Zero Rows selection will not consider the row a zero row and display the row.
- » **Hide inactive zero rows** - Hides only the rows of inactive accounts that have had no activity in the selected periods.
- » **Expand/collapse rows** (select the Detail Level menu item) to display GL accounts, account category detail, or account level 1 - 3.
- » **Filter data by Entry Type** - Cash, Journal Entries, or Combined.
  - » **Cash** - Includes only transaction types of Cash and AR/AP Payments.
  - » **AR/AP** - Includes only transaction types of AR/AP Invoices and Payments.
  - » **Journal Entries** - Includes only transaction types of Journal Entry.
  - » **Combined** - Includes all transaction types.
- » **Filter data by Entry Mode** - Open Entry, Imported, or Combined.
  - » **Open Entry** - Includes any transactions created in the Open Entry entry mode.
  - » **Imported** - Includes any transactions that were imported from other analysis/budgets.
  - » **Combined** - Includes all transaction entry modes.



The budget also includes total rows that display the accumulative budgeted dollars, for example on the Balance Sheet: Assets Total, Equity Total, Budgeted Net Income (displays the accumulative net income for each column as shown on the Income Statement), and Liabilities and Equity Total (includes the totals for the Liabilities Total, Budgeted Net Income, and Equity Total columns).

Change the Display of Columns in a Budget

CenterPoint gives you the option of defining each column individually. This gives you control over headings, filters, and data content. It also allows you to insert columns, delete columns, resize columns, and create other calculated columns.

The size of the columns are saved and will display the same size the next time a budget or analysis is opened. If a column is resized, that size will be saved for ALL sheets -- Flow of Funds, Balance Sheet, and Income Statement.

Change the Order of Displayed Columns

1. In an open budget, on the **Format** menu, click **Columns**.
2. On the left-hand side of the Columns screen, select the column you want to format.
3. Click  to display the column before other columns, or click  to display the column after other columns.
4. Click **OK**.

Resize a column:

- » Place your cursor in the heading section of a column until your cursor displays a cross with horizontal arrows. Hold your mouse button down and drag the column to the resize the column.

Budget - No Allocations		Budget 1/1/2018 1/31/2010
Revenue		
Resale of Purchased Livestock		
Purchased Market Cattle Sales		0.00
Resale of Purchased Livestock Total		0.00

Auto-resize a column:

- » Place your cursor in the heading section of a column and double-click.

Resize Selected Columns:

- » In an open analysis/budget, select the columns you want to resize.

 Note: Changing the widths of the left most column is not allowed.

- » On the **Format** menu, click **Column Width**.
- » Enter the width you want the columns to be.
- » Click **OK**.

Setup Custom Column Layouts

Custom column layouts can be set by selecting **Format > Columns**.

### Column Properties

The title field provides a one line description of the contents of the column. This will be in addition to the automatic column headings of Actual or Budget and the date range.

Each column can be defined as either a data column or a calculated column.

### Data Columns

- » **From and To** – Allows you to select a calendar range of data that you wish to display in each column. (Hint: If you filter the column by tracking number 1, you should be aware of the fact that you might have activity in years preceding that calendar year and after that calendar year that still relate to that production so make your date range wide enough to accommodate those years.)
- » **Data Source** – Allows you column-by-column to determine if actual or budget data will display in the column. This allows you to have one column of actual data for a date range and one column of budget data for that same date range side-by-side.
- » **Balance Sheet** – Select which values you want displayed on the Balance Sheet, book or market values.

- » **Filters** – You can filter the data in the column for any of the following items:
  - » Profit\Center Cost Center
  - » Location
  - » Tracking Number 1/2

**Calculated Columns** – Allows you to choose from the following calculation options:

- » **Total** – Allows you to select which columns to include in the calculation of this column.
- » **Average** – Allows you to select which columns to include in the average calculation.
- » **Percent** – Allows you to choose two columns, the calculated column will show Column 2 as a percentage of Column 1.
- » **Difference** – Allows you to select two columns and show the difference between the two. The second column selected will be subtracted from the first column selected.
- » **Percent Difference** – Allows you to select two columns and show the difference between the two as a percentage of the second column selected. The second column selected will be subtracted from the first column selected, and the difference will be shown as a percentage of the second column.
- » **Custom as Percent** – This option displays the Custom As Percent screen (a free format formula screen) that allows you to perform any calculation you want on the columns. The result is displayed as a percentage.
- » **Custom as Dollars** – Also provides a free format formula building option that allows you to define the calculation you want to perform on the columns.

The **Format** menu contains the functionality for formatting the columns in a budget. Use the Format menu to:

- » Change the **Predefined Layouts** to **Quarterly** or **Annual** view since budgets can only be entered in the Monthly view.
- » Apply a filter to a **Column(s)** -Allows you to quickly apply a filter to the selected column. Click **Filters**, under **Select a Filter**, select the information that you want to filter the column by, under **Define Filter Criteria**, select the criteria specific to the information, click **Add Filter**, and then click **Apply**.
- » **Quick Insert Columns**- In the **Insert For** box, select **Current Selection** to insert an additional column for the selected column(s) or **All** to insert all columns using the selected criteria. In the **Data** box, select the type of data you want to insert, **Actual** or **Budget**. In the **Values** box, select the type of values you want to insert, **Book** or **Market Value** for the Balance Sheet. In the **Years** box, select the calendar year to display in the column.
- » **Copy** a column by selecting the column on the left-hand side of the Columns screen, and then click **Copy**.

- » **Delete** a column by selecting the column on the left hand side of the Columns scree, and then click **Delete**.

The **View** menu contains the functionality for additional formatting of columns in a budget. Use the View menu to:

- » **Show Cents** – Toggles the format from dollars and cents to only dollars.
- » **Filters** – Allows you to quickly apply a filter to all columns. Under **Select a Filter**, select the information that you want to filter by, under **Define Filter Criteria**, select the criteria specific to the information, click **Add Filter**, and then click **Apply**.
- » **Hide Zero Columns** – Hides any columns that have all zero values in them.
- » **Quantities \ Prices** – Allows you to also show Quantity 1 or Quantity 2 columns and Price 1 or Price 2 columns for all data columns. These columns will be filtered the same as the data columns. Price and quantity columns will only be added into the grid when you specifically request them by selecting the check boxes.
- » **Entry Type** – This limits the data displayed in the column to a specific type of entry. The entry options are:
  - » **Cash** – Only entries that are offset to cash.
  - » **Journal Entries**- All journal entries only.
  - » **Combined (default)** – Combines all of the above to give a complete accrual analysis.

#### Format Definitions

##### Save a Format Definition

To assign a name to the formatting criteria for later use, save the format definition by using the procedure below. The information saved with the formatting includes the column configurations, custom calculated columns, and any filtering that is applied either through the View menu or through Filters section which can apply to both individual columns or the budget as a whole.

1. In an open budget, on the **Format** menu, click **Save Current As**.
2. In the **Name** box, enter a name for the formatting criteria.
3. Click **OK**.

##### Use a Format Definition

To select a previously saved set of formatting criteria which is then applied to the current budget, follow the procedure below.

1. In an open budget, on the **Format** menu, click **Load**.
2. In the **Name** column, select the name that contains the formatting criteria you want to apply to the current budget.
3. Click **OK**.

##### Delete a Format Definition

To delete a previously saved set of formatting criteria , follow the procedure below.

1. In an open budget, on the **Format** menu, click **Load**.
2. In the **Name** column, select the name that contains the formatting criteria you want to delete.

3. Click **Delete**.
4. At the "Delete this Item?" message, click **Yes**.
5. Click **OK**.

## Step D - Set Printing Properties and Print a Budget

Page setup allows you to change the way your budget prints. Use the File > Page Setup menu selections to:

Change the Top, Bottom, Left, or Right Margins

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Margin** tab.
3. In the **Top**, **Bottom**, **Left**, **Right**, **Header**, and **Footer** boxes, enter the margin size or use the up and down arrows to enter the margin size.
4. Click **OK**.

Change the Orientation

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Page** tab.
3. Under Orientation, select **Portrait** to print a page taller than it is wide when you view the text right-side up or select **Landscape** to print a page wider than it is tall when you view the text right-side up.
4. Click **OK**.

Adjust the Size (Scale)

1. In an open analysis/budget, on the **File** menu, click **Page Setup**.
2. Click the **Page** tab.
3. Under Scaling, in the **Adjust** to box, enter a percentage of the normal size, or use the up and down arrows to adjust the percentage of the normal size.
4. Click **OK**.

Print Gridlines

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.
3. Under Print, select the **Gridlines** check box.
4. Click **OK**.

Add a Header/Footer

1. In an open /budget, on the **File** menu, click **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Header** box, enter the header that you want to display at the top of the printed budget and/or in the **Footer** box, enter the footer that you want to display at the bottom of the printed budget.
4. Click **OK**.



**Note:** The selections made on the Reporting Tools > Budgets > File > New Budget > General and Entry Mode screen will display as the Budget Title on the main budget entry screen. The format of the information in the title is: Budget Title – Profit Center / Location/ Tracking Number 1 / Tracking Number 2 (the information will show in the title only if the information is not blank).

## Print Row/Column Headings

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.
3. Under Print, select the Row Headings check box to print row headings and select the **Column Headings** check box to print column headings.
4. Click **OK**.
5. The selections made on the Reporting Tools > Budgets > File > New Budget > General and Entry Mode screen will display as the Budget Title on the main budget entry screen. The format of the information in the title is: Budget Title – Profit Center / Location/ Tracking Number 1 / Tracking Number 2 (the information will show in the title only if the information is not blank).

### Print in Color or Black/White

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.
3. Under Print, clear the **Black and white** check box to print in color, or select the Black and white check box to print in black/white..
4. Click **OK**.




### Determine Print Order

1. In an open budget, on the **File** menu, click **Page Setup**.
2. Click the **Sheet** tab.



1. Click **Down, then over** or **Over, then down** to control the order in which data is numbered and printed when the analysis/budget does not fit on one page.
2. Click **OK**.

### Preview a Budget

1. In an open budget, on the **File** menu, click **Print Preview** or click .
2. In the Print Preview screen, click , complete the Print screen, and then click OK to print the budget.
3. In the Print Preview screen, click  and select a zoom percentage to zoom into specific data.
4. In the Print Preview screen, click:



- To view the budget one page at a time.



- To view the budget two pages at a time.




- To view the budget three pages at a time.



- To view the budget four pages at a time.





- To view the budget six pages at a time.

5. On the right-hand side of the Print Preview screen, click the up and down arrows in the Page box (  ) to move to the different pages in the budget.

6. The selections made on the Reporting Tools > Budgets > File > New Budget > General and Entry Mode screen will display as the Budget Title on the main budget entry screen. The format of the information in the title is:

Print a Budget

1. In an open budget, on the **File** menu, click **Print** or click  or in the Print Preview screen, click .
2. Complete the **Print** screen, and then click **OK** to print the budget.

## Frequently Asked Questions

**Q: How do I delete a budget amount that's been entered?**

**A:** Double click on the number and select the Delete button.

**Q: How should I do my budgeting if I have multiple profit centers?**

**A:** We recommend you create a separate budget for each profit center. Once all of the individual profit center budgets are created, you can create an additional company/fund budget that includes all the data from the individual profit centers. Please refer to the Importing Multiple Budgets topic for detailed instructions.

**Q: How do I change the mode I'm using on an existing budget?**

**A:** Select **File > Properties**. The method is specified on the **Entry Mode** tab.

**Q: I'm using the Use Account Entry Mode on my budget. Where can I specify the method I want to use for each account?**

**A:** Select **File > Budget Account Properties**. Select the account at the top of the screen and select the appropriate method in the **Default Entry Mode** field.

**Q: I'm using the Detail Transaction Entry Mode on my budget. Where can I change which template the budget has assigned to an account?**

**A:** Select **File > Budget Account Properties**. Select the account at the top of the screen. The **Default Template** is displayed and can be changed. This is also where you can specify if **Quantities** should be displayed in the budget. If a template is assigned to the account, that template will be used as the default template. If the account does not have a template assigned to it, the account category will be used to determine the default template. If the account category does not have a template assigned to it, the account type will be used to determine the default template.

**Q: Where can I change the default entry mode the budget has assigned to an account when I'm using the Detail Transaction Entry Mode on my budget?**

**A:** Select **File > Budget Account Properties**. Select the account at the top of the screen. The **Default Entry Mode** is displayed and can be changed. This is also where you can specify if **Quantities** should be displayed in the budget.

## Create a Budget that Automatically Budgets the Cash Account

CenterPoint Accounting has a variety of options available in budgeting. These tools can be used to create anything from a basic budget to a budget that does "if - then" computing. In this example, we'll be setting up a budget for revenue and expense accounts but also offsets to cash. This type of a budget will help you track your cash flow flow for the year and assist in planning the need for operating loans.

The budget screen displays three tabs. All budget amounts are entered in the Flow of Funds tab. The information from the Flow of Funds tab is also then displayed in the Balance Sheet and Income Statement tabs. In this example we are only budgeting for revenue & expense accounts, so the Balance Sheet tab will display actuals.

## Creating a New Basic Budget Offset to Cash

1. Select **Setup > Budgets**.
2. On the Open a Budget screen, click **New**.
3. On the Budget Properties screen, enter a name used to identify the budget in the **Budget Name** field.

4. In the **From/To** boxes, select the range of dates this budget is for.
5. The **Balance From** date should be the period prior to what was entered in the previous From box.
6. If you are using Account Numbers in your company/fund, select to **Include Account Numbers**.
7. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **AccountNumber**.
8. If this is the only budget you will be creating for your company/fund, or this is the most commonly used budget for this company/fund, then select **Set As Default**. By selecting this option, any reports that use budget numbers will automatically use this budget.
9. Select the **Entry Mode** tab.

10. Within the **Default Entry Mode** box, select **Journal Entry Offset to Cash**.
11. Select the **Bank Account** (cash and line of credit accounts can be selected). When values are entered in the budget, the system will automatically create offsetting budget numbers for this account. For example, if you enter in \$3000 in an insurance expense account, the system will automatically assign a negative \$3000 budget number to this bank account.
12. If this budget is for a particular **Profit Center, Production Center**, etc., then select those options. Click **OK** to create the budget.
13. A blank budget screen will be displayed.

	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Calculated
	01/01/11	02/01/11	03/01/11	04/01/11	05/01/11	06/01/11	07/01/11	08/01/11	09/01/11	10/01/11	11/01/11	12/01/11	01/01/11	02/01/11	03/01/11	04/01/11	Total
<b>Revenue</b>																	
<b>Sales of Purchased Livestock</b>																	
Purchased Market Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Purchased Livestock Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Depreciable Livestock</b>																	
Purchased Breeding Cattle Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Raised Breeding Cattle Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Depreciable Livestock Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Raised Livestock</b>																	
Hay Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Raised Market Cattle Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Raised Livestock Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Raised Crops</b>																	
<b>Corn Sales</b>																	
Corn DIP Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corn Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Premiums & Incentives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Corn Sales Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Crop Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Soybean Sales</b>																	
SB Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SB Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean DIP Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Soybean Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Soybean Sales Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Wheat Sales</b>																	
Wheat Moisture Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Quality Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wheat Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Wheat Sales Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sales of Raised Crops Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

14. By default the budget will be monthly. If you prefer to do a quarterly or annual budget, select **Format > Predefined Layouts** and choose the appropriate option.
15. Budget numbers can be added into the grid a number of ways:

- » **Manually Add Values:** To manually add numbers into the grid, simply click in the appropriate cell and enter the number.
- » To duplicate the same amount across a number of periods (for one account), select **Edit > Adjustments**.

Period	Current Amount	Adjusted Amount
November 2010	\$ 0.00	\$ 10,000.00
December 2010	\$ 0.00	\$ 10,000.00
January 2011	\$ 0.00	\$ 10,000.00
February 2011	\$ 0.00	\$ 10,000.00
March 2011	\$ 0.00	\$ 10,000.00
April 2011	\$ 0.00	\$ 10,000.00
May 2011	\$ 0.00	\$ 10,000.00
June 2011	\$ 0.00	\$ 10,000.00
July 2011	\$ 0.00	\$ 10,000.00
August 2011	\$ 0.00	\$ 10,000.00
September 2011	\$ 0.00	\$ 10,000.00
October 2011	\$ 0.00	\$ 10,000.00
November 2011	\$ 0.00	\$ 10,000.00

- Select the appropriate account on the upper left side of the screen.
- If you want to apply the adjustment to the budget properties set for the budget, select the **Apply all adjustments to [xxxx]** check box where [xxxx] is the name of the current entry default values as displayed at the top of the budget screen.
- In the **Adjustment Type** field, select **Assign Amounts to Multiple Periods**.
- Select the periods in **From To**.
- Specify the **Amount**.
- Click on **Perform Adjustment** to duplicate that amount in each period selected for this account. To accept the values, click **Save**.

» To distribute an annual amount equally across a number of periods (for one account), select **Edit > Adjustments**. The process will be the same as above, but change the **Adjustment Type** to **Allocate Amount to Multiple Periods** and the **Amount** should be the annual amount.

Period	Current Amount	Adjusted Amount
November 2010	\$ 0.00	\$ 120,000.00
December 2010	\$ 0.00	\$ 9,230.77
January 2011	\$ 0.00	\$ 9,230.77
February 2011	\$ 0.00	\$ 9,230.77
March 2011	\$ 0.00	\$ 9,230.77
April 2011	\$ 0.00	\$ 9,230.77
May 2011	\$ 0.00	\$ 9,230.77
June 2011	\$ 0.00	\$ 9,230.77
July 2011	\$ 0.00	\$ 9,230.77
August 2011	\$ 0.00	\$ 9,230.77
September 2011	\$ 0.00	\$ 9,230.77
October 2011	\$ 0.00	\$ 9,230.77
November 2011	\$ 0.00	\$ 9,230.76

» **Copy From Actual:** If you would like to start with a budget that uses last years actual numbers as a basis, select **Edit > Copy to Budget**.

- Select a **Source of Actual**.
- Select the prior year dates to copy from in the **Period From/To** fields.
- Select all the **Revenue & Expense** accounts in the Accounts field.
- Select the **Destination Properties** and specify if you want to add or replace the existing data, the type of entry mode, and how you want to handle copying (copy source information, do not copy - leave blank, or assign a specific value).
- Click **OK**.

» **Copy From Budget:** If you'd like to start this budget with numbers copied from another budget (for example, last years budget numbers), use the same **Edit > Copy to Budget** process outlined above, but use a **Source of Budget** instead of **Actual**.

- When budget amounts are entered into any account, the system will create offsetting amounts in the bank account. For example, if \$3000 was entered in an insurance expense account, the system will automatically created another entry that deducts \$3000 from the Bank Account budget. Budget amounts entered into revenue/income accounts will increase the bank account budget. Amounts entered into expense or cost of goods sold accounts will decrease the bank account budget.

Basic Budget		
		Budget 01/01/11 01/31/11
[-] Expenses		
[-] Insurance Expense		
6.08.200 - Health Insurance		3,000
<b>Insurance Expense Total</b>		<b>3,000</b>
<b>Expenses Total</b>		<b>3,000</b>
[+] Assets		
[+] Cash		
1.01.200 - State Bank Checking		(3,000)
<b>Cash Total</b>		<b>(3,000)</b>
<b>Assets Total</b>		<b>(3,000)</b>



**Note:** Refer to the main "Understanding & Using Budgets" document for additional information on how to change the display of rows, how to delete budget numbers, and a Frequently Asked Questions section.

## Create a Budget for Revenue & Expense Accounts Only (Open Entry)

CenterPoint Accounting has a variety of options available in budgeting. These tools can be used to create anything from a basic budget to a budget that does "if - then" computing. In this example, we'll be setting up a basic budget that allows you to quickly enter budget numbers for just the revenue and expense accounts. This budget has no affect on cash or any accounts other than the revenue and expense accounts.

The budget screen displays three tabs. All budget amounts are entered in the Flow of Funds tab. The information from the Flow of Funds tab is also then displayed in the Balance Sheet and Income Statement tabs. In this example we are only budgeting for revenue and expense accounts, so the Balance Sheet tab will display actuals.

### Creating a New Basic Budget

1. Select **Setup > Budgets**.
2. On the Open a Budget screen, click **New**.
3. On the Budget Properties screen, enter a name used to identify the budget in the **Budget Name** field.

The screenshot shows the 'Budget Properties' dialog box with the 'General' tab selected. The 'Budget Name' field contains 'Basic Rev & Expense Budget'. The 'Company' field shows 'CenterPoint Farm'. The 'From' date is '01/01/2018' and the 'To' date is '12/31/2018'. The 'Balance From' dropdown is set to 'December 2017'. The 'Include Account Numbers' checkbox is checked. The 'Order By' dropdown is set to 'Account Name'. The 'Set As Default' checkbox is unchecked. Below these fields is a table titled 'Imported Budgets' with two columns: 'Budget' and 'Status'. At the bottom of the dialog are buttons for 'Add...', 'Update', 'Remove', 'OK', and 'Cancel'.

4. In the **From/To** boxes, select the range of dates this budget is for.
5. Accept the defaulted **Balance From** date, as it won't be used in this scenario.
6. If you are using Account Numbers in your company/fund, select to **Include Account Numbers**.
7. If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **AccountNumber**.
8. If this is the only budget you will be creating for your company/fund, or this is the most commonly used budget for this company/fund, then select **Set As Default**. By selecting this option, any reports that use budget numbers will automatically use this budget.
9. Select the **Entry Mode** tab.



- » To duplicate the same amount across a number of periods (for one account), select **Edit > Adjustments**.

Period	Current Amount	Adjusted Amount
November 2010	\$ 0.00	\$10,000.00
December 2010	\$ 0.00	\$10,000.00
January 2011	\$ 0.00	\$10,000.00
February 2011	\$ 0.00	\$10,000.00
March 2011	\$ 0.00	\$10,000.00
April 2011	\$ 0.00	\$10,000.00
May 2011	\$ 0.00	\$10,000.00
June 2011	\$ 0.00	\$10,000.00
July 2011	\$ 0.00	\$10,000.00
August 2011	\$ 0.00	\$10,000.00
September 2011	\$ 0.00	\$10,000.00
October 2011	\$ 0.00	\$10,000.00
November 2011	\$ 0.00	\$10,000.00

- Select the appropriate account on the upper left side of the screen.
  - If you want to apply the adjustment to the budget properties set for the budget, select the **Apply all adjustments to [xxxx]** check box where [xxxx] is the name of the current entry default values as displayed at the top of the budget screen.
  - In the **Adjustment Type** field, select **Assign Amounts to Multiple Periods**.
  - Select the periods in **From To**.
  - Specify the **Amount**.
  - Click on **Perform Adjustment** to duplicate that amount in each period selected for this account. To accept the values, click **Save**.
- » To distribute an annual amount equally across a number of periods (for one account), select **Edit > Adjustments**. The process will be the same as above, but change the **Adjustment Type** to **Allocate Amount to Multiple Periods** and the **Amount** should be the annual amount.

Period	Current Amount	Adjusted Amount
November 2010	\$ 0.00	\$ 0.00
December 2010	\$ 0.00	\$ 9,230.77
January 2011	\$ 0.00	\$ 9,230.77
February 2011	\$ 0.00	\$ 9,230.77
March 2011	\$ 0.00	\$ 9,230.77
April 2011	\$ 0.00	\$ 9,230.77
May 2011	\$ 0.00	\$ 9,230.77
June 2011	\$ 0.00	\$ 9,230.77
July 2011	\$ 0.00	\$ 9,230.77
August 2011	\$ 0.00	\$ 9,230.77
September 2011	\$ 0.00	\$ 9,230.77
October 2011	\$ 0.00	\$ 9,230.77
November 2011	\$ 0.00	\$ 9,230.76

- » **Copy From Actual:** If you would like to start with a budget that uses last years actual numbers as a basis, select **Edit > Copy to Budget**.

- Select a **Source of Actual**.
  - Select the prior year dates to copy from in the **Period From/To** fields.
  - Select all the **Revenue & Expense** accounts in the Accounts field.
  - Select the **Destination Properties** and specify if you want to add or replace the existing data, the type of entry mode, and how you want to handle copying (copy source information, do not copy - leave blank, or assign a specific value).
  - Click **OK**.
- » **Copy From Budget:** If you'd like to start this budget with numbers copied from another budget (for example, last years budget numbers), use the same **Edit > Copy to Budget** process outlined above, but use a **Source of Budget** instead of **Actual**.



**Note:** Refer to the main "Understanding & Using Budgets" document for additional information on how to change the display of rows, how to delete budget numbers, and a Frequently Asked Questions section.

## Create a CenterPoint Budget in Microsoft® Excel

Creating or modifying budgets in Microsoft Excel is a popular process because the features in Microsoft Excel can make the process more efficient. If you would like to do your budgeting within Excel, CenterPoint can create a file for you to use as a starting point. Once the file is created, it will provide you with a working file to develop your budget. Once the budget is complete, the values in the spreadsheet can then easily be imported into CenterPoint. Having the information within CenterPoint allows you to do actual to budget comparative reporting.

For more information on creating a budget within CenterPoint (vs. creating it in Microsoft Excel), please refer to the [Understanding and Using Budgets](#) topic.

[Step A: Create a New Budget](#)

[Step B: Prepare the Excel Spreadsheet](#)

[Step C: Working with the Excel Spreadsheet](#)

[Step D: Importing the Excel Spreadsheet into CenterPoint](#)

This document uses the following scenario as an example: A company wants to enter a budget for 2021 that includes budgeting by profit center. They would like to enter their budgeting figures into Excel and bring that information back into CenterPoint so that they can do Actual to Budget Comparisons

## Create the Budget

1. Select **Setup > Budgets**.
2. Select **File > New Budget**.
3. In the **Budget Name** box, enter **Imported Yearly Budget**.
4. Select your **Company**.
5. In the **From/To** boxes enter the date range of **01/01/2022-12/31/2022**.

6. In the **Balance From** box, select **December 2021**.
7. Select the **Entry Mode** tab, select either **Open Entry** or **Journal Offset to Cash**.



Note: The import will not import activity if the Default Entry Mode is set to Detailed Transaction Entry.

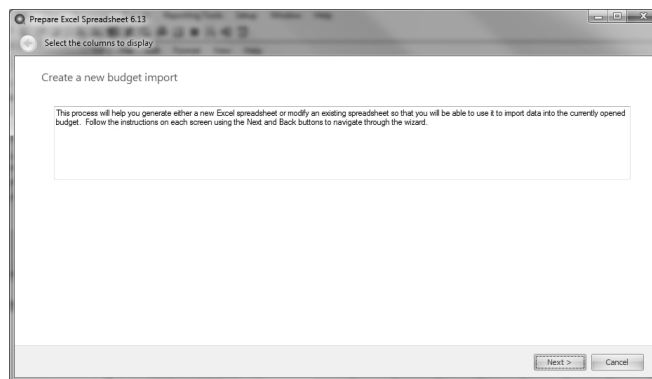
8. Click **OK**.

## Prepare the Excel Spreadsheet



In order to prepare the spreadsheet, you have to have something unique about your accounts. The accounts either have to have a unique account number, abbreviation or name. This also includes any inactive accounts.

1. Once the blank budget is created, select **File > Export/Import Data > Prepare Excel Spreadsheet**. A wizard will walk you through each step of the process. Click **Next** on the Create a new budget import screen.



2. In the **Specify the Excel Spreadsheet you wish to use to import data** screen, in the **Budget Import Folder** box, select which folder to store the spreadsheet in. The first time you use the import process, the folder will be your Documents folder. The last folder used will display.
3. Select **Create a New Spreadsheet** and enter a name, for example **Alpine Sports 2023 Budget Import**.
4. Choose which format to use for the Excel file. The default, **Excel Workbook (\*.xlsx)** should be used for all computers that have a version of Microsoft Office higher than 2003. If you are using a much older version of Excel that stores files as **.xls** files instead of **.xlsx** then change the option of what type of file to create. Note: When the file is created, it will be located in your users document (or my documents) directory on your computer. Click **Next**.

Prepare Excel Spreadsheet 6.13

Select the columns to display

Specify the date range of imported data.

If importing annual budget amounts, only select January (or the first fiscal month) of the Budget Year.

Data will be imported from January 2022 to January 2022

Next > Cancel

5. Select the date range . If importing annual budget amounts, only select January (or the first fiscal month) of the Budget Year. Although this is normally an entire fiscal or calendar year, any date range may be selected. Normally, these dates would correspond to the dates used when the budget was created. Click **Next**.
6. The Specify Mapping Options screen allows you to determine which information is unique. In our example, our accounts have unique account numbers and our profit centers are unique by name. So, in the **Map accounts using** box select **Account Number** and in the **Map Profit Centers using** box, select **Name**.

Prepare Excel Spreadsheet 6.13

Select the columns to display

Specify Mapping Options

Map accounts using Account Number

Map Profit Centers using Name

Map Production Centers using (not specified)

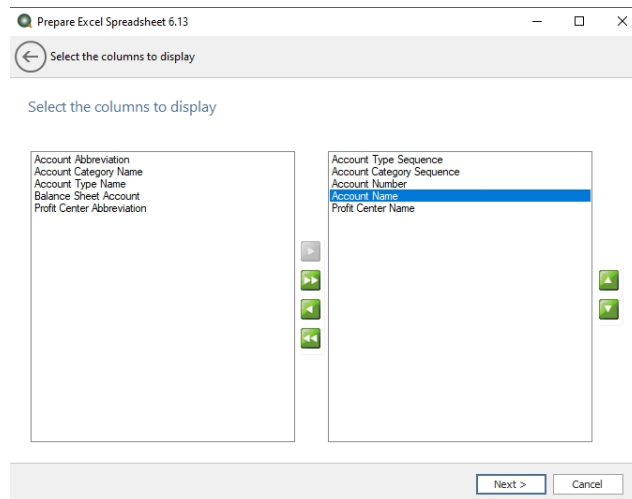
Map Projects using (not specified)

☐ Production Year included

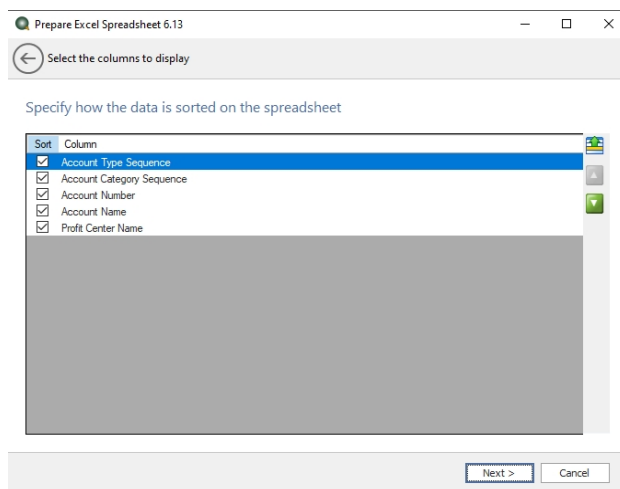
☐ Production Series included

Next > Cancel

7. In our example, we will not be budgeting by any other management details, so we will not define what is unique for the other management details. Click **Next**.



8. In the **Select the columns to display** screen, specify any additional columns of data you'd like to include in the spreadsheet. When the spreadsheet is created it will be created with a list of accounts down the left-hand side. In our example, that list of accounts will be repeated once for each profit center you select. Since we selected in the Sample Database that the Account Numbers were unique, that is what is going to display for each account. We are going to add the **Account Name** by moving it to the right-hand side and positioning it under the Account Number. The Up and Down arrows to the right will allow you to adjust the order of the columns. Click **Next**.



9. In the **Specify how the data is sorted on the spreadsheet** screen, choose the order that you want the columns to appear. You can only sort by columns that you have selected to display. The arrow buttons on the right will allow you to move a selected column up or down in the order. Click **Next**.
10. In the Included Information screen, you can filter for specific management details, by clicking in the Selected Criteria box. The **Filter** screen allows you to filter for specific accounts and profit centers to include in this budget. For example, if you are just budgeting for Income Statement activity, then you would only want to select Income Statement accounts and not include Balance Sheet accounts. In our example, filter by **Account Type** and select **Revenue**, **Cost of Goods**, and **Expenses** to filter for only Income Statement activity. Then select the **Product Sales**, **Memberships**, **Service Sales**, **Returns & Allowances**, and **Freight Income** accounts and filter by All profit centers. Click **OK**.

Select **Only include rows that match all of the production detail specified** to display only the selected in the Filter screen. Click **Next**.

Prepare Excel Spreadsheet 6.13

Select the columns to display

Included Information

☐ Only include rows that match all of the production detail specified

Item	Selected Criteria
Account	<All>
Profit Center	<All>

Next >

Cancel

Prepare Excel Spreadsheet 6.13

Select the columns to display

Included Information

☒ Only include rows that match all of the production detail specified

Item	Selected Criteria
Account	Agricultural Program Payments, Change in Raised Apples...
Profit Center	Corn, Soybeans, Purchased Feeders

Next >

Cancel

11. The Review Import screen will display the **CenterPoint Import Specs** tab with the information used to define the import and the **CenterPoint Import Data** tab with the information that CenterPoint will send to the Excel spreadsheet.

Prepare Excel Spreadsheet 6.13

Select the columns to display

Review Import Data

	A	B	C	D	E
1	<b>General Information</b>				
2	CenterPoint Budget	AnnualFarmBud 2022	2147459987		
3	Period Range	01/01/2022	01/31/2022		
4					
5	<b>Mapping</b>				
6	Map Accounts using	Account Number			
7	Map Profit Centers using	Name			
8	Map Production Centers using	(not specified)			
9	Map Projects using	(not specified)			
10	Production Year included	No			
11	Production Series included	No			
12					
13	<b>Columns Displayed</b>				
14	A	Account Type Sequence			
15	B	Account Category Sequence			
16	C	Account Number			
17	D	Account Name			
18	E	Profit Center Name			
19	F	January 2022			
20					

CenterPoint Import Specs CenterPoint Import Data

Finish Cancel

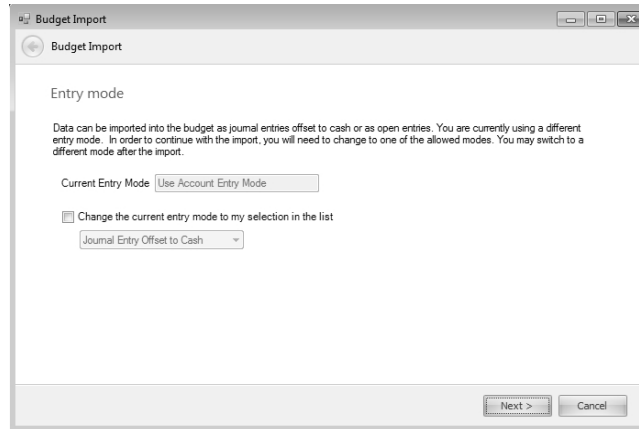
- Click **Next**.

## Working with the Excel Spreadsheet

- Open the spreadsheet in Excel as you would any other spreadsheet.
- The first tab will display all of the Import Specifications that you selected when you were creating the spreadsheet. You will not need to make any changes on this tab.
- The second tab, labeled CenterPoint Import Data is where you will enter your budget values.
- On the left margin, the list of accounts repeated once for each selected profit center will display.
- There will be a column for each of the periods that you selected in your date range when you created the spreadsheet.
- Enter your budget values into the appropriate row and column.
- Formulas can be used in the cells. CenterPoint will import the resulting value, not the formula.
- Unused or blank rows can be deleted.
- Additional tabs that perform calculations and point a cell on the CenterPoint Import data tab to a cell in another tab can be added. CenterPoint will only be looking at the CenterPoint Import Data tab when it performs the import so it will ignore all other tabs.
- After all of your budget values are entered, save the budget and exit Excel before continuing to the next step.

## Importing the Excel Spreadsheet into CenterPoint

- Select **Reporting Tools > Budgets**. On the **Open a Budget screen**, select the budget that was created in the Create the Budget section above, and click **OK**.
- Click **OK** at the Budget Properties screen.
- Select **File > Export/Import Data > Import Data from Spreadsheet**.
- The following screen will display if your budget is set to the Account Entry or Detailed entry mode:



5. In order to continue with the import, you will need to change to either the Journal Entry Offset to Cash or Open Entry mode.
6. Click **Next**.
7. Select the spreadsheet to import. Only those spreadsheets created or prepared from CenterPoint will be displayed in the list. Click **Next**.
8. Review the spreadsheet and verify that everything is correct. The values on the CenterPoint Import Data tab can be modified. Then click **Import** to bring the budget numbers into CenterPoint or click **Cancel** to exit without importing the budget.
9. Click **OK** at the Import Complete message. The imported budget numbers will be displayed in the Budget screen. Once the data is imported, it can be modified within CenterPoint in the same manner as budget numbers that were entered manually.

## Importing Multiple Budgets into an Overall Budget

If you want budget data for specific departments/profit centers or other details, our recommendation is to have an individual budget for each profit center/department. There may also be times that you want to view information together. This would need to be done with a separate budget. But instead of entering all of the data again into a new overall budget, we recommend you create a blank budget and import the existing profit center budgets.

### Prerequisite

You must have budgets setup for each profit center/department (or other details) prior to importing.

## Import Existing Budgets into the Overall Budget

1. Select **Setup > Budgets**.
2. Click the **New** button and specify a **Budget Name**.
3. Specify the details (Company/Fund, Dates, etc.) for this budget.
4. In the Imported Budgets area, click **Add**.
5. All existing budgets will be displayed in the **Import Budget** screen. Select the first budget to import and click **OK**.
6. Repeat steps 4 - 5 for each budget that should be included in this budget.
7. After all budgets are included, click on the **Entry Mode** tab.
8. Select the Entry Mode details.



Note: Normally the Entry Defaults will be left blank as this budget is for multiple profit centers/departments, production centers/locations, etc.

9. Click **OK** to create the new budget with all the data from the individual budgets displayed.

## Financial Analysis

### Understanding and Using Financial Analysis

Understanding and analyzing your data should be one of the main reasons for recording your day-to-day entries in CenterPoint Accounting. Financial Analysis is a tool that can be used to examine your data in past, present and future. The transactions entered into CenterPoint provide the historical information that can be analyzed with Financial Analysis. Financial Analysis allows you to modify the view of the data for easy analysis, including looking at all 12 months individually in one screen.

The data in a financial analysis is organized into three separate tabs:

**Flow of Funds** - Reports the transaction activity to all accounts. Does not include beginning balances for Balance Sheet accounts.

**Balance Sheet** - Represents the financial position of the company/fund at any point in time. The equation for the Balance Sheet is  $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$ . The Balance Sheet includes two account levels, Book Value (the calculated value affected by transaction activities) and Fair Market Value (the position of the company/fund if it were to sell today).

**Income Statement** - Is an accrual report that represents the profit of the company/fund for the time span specified. Determining the profit of the company/fund needs to reflect all money earned by the company/fund. It measures the difference between operating income and operating expenses.

In this topic, we'll provide information on how to:

- » [Create an Analysis that Includes Actual Amounts \(Book Values\)](#)
- » [Print a Financial Analysis](#)
- » [Edit Actual \(Book Values\) from within Financial Analysis](#)
- » [Frequently Used Modifications](#)



Note: To properly set security restrictions for Financial Analysis users (you can restrict users from viewing/entering/changing transaction information for specific companies, profit centers, locations, and projects ) Administrators need to also disallow users access to Transaction Search. If a user is not also restricted from Transaction Search, they will be able to drill down on cells and see all data in Financial Analysis. See the [Users and Security](#) topic for information about creating users, user groups, and setting security policies.

### Create an Analysis that Includes Actual Amounts (Book Values)

1. Select **Reporting Tools > Financial Analysis**.
2. Click **New**.

**Analysis Properties**

**General**

Name: CenterPoint Analysis

From: September 2018

To: September 2018

Companies:

- ☐ CenterPoint Farm
- ☐ CenterPoint Orchard

Budgets:

- ☐ Cattle Budget
- ☐ CP Farm Budget
- ☐ Crops Budgets

☐ Include Account Numbers

Order By: Account Name

OK Cancel

- Enter a **Name** that describes the analysis.
- Select the date range for this analysis in the **From/To** fields
- Select the appropriate **Companies/Funds**. One or more companies/funds can be included in a single analysis.
- All **Budgets** for selected companies/funds and time period will be displayed. If you will be including budget information in this analysis (optional), select the appropriate budget(s) to be included in this analysis.
- If you are using account numbers in your database and would like to include them in the Financial Analysis screen, select **Include Account Numbers**.
- If you chose to Include Account Numbers, in the **Order By** box, select the way you want the account numbers ordered, by **Account Name** or **AccountNumber**.
- Click **OK** to display the financial analysis. At this point, only the actual (book value) data will be displayed.

**CenterPoint Analysis**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Calculated	Total
	01/01/10	02/01/10	03/01/10	04/01/10	05/01/10	06/01/10	07/01/10	08/01/10	09/01/10	10/01/10	11/01/10	12/01/10	01/01/11	02/01/11		
<b>Revenue</b>																
<b>Fees &amp; Permits</b>																
Crop Fees	0.00	0.00	0.00	15.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	
Franchise Fees	0.00	7,810.94	1,717.32	6,593.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,097.98	
Master License Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Permits - Building	20.00	10.00	0.00	15.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trash Bags	195.00	120.00	217.50	697.50	250.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00	
<b>Fees &amp; Permits Total</b>	<b>215.00</b>	<b>7,940.94</b>	<b>1,934.82</b>	<b>6,912.22</b>	<b>250.00</b>	<b>238.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,595.98</b>	
<b>Fines and Forfeitures</b>																
Fines Revenue	0.00	137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.00	
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Police Citations	0.00	0.00	250.00	524.00	65.00	441.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00	
<b>Fines and Forfeitures Total</b>	<b>0.00</b>	<b>137.00</b>	<b>250.00</b>	<b>524.00</b>	<b>65.00</b>	<b>441.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417.00</b>	
<b>Government Receipts</b>																
State Turnback	3,037.15	4,480.66	3,935.69	4,210.69	4,124.37	4,263.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,051.87	
<b>Government Receipts Total</b>	<b>3,037.15</b>	<b>4,480.66</b>	<b>3,935.69</b>	<b>4,210.69</b>	<b>4,124.37</b>	<b>4,263.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,051.87</b>	
<b>Other Revenue</b>																
Interest Revenue	550.79	0.00	298.00	287.74	272.40	257.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,706.10	
Miscellaneous Revenue	33.00	800.00	192.50	163.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,389.00	
<b>Other Revenue Total</b>	<b>583.79</b>	<b>800.00</b>	<b>490.50</b>	<b>451.24</b>	<b>272.40</b>	<b>257.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,095.10</b>	
<b>Service Revenue</b>																
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Tax Receipts</b>																
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tax Payments	15,412.08	25,473.49	17,622.26	8,741.57	15,523.48	18,534.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,507.38	
<b>Tax Receipts Total</b>	<b>15,412.08</b>	<b>25,473.49</b>	<b>17,622.26</b>	<b>8,741.57</b>	<b>15,523.48</b>	<b>18,534.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,507.38</b>	
<b>Revenue Total</b>	<b>9,286.02</b>	<b>8,852.09</b>	<b>4,433.27</b>	<b>9,939.72</b>	<b>4,240.17</b>	<b>3,733.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,467.23</b>	
<b>Expenses</b>																
<b>Labor Expense</b>																
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Contract Pay	378.00	378.00	378.00	378.00	378.00	378.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,262.00	
Medicare	52.97	97.22	101.16	103.71	141.87	108.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	645.90	
Salaries Expense	4,647.63	5,779.09	7,048.47	7,222.34	8,990.39	7,658.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,957.96	
Social Security	397.58	415.71	432.54	443.44	606.68	465.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,761.93	
Unemployment	2.30	3.40	3.50	2.97	2.36	1.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.86	
Volunteer Pay	670.25	578.75	693.50	697.28	0.00	862.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,492.53	
<b>Labor Expense Total</b>	<b>7,968.73</b>	<b>8,247.17</b>	<b>8,644.17</b>	<b>8,847.34</b>	<b>11,019.20</b>	<b>9,403.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,149.97</b>	

- By default the data will be displayed for each month specified. If you prefer to view quarterly or annual numbers instead, select **Format > Predefined Layouts** and choose the appropriate option (Monthly, Quarterly or Annual).



## Print a Financial Analysis

- With an existing financial analysis displayed, select **File > Page Setup**.
  - On the **Page** tab, specify the **Orientation**.
  - Specify the correct margins on the **Margins** tab.

- c. On the **Sheet** tab, Column Headings are selected to print by default the first time the Page Setup screen is displayed; if changed, the new setting is saved as the default. If the checkbox is changed on a subsequent Financial Analysis, the new setting is saved and used only for the current Financial Analysis session..

2. Click **Print** or **Print Preview**.

or to print or preview without reviewing Page Setup:

1. With an existing financial analysis displayed, select **File > Print** or click  complete the Print screen, and then click **Print**. To view the analysis prior to printing, select **File > Print Preview** or click , review the analysis and then click **Print**.

### Edit Actual (Book Values) from within Financial Analysis

If you notice that an actual (book value) is incorrect while in the financial analysis, it can easily be modified without leaving the analysis screen.

1. Right-click on a value found in an Actual column and select **Edit**, or simply double-click on a value found in an Actual column.
2. The **Transaction Search** screen will display all entries that make up the Actual amount that was selected in step 1.
3. To modify a transaction, right-click and choose **Edit** or simply double-click on the transaction and the transaction will be displayed. It can then be modified, deleted or voided as needed. Once the modifications are complete, click **Save**.
4. Close the Transaction Search screen.
5. Back in the Financial Analysis screen, select **Edit > Refresh Data** to update the financial analysis with the changes made in step 3.

### Frequently Used Modifications

#### Insert a Column of Data

1. Select **Format > Columns**.
2. Select the **New** button to add a new column that displays either actual (book values), budget numbers or a calculated amount.
3. Use the green arrow up and down buttons to move the new column to the appropriate area in the analysis.

#### Adjust Column Width

The width of a column can be adjusted by moving your mouse in the shaded area between column headings. Once it's in the area between the two column headings the mouse pointer will change to a left/right arrow. Left-click and drag to the right to make the column larger, or to the left to make the column smaller. Double-clicking on the heading of a column will force it to automatically resize to the smallest width that will still display the data properly.



Note: If you'd like to resize multiple columns at once, click on the heading of the first column to change. Then, while holding the shift key down on the keyboard, click on the last column to resize. This will highlight all columns. Then move the mouse to the right of the last column selected and drag left or right to resize all selected columns at once.

CenterPoint Analysis				
	Actual 01/01/10 01/31/10	Budget 01/01/10 01/31/10	Actual 02/01/10 02/28/10	
Revenue				
Resale of Purchased Livestock				
Sale of Purchased Mex. Steers	0.00	0.00	0.00	
Sales of candler cattle	0.00	0.00	0.00	
Resale of Purchased Livestock Total	0.00	0.00	0.00	

#### View with Book or Market Value Data

If you already have the columns in the date range and order that you want, you can apply this quick formatting option which will toggle between book value and market value on the Balance Sheet.

1. In an open analysis on the **View** menu, point to **Values**, and then click **Book Value** or **Fair Market Value**.
2. At the "Display Book Value or Fair Market Value in Balance Sheet?" message, click **Yes**.

#### View with Actual/Budget Data

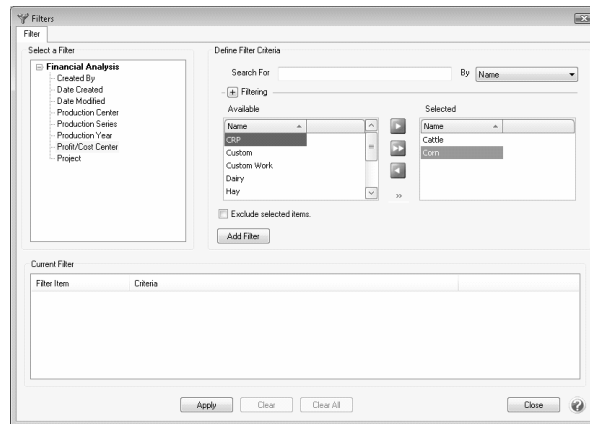
If you already have the columns in the date range and order that you want, you can apply this quick formatting option which will toggle between actual and budget data.

1. In an open analysis, on the **View** menu, point to **Data**, and then click **Actual** or **Budget**.
2. At the "Change all Columns to Display Actual/Budget Data?" message, click **Yes**.

#### Filter Data

By default all data is included in a financial analysis. The data can be filtered to include information for a specific area of your business. Data can be filtered by Profit/Cost Center, or Project.

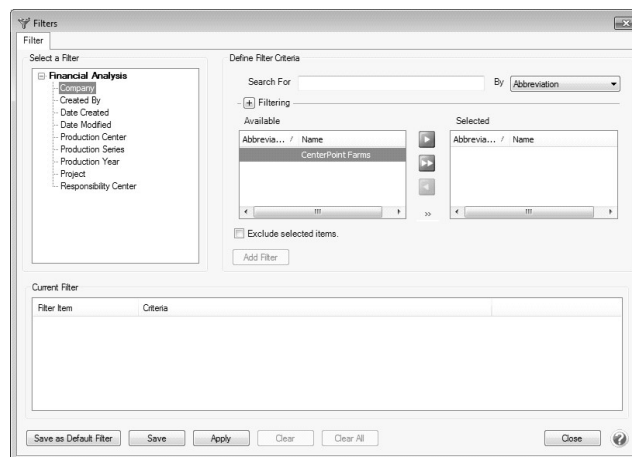
1. To apply a filter to all columns in an analysis, select **View > Filters**.



2. Select the detail to filter by on the left in the **Select a Filter** box.
3. Once the field is selected on the left (in this example we selected Profit/Cost Center), the available options for that field will be displayed on the right. Move each option to include in this analysis to the **Selected** box on the right.
4. Click the **Add Filter** button.
5. Select **Apply** to update the analysis with the new filtered information. Return to View > Filters to clear the filter (click Clear to clear the filter and click Close to cancel out of the filtering options) or select a different filter.

Columns can also be filtered by specific data, for example you may want to filter a column by Company/Fund so you can compare multiple companies/funds on the same analysis on the Balance Sheet tab.

1. Select the column you want to filter.
2. Select **Format > Columns**.
3. Click the **Filters** button.
4. Select the detail to filter by on the left in the Select a Filter box.



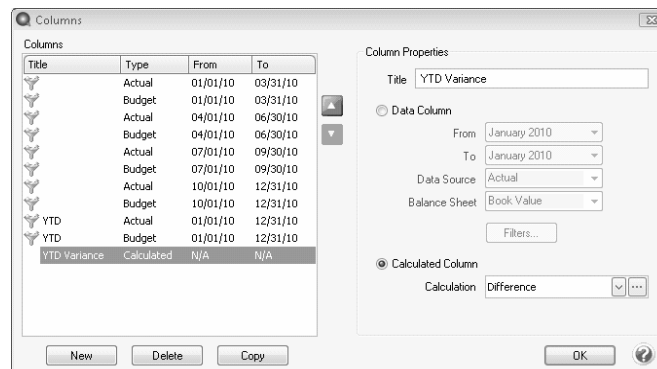
5. Once the field is selected on the left (in this example we selected Company/Fund), the available options for that field will be displayed on the right. Move each option to include in this analysis to the Selected box on the right.
6. Click the **Add Filter** button.
7. Select **Apply** to update the analysis
8. Return to Format > Columns > Filters to clear the filter (click Clear to clear the filter and click Close to cancel out of the filtering options) or select a different filter.

Include a Calculation in a Column

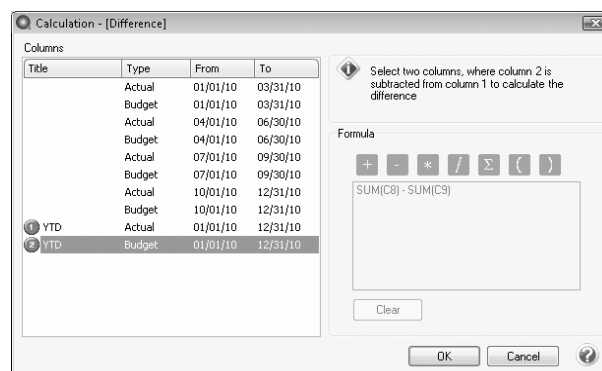
Columns can be added to an analysis that are calculations instead of amounts from actual transactions or budgets. For example, if you wanted a column that showed you the difference between the budget and actual amounts. The calculations can involve amounts or percentages.

In this example, we'll start with an analysis that includes quarterly actual and budget amounts. We'll add a column that calculates the difference between YTD actual and YTD budget.

1. Create a new or open an existing analysis.
2. Select **Format > Columns**. Select **New** to add a new column.



3. Enter an appropriate heading in the **Title** field.
4. Select **Calculated Column** and in the **Calculation** field, select the appropriate option. In our example, we'll use **Difference** as we want to calculate the difference between the two YTD columns.



5. **Double-click** on the first column to be included in the calculation.



Note: CenterPoint will display a green, circled number one next to the column title after it's selected.

6. **Double-click** on the column that should be subtracted from the first column selected. The calculation will display in the Formula box. Click **OK**.
7. Click **OK** on the main Columns screen and the new calculated column will be added to the analysis.

CenterPoint Analysis														
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	YTD	YTD Budget	Budget	Budget Variance
	08/01/10	09/01/10	09/30/10	10/01/10	10/31/10	11/01/10	11/30/10	12/01/10	12/31/10	12/31/10	Calculated	Total	01/01/10	01/01/10
	08/31/10	09/30/10	09/30/10	10/31/10	10/31/10	11/30/10	11/30/10	12/31/10	12/31/10	12/31/10			12/31/10	12/31/10
Revenue														
Fees & Permits														
Dog Tag	0.00	0.00	0.00	0.00	15.30	0.00	0.00	0.00	0.00	3.06	54.72	36.72	36.72	18.00
Franchise Fee	7,967.16	0.00	1,751.67	0.00	6,701.11	0.00	0.00	0.00	0.00	48,937.96	32,839.68	32,839.68	16,097.96	16,097.96
Meter Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits - Building	10.20	0.00	0.00	0.00	15.30	0.00	0.00	0.00	0.00	10.20	147.20	112.20	112.20	35.00
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trash Tag	122.40	0.00	221.85	0.00	114.75	0.00	260.10	0.00	229.50	1,811.00	1,581.00	1,581.00	230.00	230.00
Fees & Permits Total	8,099.76	0.00	1,973.52	0.00	6,846.46	0.00	260.10	0.00	242.76	50,950.78	34,569.80	4,569.80	16,380.98	16,380.98
Fines and Forfeitures														
Fines Revenue	139.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	416.48	279.48	279.48	137.00	137.00
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Citations	0.00	0.00	255.00	0.00	534.48	0.00	66.30	0.00	449.82	3,891.20	2,611.20	2,611.20	1,280.00	1,280.00
Fines and Forfeitures Total	139.74	0.00	255.00	0.00	534.48	0.00	66.30	0.00	449.82	4,307.68	2,890.68	2,890.68	1,417.00	1,417.00
Government Receipts														
State Turnback	4,570.27	0.00	4,014.40	0.00	4,294.90	0.00	4,206.86	0.00	4,348.58	70,080.52	49,065.80	49,065.80	21,014.72	21,014.72
Government Receipts Total	4,570.27	0.00	4,014.40	0.00	4,294.90	0.00	4,206.86	0.00	4,348.58	70,080.52	49,065.80	49,065.80	21,014.72	21,014.72
Other Revenue														
Interest Revenue	0.00	0.00	303.96	0.00	293.49	0.00	277.85	0.00	262.31	4,595.75	3,480.44	3,480.44	1,115.31	1,115.31
Miscellaneous Revenue	816.00	0.00	196.35	0.00	166.77	0.00	0.00	0.00	0.00	3,581.56	2,425.56	2,425.56	1,156.00	1,156.00
Other Revenue Total	816.00	0.00	500.31	0.00	460.26	0.00	277.85	0.00	262.31	8,177.31	5,906.00	5,906.00	2,271.31	2,271.31
Service Revenue														
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Revenue Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Receipts														
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Receipts	25,982.96	0.00	18,178.71	0.00	8,916.40	0.00	19,913.87	0.00	18,905.17	305,330.06	215,234.86	15,234.86	90,095.20	90,095.20
Tax Receipts Total	5,982.96	0.00	8,178.71	0.00	8,916.40	0.00	9,913.87	0.00	8,905.17	305,330.06	215,234.86	5,234.86	90,095.20	90,095.20
Revenue Total	9,668.73	0.00	4,921.94	0.00	1,052.50	0.00	4,724.58	0.00	4,268.64	438,846.35	307,667.14	7,667.14	131,179.21	131,179.21

Condense the Analysis

- » The rows that have all zero dollar amounts in a financial analysis can be hidden by selecting **View > Hide Zero Rows**. When activity is entered across months that total zero for the Calculated Total column, the Hide Zero Rows selection will not consider the row a zero row and display the row.
- » The columns that have all zero dollar amounts can be hidden also. Select **View > Hide Zero Columns**.

Round Amounts

The dollar amounts in a financial analysis can be displayed with or without cents. To turn this option on and off, select **View > Show Cents**.

## Create a Financial Analysis Comparing Budget to Actual (Book Values)

In this topic, we'll provide step-by-step instructions for creating a financial analysis that includes actual (book values) and budget amounts. Refer to the main *Understanding and Using Financial Analysis* topic for additional information on printing a financial analysis, editing actual data and common modifications to an analysis.

### Create an Analysis that Compares Budget to Actual

1. Select **Reporting Tools > Financial Analysis**.
2. Click **New**.

**Analysis Properties**

**General**

Name:

From:  To:

Companies:

- ☐ CenterPoint Farm
- ☐ CenterPoint Orchard

Budgets:

- ☐ Cattle Budget
- ☐ CP Farm Budget
- ☐ Crops Budgets

☐ Include Account Numbers

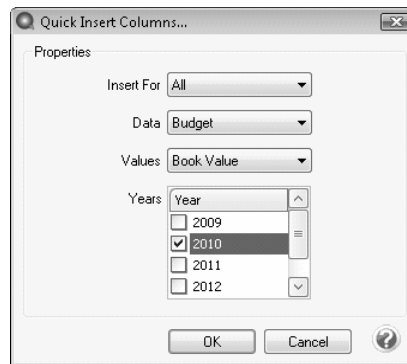
Order By:

OK Cancel

- Enter a **Name** that describes the analysis.
- Select the date range for this analysis in the **From/To** fields
- Select the appropriate **Companies/Funds**. One or more companies/funds can be included in a single analysis.
- All **Budgets** for selected companies/funds and time period will be displayed. Select the appropriate budget(s) to be included in this analysis.
- If you are using account numbers in your database and would like to include them in the financial analysis screen, select **Include Account Numbers**.
- Click **OK** to display the financial analysis. At this point, only the actual (book value) data will be displayed.

CenterPoint Analysis													
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Calculated
	01/01/10	02/01/10	03/01/10	04/01/10	05/01/10	06/01/10	07/01/10	08/01/10	09/01/10	10/01/10	11/01/10	12/01/10	Total
<b>Revenue</b>													
<b>Fees &amp; Permits</b>													
City Tax	0.00	0.00	0.00	15.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00
Franchise Fees	0.00	7,810.94	1,717.32	4,569.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,097.98
Master Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits - Building	20.00	10.00	0.00	15.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Town Dogs	185.00	120.00	217.50	887.50	255.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00
<b>Fees &amp; Permits Total</b>	<b>215.00</b>	<b>7,940.94</b>	<b>1,934.82</b>	<b>5,012.22</b>	<b>255.00</b>	<b>238.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,595.98</b>
<b>Fines and Forfeitures</b>													
Fines Revenue	0.00	137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.00
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Citations	0.00	0.00	250.00	524.00	65.00	441.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00
<b>Fines and Forfeitures Total</b>	<b>0.00</b>	<b>137.00</b>	<b>250.00</b>	<b>524.00</b>	<b>65.00</b>	<b>441.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417.00</b>
<b>Government Receipts</b>													
State Turnback	3,037.15	4,480.66	3,935.69	4,210.69	4,124.37	4,263.31	0.00	0.00	0.00	0.00	0.00	0.00	24,051.87
<b>Government Receipts Total</b>	<b>3,037.15</b>	<b>4,480.66</b>	<b>3,935.69</b>	<b>4,210.69</b>	<b>4,124.37</b>	<b>4,263.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,051.87</b>
<b>Other Revenue</b>													
Interest Revenue	595.79	0.00	298.00	287.74	272.40	257.17	0.00	0.00	0.00	0.00	0.00	0.00	1,706.10
Miscellaneous Revenue	33.00	800.00	192.50	163.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,189.00
<b>Other Revenue Total</b>	<b>623.79</b>	<b>800.00</b>	<b>490.50</b>	<b>451.24</b>	<b>272.40</b>	<b>257.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,895.10</b>
<b>Service Revenue</b>													
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Tax Receipts</b>													
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Receipts	15,412.08	25,473.49	17,822.26	12,941.57	18,922.40	18,534.48	0.00	0.00	0.00	0.00	0.00	0.00	105,507.28
<b>Tax Receipts Total</b>	<b>15,412.08</b>	<b>25,473.49</b>	<b>17,822.26</b>	<b>12,941.57</b>	<b>18,922.40</b>	<b>18,534.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,507.28</b>
<b>Revenue Total</b>	<b>9,288.02</b>	<b>8,832.09</b>	<b>4,433.27</b>	<b>9,939.72</b>	<b>4,240.17</b>	<b>3,733.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,467.23</b>
<b>Expenses</b>													
<b>Labor Expense</b>													
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Council Pay	378.00	378.00	378.00	378.00	378.00	378.00	0.00	0.00	0.00	0.00	0.00	0.00	2,268.00
Medicare	82.97	97.22	101.16	103.71	141.87	108.97	0.00	0.00	0.00	0.00	0.00	0.00	645.90
Salaries Expense	6,447.63	6,775.09	7,046.47	7,222.34	8,890.39	7,585.84	0.00	0.00	0.00	0.00	0.00	0.00	44,967.76
Social Security	397.58	415.71	432.54	443.44	606.68	485.98	0.00	0.00	0.00	0.00	0.00	0.00	2,761.93
Unemployment	2.30	2.40	2.50	2.57	2.25	1.82	0.00	0.00	0.00	0.00	0.00	0.00	13.85
Volunteer Fee Pay	670.25	578.75	683.50	697.25	0.00	862.75	0.00	0.00	0.00	0.00	0.00	0.00	3,492.53
<b>Labor Expense Total</b>	<b>7,988.73</b>	<b>8,247.17</b>	<b>8,644.17</b>	<b>8,847.34</b>	<b>10,119.20</b>	<b>9,403.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,149.57</b>

- By default the data will be displayed for each month specified. If you prefer to view quarterly or annual numbers instead, select **Format > Predefined Layouts** and choose the appropriate option (Monthly, Quarterly or Annual).
- Select **Format > Quick Insert Columns**.



11. Select **All** in the **Insert For** field.
12. Select **Budget** in the **Data** field.
13. Select **Book Value** in the **Values** field.
14. Select the appropriate **Year** or **Years**. Click **OK**.

CenterPoint Analysis													
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
	02/01/10	02/01/10	03/01/10	03/01/10	04/01/10	04/01/10	05/01/10	05/01/10	06/01/10	06/01/10	07/01/10	07/01/10	07/01/10
	02/28/10	02/28/10	03/31/10	03/31/10	04/30/10	04/30/10	05/31/10	05/31/10	06/30/10	06/30/10	07/31/10	07/31/10	07/31/10
<b>Revenue</b>													
<b>Fees &amp; Permits</b>													
Dog Tags	0.00	0.00	0.00	0.00	15.00	15.30	0.00	0.00	3.00	3.06	0.00	0.00	0.00
Franchise Fees	7,810.94	7,967.16	1,717.32	1,751.67	6,568.72	6,701.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meter Reconnect Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits - Building	10.00	10.20	0.00	0.00	15.00	15.30	0.00	0.00	10.00	10.20	0.00	0.00	20.40
Permits - Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trash Bags	120.00	122.40	217.50	221.85	(587.50)	(595.25)	255.00	260.10	225.00	229.50	0.00	198.90	0.00
<b>Fees &amp; Permits Total</b>	<b>7,940.94</b>	<b>8,099.76</b>	<b>1,934.82</b>	<b>1,973.52</b>	<b>6,012.22</b>	<b>6,132.46</b>	<b>255.00</b>	<b>260.10</b>	<b>238.00</b>	<b>242.76</b>	<b>0.00</b>	<b>219.30</b>	<b>0.00</b>
<b>Fines and Forfeitures</b>													
Fines Revenue	137.00	139.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Citations	0.00	0.00	250.00	255.00	524.00	534.48	65.00	66.30	441.00	449.82	0.00	0.00	0.00
<b>Fines and Forfeitures Total</b>	<b>137.00</b>	<b>139.74</b>	<b>250.00</b>	<b>255.00</b>	<b>524.00</b>	<b>534.48</b>	<b>65.00</b>	<b>66.30</b>	<b>441.00</b>	<b>449.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Government Receipts</b>													
State Turnback	4,480.66	4,570.27	3,935.69	4,014.40	4,210.69	4,294.90	4,124.37	4,206.96	4,263.31	4,348.58	0.00	3,097.89	0.00
<b>Government Receipts Total</b>	<b>4,480.66</b>	<b>4,570.27</b>	<b>3,935.69</b>	<b>4,014.40</b>	<b>4,210.69</b>	<b>4,294.90</b>	<b>4,124.37</b>	<b>4,206.96</b>	<b>4,263.31</b>	<b>4,348.58</b>	<b>0.00</b>	<b>3,097.89</b>	<b>0.00</b>
<b>Other Revenue</b>													
Interest Revenue	0.00	0.00	288.00	303.96	287.74	293.49	272.40	277.85	257.17	262.31	0.00	602.61	0.00
Miscellaneous Revenue	800.00	816.00	192.50	196.35	163.50	166.77	0.00	0.00	0.00	0.00	0.00	33.66	0.00
<b>Other Revenue Total</b>	<b>800.00</b>	<b>816.00</b>	<b>480.50</b>	<b>499.31</b>	<b>451.24</b>	<b>460.26</b>	<b>272.40</b>	<b>277.85</b>	<b>257.17</b>	<b>262.31</b>	<b>0.00</b>	<b>636.27</b>	<b>0.00</b>
<b>Service Revenue</b>													
Garbage Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Tax Receipts</b>													
Sales Tax Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Receipts	25,473.49	25,982.96	17,822.26	18,178.71	8,741.57	8,916.40	19,523.40	19,913.87	18,534.48	18,905.17	0.00	15,720.32	0.00
<b>Tax Receipts Total</b>	<b>25,473.49</b>	<b>25,982.96</b>	<b>17,822.26</b>	<b>18,178.71</b>	<b>8,741.57</b>	<b>8,916.40</b>	<b>19,523.40</b>	<b>19,913.87</b>	<b>18,534.48</b>	<b>18,905.17</b>	<b>0.00</b>	<b>15,720.32</b>	<b>0.00</b>
<b>Revenue Total</b>	<b>8,832.09</b>	<b>9,698.73</b>	<b>4,433.27</b>	<b>4,921.94</b>	<b>9,939.72</b>	<b>10,338.50</b>	<b>4,240.17</b>	<b>4,724.98</b>	<b>3,733.96</b>	<b>4,208.64</b>	<b>0.00</b>	<b>9,673.78</b>	<b>0.00</b>


## Ratios & Indexes

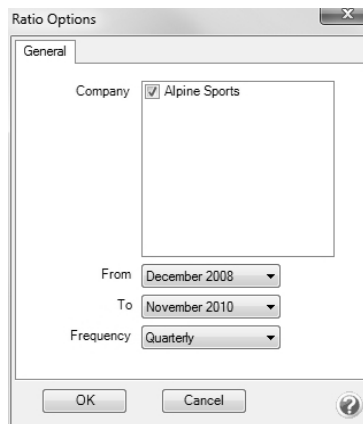
### Using Ratios





The Ratio module allows business owners and managers the ability to track the overall financial condition of their operations over a period of time. The trend analysis within the Ratio module provides you with a tool to help manage and improve your business. The powerful drill-down capabilities allow you to see the data behind the indicators and trend information can be graphed for any number of years in your database. The graphs can be viewed in various formats such as charts, tables and also 3-D graphics.

There is no additional setup required within CenterPoint to utilize the CenterPoint Ratios module; the data is pulled from account categories already assigned to accounts in the software. A wide variety of industry standard ratios are included to calculate the financial analysis patterns and the comparisons of benchmarks in a business.

## Prepare a Ratio

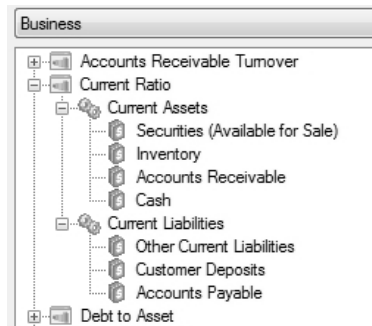
1. Select **Reporting Tools > Ratios**.
2. The **Ratio Options** will be displayed automatically if this is the first time into Ratios. If it's not displayed, select the **Options** icon  to display it. Select the **Company** and Date Range (**From/To**) of data to include in this ratio. Select the **Frequency** you want to include in the X axis of the ratio/index, options are Monthly, Quarterly, or Annually. The date and frequency information will be used as the X-Axis within the ratio.



3. Click **OK**.
4. From the row of icons at the top     , select the type of chart the ratio information should be displayed in. The drop down box next to each icon lists the variety of line, pie, bar and area charts available to choose from.
5. Select the ratio to display. A list of available ratios is displayed on the left. Each ratio is comprised of components and account categories. The components of each ratio can be displayed by clicking the plus sign to the left of the ratio or by double-clicking on the ratio. If you click the plus sign to the left of the component or double-click on the component, a list of the account categories in the component displays. Selecting a ratio will automatically include all components and categories within that ratio. Otherwise you can pick and choose which components and categories to include by clicking on the plus sign, but choosing parts instead of the entire ratio will change the results of the ratio. To include only certain components or categories, select the first account category/component and then hold the CTRL key while you select the other account categories/components you wish to view. Once selected, the category/component icon will be highlighted in green.

In the example below:

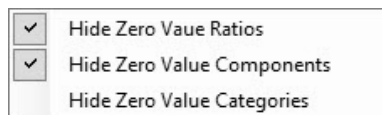
- » **Recommended Financial Ratios, Alternative Financial Ratios, and Other Performance Measures** are ratio grouplevel nodes.
- » **Liquidity, Solvency, Profitability**, etc. are measurement types for ratios.
- » **Current Ratio** is the **Ratio**, **Current Assets** and **Current Liability** are both **Components** of the ratio
- » **Seed/Plants WIPSecurities (Available for Sale), Fuel Inventory**, etc. are **Account Categories**. It is very important that all accounts be assigned the correct account category (Setup > Accounts > Accounts) when using ratios.






The measurements available in the Business Ratios are part of three categories:


- » **Liquidity Measurements** - Are expressed as ratios and are calculated by dividing one number by another and rounding the result to the nearest tenth. These are also called Balance Sheet Ratios. The ratios in this category are: Quick Ratio, Current Ratio, and Working Capital Ratio.
- » **Solvency Measurements** - The ratios in this category are: Debt to Equity Ratio, Debt to Asset Ratio, and Equity to Asset Ratio.
- » **Profitability Measurements** - Are all expressed as percentages and are calculated by dividing one number by another and multiplying the result by 100. The ratios in this category are: Return on Assets, Return on Equity, Gross Profit Margin, and Net Profit Margin.

6. Each ratio and index has an accompanying explanation to help you interpret the information. The explanations can be viewed by clicking the **Formula/Description** button at the bottom of the Ratio screen. For your convenience, we've also created a topic that provides a list of the ratios included, and their descriptions and formulas. Please refer to the [Ratios: Formulas and Descriptions](#) document
7. Ratios, Components and Categories that have zero values can quickly be hidden from the ratios list by right-clicking and choosing the appropriate option.





8. If you'd like to switch the default order of the X Axis (defaults to chronological) with the most distant year being closest to the left (Y Axis), click the Reverse X Axis button  in the toolbar. Click the Reverse X Axis icon again to revert back to Chronological.
9. To print the ratio, select the printer icon . This will print both the chart and the table included in this ratio. To print just the Chart or the Table, click on the drop down box next to the printer and choose the appropriate selection.
10. The ratio can also be exported as a PDF, an Excel spreadsheet, an HTML item or as an image. To export the ratio, click on the ratio button  in the toolbar and make the appropriate selection.


### Open a Ratio:

1. Select **Reporting Tools > Ratios**, and then click .
2. Select the **company** or **companies** you want to include in the ratio/index
3. Select the **date range** you want to include in the ratio/index.
4. Select the **frequency** you want to include in the X axis of the ratio/index, options are Monthly, Quarterly, or Annually.
5. Click **OK**.
6. Click **OK**.

### Print a Ratio:

1. Select **Reporting Tools** menu > **Ratios**.
2. Set **Ratio Options** and **Format**.
3. Open a ratio.
4. Click the drop-down arrow on the **Print** Icon .
5. Select **Chart** to print the graphical image of the ratio or select Table to print a display that is similar to a spreadsheet.
6. Click the **Print** icon . The information will be printed on the Windows default printer.

### Export Ratio Information:

1. Select **Reporting Tools > Ratios**.
2. **Set Ratio Options and Format**.
3. Open a ratio.
4. Click the **Export** icon .
5. Select to **export the ratio information** to a PDF, HTML, Excel, or Image file.
6. Select the **location** you want to save the export file to.
7. Enter a **filename** for your export file.
8. Click **Save**.

### View Ratio Components/Categories:

1. Select the **Reporting Tools > Ratios**.
2. Set **Ratio Options** and **Format**.
3. Open a ratio.
4. Set the **type of chart** you want to display, Line, Pie, Bar, or Area.
5. To view all components that make up a ratio, right-click on the **ratio name** and select **Select Components**. All of the components will display in the format you previously selected on the right side of the Ratio screen.

6. To view only a selected set of components that makeup a ratio, click the **plus sign** next to the ratio name, then select the component(s) you want to view. To select multiple components, hold the CTRL key while you make your selections. Only the selected components will display in the format you previously selected on the right side of the Ratio screen.
7. To view all of the account categories that make up a component for a ratio, perform Steps 1 -3 and Step 4 or 5, and then right-click on a component and select Select Categories. All of the account categories that makeup the component will display in the format you previously selected on the right side of the Ratio screen.

## Ratios: Formulas and Descriptions

The Ratio module allows business owners and managers the ability to track the overall financial condition of their operations over a period of time. In this topic we have included a list of all the Ratios included in the module. The list also includes a description of each and details the formula used to prepare the ratio. Please refer to the *Using Ratios* document for step-by-step instructions on how to prepare a ratio for your business.

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### Business

Use the Business Ratios to analyze the financial health of your business. The ratios are most useful when compared to similar businesses to let you see how your business compares to industry averages. Because ratios are easier to use when you can see trends it may be useful to choose to look at a one-year trend (showing each of your reporting periods) or a five year trend (showing the last five year's annual totals).

- » **Accounts Receivable Turnover:** This ratio measures the promptness of payment by customers. Higher numbers indicate effective collection policies and procedures. ***Total Revenue / ((Period End Net Accounts Receivable + Beginning Balance Net Accounts Receivable) / 2).***
- » **Current Ratio:** This ratio gives you an indication of a company's short-term debt paying ability. Typically, this ratio will be from 2 to 3. To determine if your ratio is high or low, compare it with industry averages. The higher the ratio, the greater the liquidity. ***Total Current Assets divided by Total Current Liabilities.***
- » **Profitability** - measures the extent to which a producer generates a profit from the use of land, labor, management and capital.
  - » **Equity to Asset:** Another measurement of financial position, this ratio measures the proportion of total assets financed by the owner's equity. A higher ratio indicates better protection to company creditors, since more capital has been supplied by the owners and less by the creditors. ***Total Equity divided by Total Assets.***
  - » **Debt to Equity** This ratio measures the extent the company is financed with money borrowed from non-owners. The higher the value of the ratio, the more total capital has been supplied by the creditors and less by the owners.
  - » **Gross Profit Margin:** This percentage measures profitability in terms of return per dollar of gross profit. ***Gross Profit divided by Total Revenue.***

- » **Inventory Turnover:** The inventory turnover ratio measures how quickly inventory is sold. A higher number generally indicates efficiency. However, companies must be careful of stock-outs in situations where too little inventory is kept on hand. ***Cost of Inventory Sold divided by ((Period End Inventory + Beginning Balance Inventory) divided by 2).***
- » **Net Profit Margin:** This percentage measures profitability in terms of return per dollar of net profit. ***Net Income divided by Total Revenue.***
- » **Quick Ratio:** This ratio is often used to evaluate a company's immediate liquidity position. A quick ratio that is too low would indicate greater risk for creditors and investors. Normally, this ratio should be greater than 1. ***(Cash + Marketable Securities + Net Receivables) / Current Liabilities.***
- » **Return on Assets:** This percentage is often used as an overall index of profitability. The higher the value, the more profitable your business. ***Net Income / ((Period End Total Assets + Beginning Balance of Total Assets)/2).***
- » **Return on Equity:** This percentage measures the rate of return on money invested in the company by owners. The higher the value, the more profitable your business. ***Net Income / ((Period End Total Equity + Beginning Balance of Total Equity)/2).***
- » **Working Capital:** Because it is a dollar amount, this measurement is difficult to compare with other similar businesses, since you must also take into consideration the size of the business. However, it is a measure of the amount of funds available to purchase inputs and inventory items after the sale of current assets and payment of all current liabilities. ***Current Assets - Current Liabilities.***

## Chapter 14 - Tax Reporting & End of Year

### Tax Reporting

#### 1099 Forms - Prepare and Print and/or eFile

This document describes how to prepare, print and/or eFile 1099 forms. You can print and eFile forms in any combination. For example, many people choose to eFile the Federal and State copies and then print the vendor/employee copies. An increasing number of people are using the complete eFile process in which Federal and State copies are eFiled and the vendor/employee copy is printed and mailed by Aatrix.

**A 1099 will be printed for each vendor that have all three of these factors:**

1. The vendor has the Issue 1099 for this vendor selected (and a TIN assigned).
2. The accounts used to pay the vendor are assigned to the 1099 User Defined report.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

[Step A - Mark Vendors to Receive 1099s](#)

[Step B - Assign Accounts to the 1099 Forms](#)

[Step C - Review and Export Data from CenterPoint Accounting](#)

[Step D - Setup 1099 Forms](#)

[Step E - Prepare 1099 Forms](#)

[Frequently Asked Questions](#)

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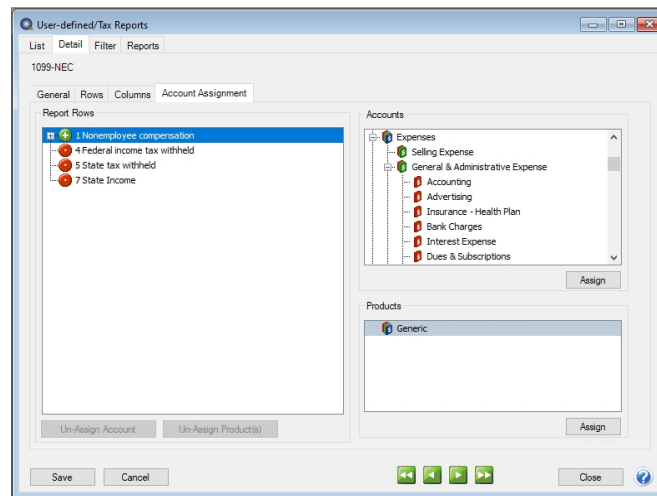
#### Step A - Mark Vendors to Receive 1099s

1. Select **Setup > Vendors** or **Setup > Names > Names**.
2. Edit a vendor that will need a 1099.
3. Click on the **General** tab.
4. Specify the **Federal Tax Id** for this vendor (this is a required field when printing 1099s).
5. Select the **Issue 1099 for this Vendor** check box.
6. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed consent form must be on file.
7. Click **Save**. Repeat for all vendors that require a 1099.

#### Step B - Assign Accounts to the 1099 Forms

Accounts and/or account categories must be assigned to the appropriate boxes of the 1099s. This identifies what amounts should go in each box on the 1099 and the type of 1099. To assign accounts and account categories to the 1099 forms and boxes:

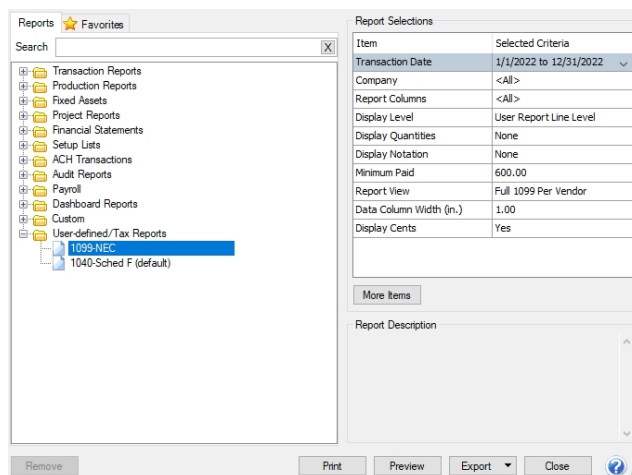
1. Select **Setup > User-defined/Tax Reports**.
2. If the 1099 form you need is not listed in the User Defined Reports list or the User Defined Reports folder is not in the Reports list, that form or forms have not yet been imported. To import the form or forms:
  - A. Select **Setup > User-defined/Tax Reports**.
  - B. Click on **Tax Reports**. Select the forms (1099-NEC, 1099-DIV, etc.) needed, and then click **OK**.
3. Select the appropriate **Form** (1099-NEC, 1099-DIV, etc.), and click on **Edit**.
4. Select the **Account Assignment** tab.



5. On the left side of the screen, in the **Report Rows** section, select the 1099 report row you want to assign accounts to on the 1099.
6. On the right side of the screen, in the **Accounts** section, individual accounts or entire account categories can be assigned to that box. Right-click and select **Expand All**.
7. Select the **Account** or **Account Category** and click **Assign**. If the Assign button is not active, the account or account category is not selected at the appropriate level. For example, if you have an Account selected you may need to select the Account Category instead.
8. Repeat step 4 and 5 for each box you'll be using on this 1099 form. When finished, click **Save**.
9. The same process should be repeated for each 1099 form that you will be distributing.

### Step C - Review and Export Data from CenterPoint Accounting

1. Select **Reports > Reports > Reports** tab > **User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.



3. In the **Report Selections** section on the right side of the screen, select the **Transaction Date** and the **Company/Fund** you want to prepare/file 1099 forms for.
4. Select a **Display Level**. These options are only used when printing a report with your 1099 information. If you are printing the actual 1099 forms, the selection for this field will be ignored. The options are:
  - » **User Report Line Level** to view the 1099 totals for each vendor. This generates one row per vendor based on the report view selected.
  - » **Account Total** to view the 1099 totals for each vendor with subtotals for each account. For example: if multiple accounts are assigned to the Nonemployee Compensation box, you will see a subtotal for each account under Nonemployee Compensation.
  - » **Individual Transactions** lists all 1099 transactions for each vendor.
5. Select a **Report View**. These options are only used when printing a report with your 1099 information. If you are printing the actual 1099 forms, the selection for this field will be ignored. The options are:
  - a. **Full 1099 Per Vendor** groups by the Vendor, second by the User Defined Line, and thirdly the Account.
    - » Combined with using Display Level "User Report Line Level" generates a collapsed view by vendor and total for each user defined line reported for that vendor.
    - » Combined with using Display Level "Account Totals" groups the data first by Vendor, next User Defined Line and finally a total for each account.
    - » Combined with Using Display Level "Individual Transactions" additionally includes the transactions details under each Account.
  - b. **1099 Line Summary** groups by the User Defined Line, second by Vendor and thirdly the Account.
    - » Combined with using Display Level "User Defined Row" groups by User Defined Line with a total for each vendor under each user defined line. **Note: This report is helpful to verify totals displayed on a Form 1096.**
    - » Generates a collapsed view with one row per vendor. This report is helpful to verify totals for each 1099.
    - » Combined with using Display Level "Account Totals" additionally adds account totals under each vendor.

» Combined with Using Display Level "Individual Transactions" additionally includes the transactions details under each Account.

6. By default, 1099 information will only be displayed for those vendors whose payments are greater than the Minimum Paid amount specified by the government. If you would like a 1099 printed even if they have not met that minimum paid amount, select **Minimum Paid** and change the amount to zero.
7. Click **Preview** to view a report that allows you to verify the vendor name, Federal ID number, and the line on the 1099 that the transaction is assigned to. When you preview the report, you will be able to drill-down to report detail. Drilling-down from the Line Level launches a new report that displays the Account Level report for the line selected. Drilling-down from the Account Level report launches the report at the Transaction Level for the account selected. Drilling-down from the Transaction Level attempts to display the transaction form that displays the original entry of the transaction.

	Cash	Payments and Receipts	Journal Entries	Total
<b>All Power Equipment 12+3456789 385 Central Avenue Owatonna, MN 55060</b>				
1 Nonemployee compensation	373.00	420.00	0.00	793.00
<b>All Power Equipment Totals</b>	<b>\$373.00</b>	<b>\$420.00</b>	<b>\$0.00</b>	<b>\$793.00</b>
<b>MKGP Services 8327 West Oak Street Red Wing, MN 55066</b>				
1 Nonemployee compensation	0.00	3,500.00	0.00	3,500.00
<b>MKGP Services Totals</b>	<b>\$0.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$3,500.00</b>

**Report Options**  
 Transaction Date: 1/1/2022 to 12/31/2022  
 Display Level: User Report Line Level  
 Display Quantities: None  
 Display Notation: None  
 Minimum Paid: 600.00  
 Report View: Full 1099 Per Vendor  
 Data Column Width (in.): 1.00  
 Display Cents: Yes

8. To generate and print the 1099 forms from the Report Preview screen, click the **Print** or **Print To** icons and then continue with Step 9.

or

To generate and print the 1099 forms from the Report Selections screen, click the **Print** button and then continue with Step 9.

What would you like to do?

**Print Tax Forms** Launch the Aatrix application to print forms.

**Register with Aatrix** Registration Status: GOOD to Saturday, December 30, 2023

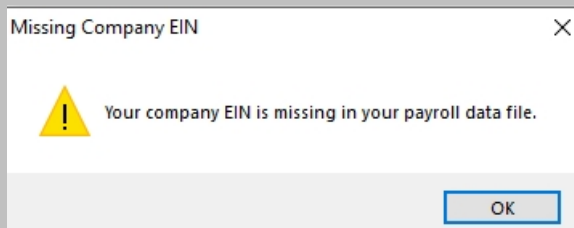
**Print the Report** Print the selected report.

**Cancel** You will be returned to the selection screen.

9. After selecting the Print To or Print icons or the Print button, the **Print Options** screen will display. If the **Registration Status** is **GOOD**, then you can continue by clicking **Print Tax Forms**. Otherwise, select **Register with Aatrix**, and follow the on screen registration instructions. It may take several minutes for the data to be transferred to the 1099 printing process. The actual time will depend on the number of vendors in your database.



**Note:** A **Warning** message will display if the Federal Tax Id (EIN) is not filled in for the company/fund you selected to prepare/file 1099 forms for. If this message is received, click **OK**. Then within CenterPoint, select **Setup > Companies. Edit your Company**. Enter the correct **Federal Tax Id** on the **Additional Detail** tab. Then begin with Step C again.

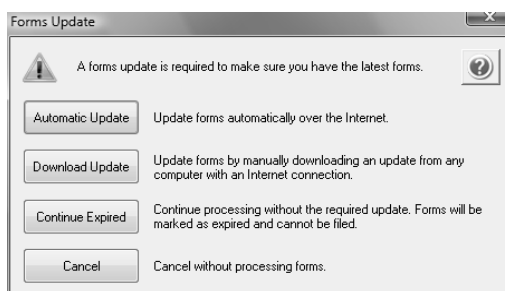


#### Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, a **Forms Update** screen will automatically display. Click **Automatic Update**, and then follow the on screen instructions.



**Note:** Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 Company/Fund Information screen will display.

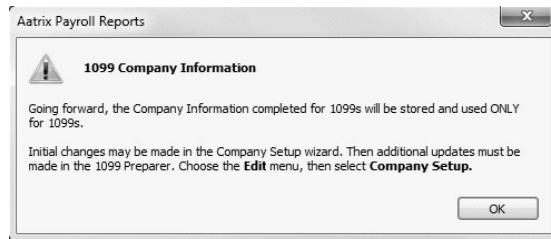
The 1099 Company Information screen displays to remind you that changes are stored only for 1099s and if needed to change Company Information from **Edit > Company Setup** in the 1099 Preparer in Aatrix. Click **OK**.



**Note:** Changing company information in Aatrix does not change company information in your Red Wing Software program. If a change is needed, it is suggested to change company information in your Red Wing Software program.

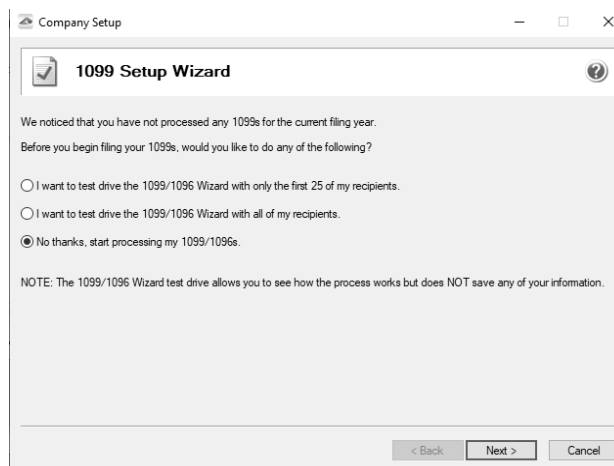


**Note:** The following screen shot may not appear on top of your other open windows. You may need to minimize any open windows to continue.

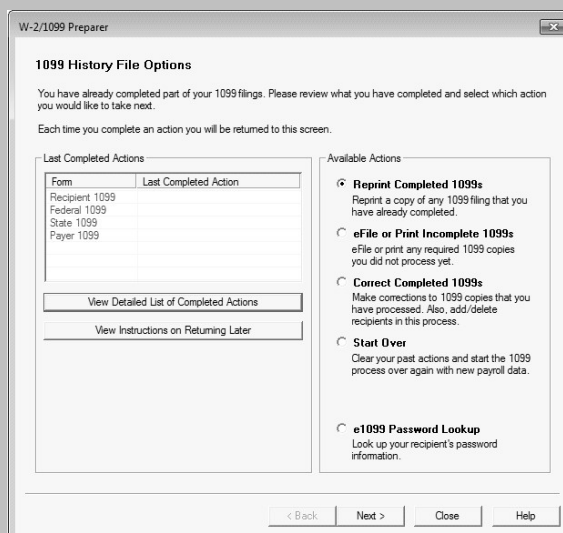


## Step D - Setup 1099 Forms

1. If this is the first time 1099s are being processed this year, the **1099 Setup Wizard** will automatically be displayed. If you wish to test the 1099 Setup Wizard without saving any of the test information, select either the 25 recipients or All recipient test drive options. If you want to continue the 1099 process, select the **No thanks, start processing my 1099/1096s** option, and then click **Next**.



**Note:** If you started processing 1099s previously, the 1099 Setup Wizard screen will not be displayed. Instead, you'll see the **1099 History File Options** screen below. Choose the appropriate **Action**, and then click **Next**.



2. Verify that the **Payer TIN** is correct, select whether the Payer TIN is an **EIN** or **SSN** , and then click **Next**.

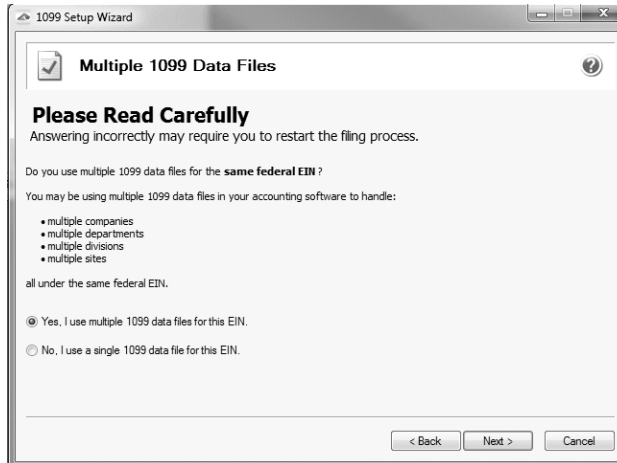
The screenshot shows the '1099 Setup Wizard' window. It has a title bar 'Company Setup' and a subtitle '1099 Setup Wizard'. Below the title bar is a section 'Get Started Printing or eFiling Your 1099s' with a brief instruction: 'Please verify this payer's Taxpayer Identification Number (TIN). This number is used on all 1099 forms and must be correct. If this number is not correct, you must return to your accounting software to make the correction.' The 'Payer TIN' field is populated with '98-1777432'. Below the field are two radio buttons: 'EIN' (selected) and 'SSN'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.



**Note:** If you receive an Incorrect Format message on the Company Setup screen, click **Cancel**. Then within CenterPoint, select **Setup > Companies**. **Edit** your **company**. Enter the correct **Federal Tax Id** on the **Additional Detail** tab. Then begin with Step B again.

The screenshot shows the '1099 Setup Wizard' window with an error. The 'Payer TIN' field is populated with '73-29898??'. An error message box is displayed over the field, stating 'Incorrect Format' with an example '12-1234567'. The error box has a yellow warning icon and a close button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

3. The **Multiple 1099 Data Files** screen will display. Select **Yes** if you have multiple payroll databases with the same EIN and see the FAQ section in this document for more information. Otherwise, select **No**, and then click **Next**. The data will now be transferred to the W2/1099 Preparer grid.



**Multiple 1099 Data Files**

**Please Read Carefully**  
Answering incorrectly may require you to restart the filing process.

Do you use multiple 1099 data files for the **same federal EIN**?

You may be using multiple 1099 data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

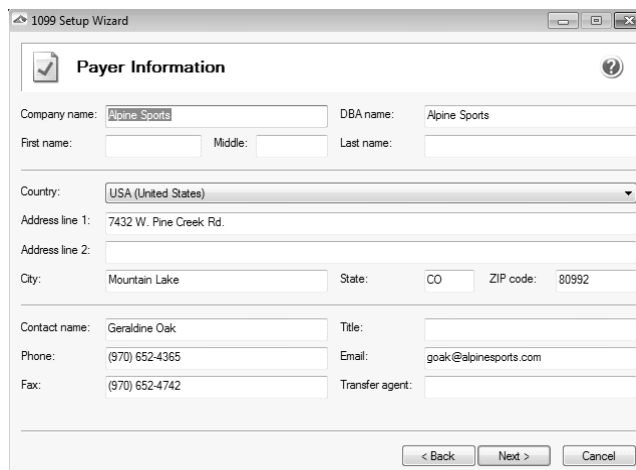
all under the same federal EIN.

☒ Yes, I use multiple 1099 data files for this EIN.

☐ No, I use a single 1099 data file for this EIN.

< Back   Next >   Cancel

4. Review your **Payer Information**. The system will notify you if any required fields have incorrect or missing information. Click **Next** if the screen is correct, if it's incorrect, click **Cancel**. You will need to go back into CenterPoint and select **Setup > Companies/Funds** to correct the information and then start the export process again.



**Payer Information**

Company name:  DBA name:

First name:  Middle:  Last name:

Country:

Address line 1:

Address line 2:

City:  State:  ZIP code:

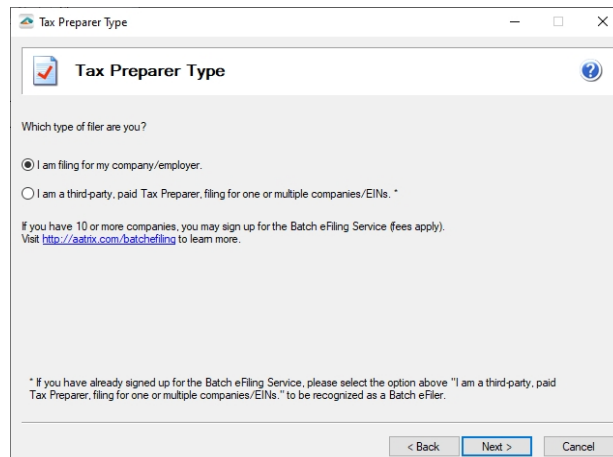
Contact name:  Title:

Phone:  Email:

Fax:  Transfer agent:

< Back   Next >   Cancel

5. Select the appropriate filer type on the **Tax Preparer Type** screen, and then click **Next**.



**Tax Preparer Type**

Which type of filer are you?

☒ I am filing for my company/employer.

☐ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs. \*

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).  
Visit <http://aaitax.com/batchefiling> to learn more.

\* If you have already signed up for the Batch eFiling Service, please select the option above "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs." to be recognized as a Batch eFiler.

< Back   Next >   Cancel

6. The **State & Local Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states and local taxes are complete and conform to the required formats (Vermont, Pennsylvania, Oregon, Louisiana, and Wisconsin all require complete state information). If it finds a blank field or data is incorrect, it will automatically prompt you to correct the data. You will not be able to continue to the next screen until all required fields are correct. Click **Next**.



**Note:** Changing state and local tax information in Aatrix does not change state and local tax information in CenterPoint. If a change is needed, it is suggested to change state and local tax information in CenterPoint.

**State & Local Tax Items**

Properly formatted tax account numbers are required for 1099 reconciliation and year-end forms. Avoid rejected forms and eFiles! MOST filing errors are due to incorrectly formatted withholding or unemployment account numbers.

**State Tax Items**

State	Tax Name	Tax Account Number

Add... Edit... Remove

**Local Tax Items**

State	Tax Name	1099 Name	Tax Type	Tax Account Number

Add... Edit... Remove

< Back Next > Cancel

7. The **Data Verification** screen will be displayed. Determine if you have any recipients that elected to receive 1099s electronically, and then click **Next** to continue.

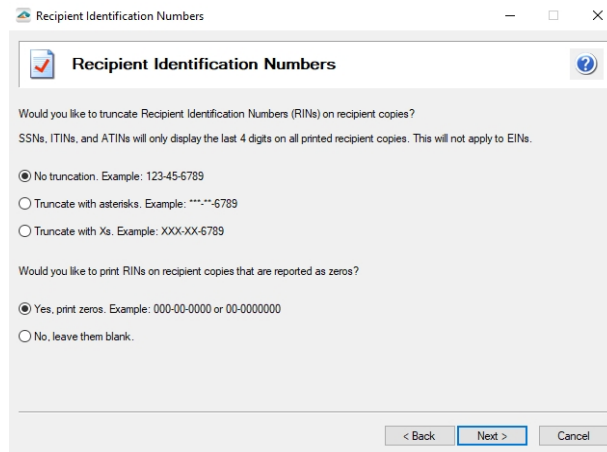
**Data Verification**

1. Do you have any recipients who elected to only receive 1099 forms electronically?

☐ Yes ☒ No

< Back Next > Cancel

8. The **Recipient Identification Numbers** screen displays. Determine if you want to truncate recipient identification numbers and how you want to print RINs on recipient copies reported as zero and then click **Next** to continue.



**Recipient Identification Numbers**

Would you like to truncate Recipient Identification Numbers (RINs) on recipient copies?  
SSNs, ITINs, and ATINs will only display the last 4 digits on all printed recipient copies. This will not apply to EINs.

☒ No truncation. Example: 123-45-6789

☐ Truncate with asterisks. Example: \*\*\*-\*\*-6789

☐ Truncate with Xs. Example: XXX-XX-6789

Would you like to print RINs on recipient copies that are reported as zeros?

☒ Yes, print zeros. Example: 000-00-0000 or 00-0000000

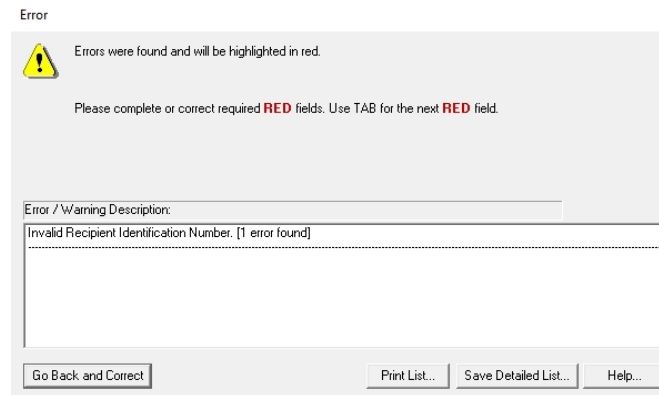
☐ No, leave them blank.

< Back   Next >   Cancel

## Step E- Prepare 1099 Forms

The W-2/1099 Preparer will walk you through the process of eFiling and/or printing your 1099s. Once the displayed data has been reviewed, click **Next Step** to continue to the next screen. When you click on Next Step, the W-2/1099 Preparer will automatically verify that all required fields are filled in and the data is formatted correctly. Anytime the Preparer finds data that is incorrect or missing, it will automatically prompt you to correct it.

This is an example of what the W-2/1099 Preparer will display if it finds incorrect or missing data. If this screen is displayed, simply click on the **Go Back and Correct** button and the data that needs to be corrected will be displayed in red. Click on the red data and correct the information. Once all data has been corrected, click **Next Step** again to continue to the next screen.



**Error**

Errors were found and will be highlighted in red.

Please complete or correct required **RED** fields. Use TAB for the next **RED** field.

Error / Warning Description:

Invalid Recipient Identification Number. [1 error found]

Go Back and Correct   Print List...   Save Detailed List...   Help...

1. The first screen of the **W-2/1099 Preparer** displays the **Taxpayer Identification Number (TIN)** for each recipient. Make any needed changes, and then click **Next Step** or the **Next** button at the top of the screen.



Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in your CenterPoint program. The total for the columns appears above the column in the Totals Row.

W-2/1099 Preparer [77-9876543 CenterPoint Orchard]

File Edit View Help

Verify Recipient Taxpayer Identification Numbers (TIN) **Next Step**

PREVIOUS NEXT COMPANY SETUP

Help Tips - Did you know? Read more...  
The signature authorization form is not needed when processing only 1099/W-2/ACA forms. To

TOTALS:		Recipients (2)						\$4293.00					
Recipient Last Name	Recipient First Name	Recipient Middle Name	Recipient TIN	TIN Flag	Recipient Company Name	Op	Box 1	Box 2	Box 4	Filing State			
Last Name	First Name	Middle Name	Taxpayer ID Number	Check if FEIN	Company Name		Nonemployee Compensation	Payer Made Direct Sales of \$5,000 or More	Federal Income Tax Withheld	Filing State			
1			12-3456789	<input checked="" type="checkbox"/>	All Power Equipment	All Pr	793.00	<input type="checkbox"/>		MN			
2			35-8989999	<input checked="" type="checkbox"/>	MKGP Services	MKG	3500.00	<input type="checkbox"/>		MN			

Ready

CAP NUM SCRL

- » To add a line to the W-2/1099 Preparer grid, right-click over one of the line numbers on the left side of the screen and select **Insert Row**, enter the number of rows you want to add to the end of the list of employees, and then manually enter the new information into the grid.
  - » To delete a line from the W-2/1099 Preparer grid, right-click over the line you want to remove and select **Remove Row**.
  - » To copy a line on the W-2/1099 Preparer grid, right-click over the line you want to copy, and then select **Copy**.
  - » To add a copied line to the W-2/1099 Preparer grid, right-click over the line where the copied row should be inserted, and then click **Paste**.
  - » To Find information in a column in the W-2/1099 Preparer grid, right-click on the column header name, select **Find**, in the **Find What** box, enter the information you want to locate, and then click **Find Next**.
2. The next step allows you to verify the **TIN Flag**. The **TIN Flag Check if FEIN** should be selected for each recipient that has a TIN that is an FEIN. Make any needed changes, and then click **Next Step**.
  3. Verify that the recipients names and addresses are correct. The recipients names will be in the **Optional Name** field, not the Recipient Last Name and Recipient First Name fields. Make any needed changes, and then click **Next Step**.
  4. Continue verifying all Income boxes, Filing State, and any other amounts for the recipients, make any needed changes, and then click **Next Step** until all data is accurate.
  5. When all data is accurate, click **Next Step** to begin printing and/or eFiling 1099s.
  6. If a Complete eFile Service informational screen displays, click **Next**.

W-2/1099 Preparer

**Aatrix Offers 1099 Reporting Options To Fit Any Business.**

**Our COMPLETE eFile Service**

- Simple & affordable year-end W-2 filing.
- Next business day printing & mailing are available.
- All copies are maintained in a secure history file and can be printed on demand.
- All required State & Federal copies are eFiled in guaranteed compliance with each taxing authority.

Click "NEXT" to view all of our filing options.

**\$2.24**  
Per Recipient

SAVE TIME & MONEY - FILE IN MINUTES INSTEAD OF HOURS

Enroll < Back Next > Cancel

7. The **1099 Printing and Filing Options** screen will be displayed. All printing and eFiling options are displayed with the costs associated for eFiling and Complete Filing Service (which does all the printing and eFiling for you). Choose the appropriate options for your **company** and click **Next**.

W-2/1099 Preparer

### 1099 Printing and Filing Options

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. [More info?](#)

☒ **Complete 1099 eFiling Service** **Next Business Day Mailing!**

The eFile Center will:

- Print and Mail Recipient Copies
- e1099 Only Recipient Copies [What's This?](#)
- File your Federal 1099s and 1096
- File all applicable State 1099s and Reconciliation Forms
- e1099s Available for all Recipients

# Recipients	Price/Recip.	Subtotal
1	\$2.24	\$2.24
0	\$0.99	\$0.00
	included	FREE
	included	FREE
	included	FREE
<b>Total Cost</b>	<b>Minimum</b>	<b>\$24.95</b>

☐ **Other Options** [eFilers receive Free Corrections before selected Filing Dates](#)

- ☐ Print Recipient 1099 Copies
- ☐ eFile Federal 1099s and 1096
- ☐ eFile State 1099s and Reconciliation Forms
- ☐ Print Federal 1099s and 1096
- ☐ Print State 1099s and Reconciliation Forms

# Recipients	Price/Recip.	Subtotal
1	\$0.49	\$ 0.00
1	\$0.69	\$ 0.00
<b>Total Cost</b>		<b>\$ 0.00</b>

Official Payer 1099s will display when Federal 1099s are selected

< Back Next > Cancel

8. Information about the Complete 1099 eFiling service will be displayed. Click **Next**.
9. If you have **not** chosen the **Complete 1099 eFiling Service** option, you have another chance to select that service instead of printing the 1099s yourself. Click **Next** to continue with the original printing options selected. If you've changed your mind and would like Aatrix to print and eFile all of your 1099s, select **Yes, I would...** and then click **Next**.

W2/1099 Preparer

### Benefits of the Complete 1099 eFile Service

- ☒ **Have your recipient 1099s printed and mailed automatically**  
Next Business Day Mailing!
- ☒ **Have your federal 1099s/1096 filed automatically**  
Select your filing dates and make any changes at no charge until that date. [learn more](#)
- ☒ **Have your state 1099s & Reconciliation(s) filed automatically**  
Select your filing dates and make any changes at no charge until that date. [learn more](#)

☐ Yes, I would like to continue with the Complete 1099 eFile Service

< Back Next > Cancel

10. If you chose the **1099 eFiling Service**, you have the option to purchase a PDF archive on a USB of your 1099s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.



Red Wing Software recommends purchasing a PDF Archive of your 1099s as a backup so you can easily view or reprint a filed 1099 form. If your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer the PDF Archive can be used instead.

**PDF Archiving Available**

**Would you like to buy a PDF Archive of your 1099s?**

Purchasing a PDF archive allows you instant access to your W-2s for only \$34.95 (plus \$4.95 shipping and handling).

- Don't worry about locking up paper 1099s from prying eyes
- Reprint a Recipient 1099 at any time
- Easily find your Federal, State, Local W-2s, or Reconciliation(s) if the State or Federal Agency calls with a question
- PDFs are password protected for you and your recipients' security

☒ Yes, include a PDF archive

☐ No, thank you

< Back   Next >   Cancel

11. If you have elected to file state copies of the 1099 forms, the **Select the States you Wish to File** screen may display. If there are any states in which you do not want to file, unselect those states now.

**Select the States you Wish to File**

You have elected to file state copies of the 1099 forms. If there are any states in which you do not want to file, uncheck those states now.

☒ WI - Wisconsin

Select All   Select None

< Back   Next >   Cancel

12. The **Review Data** screen will display. If you select the Print button, a printed version of exactly what displays on this screen will be printed. If any changes are needed, click **Back**. Otherwise, click **Next** to continue.

**Review Data**

Based upon your selections, we need you to review data on the following forms:

Federal	
eFile Federal 1099-NEC	
eFile Federal 1096	
Recipient	
Payer	
Print Payer 1099-NEC	

You will not be able to view your recipient copies while in the Forms Viewer. If you would like to view your recipient 1099s, please choose to reprint in the 1099 History File Options screen at the end of the process.

If you would like a copy for your records of the actions that will be taken, click 'Print.'

Print

< Back   Next >   Cancel

13. The first selected 1099 form will be displayed. The form type is displayed in the yellow bar at the top of the screen. It also specifies how many different forms were selected to print.

14. To print this first form, click **Print Final**. Once the data is printed, click **Next Step** to continue to the next selected form. If a pre-printed form is required when printing a report, you will be notified to insert the pre-printed form prior to printing, click **OK** to continue.

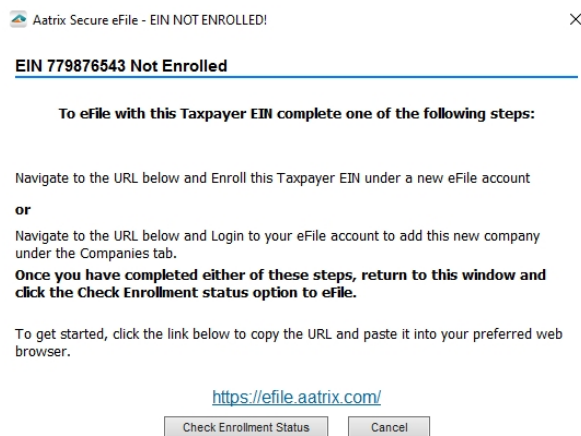
15. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.

#### eFile 1099 Forms



This section will not display if you did not chose to eFile your 1099 forms.

- » If you chose to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.



Aatrix Secure eFile - EIN NOT ENROLLED!

**EIN 779876543 Not Enrolled**

To eFile with this Taxpayer EIN complete one of the following steps:

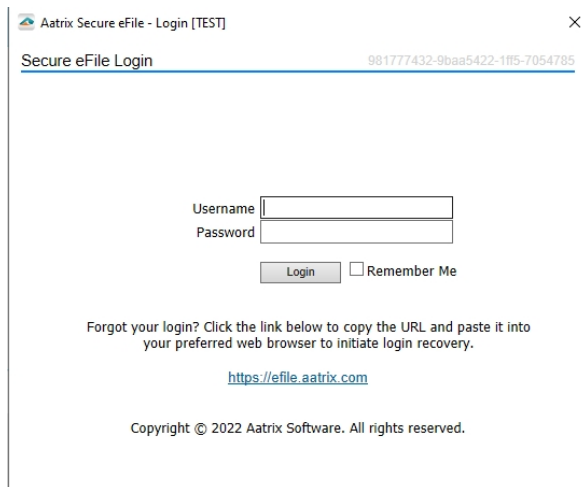
Navigate to the URL below and Enroll this Taxpayer EIN under a new eFile account  
or  
Navigate to the URL below and Login to your eFile account to add this new company under the Companies tab.  
**Once you have completed either of these steps, return to this window and click the Check Enrollment status option to eFile.**

To get started, click the link below to copy the URL and paste it into your preferred web browser.

<https://efile.aatrix.com/>

Check Enrollment Status Cancel

- » If you are not enrolled to eFile with Aatrix, you can do one of the following:
  - » Click the <https://efile.aatrix.com> link to be transferred immediately to the Aatrix website, then click **Enroll** in the upper-right corner to begin the enrollment process. After you are enrolled, close the Browser window and select **I have enrolled and have my Login Id**. Enter your login information and then follow the onscreen instructions to eFile your forms.
  - » Click **Cancel** and enroll each Taxpayer EIN at <http://efile.aatrix.com>. Go back to CenterPoint, select your forms to eFile, **click I have enrolled and have my Login Id**, enter your login information, and then follow the onscreen instructions to eFile your forms.
- » If you are enrolled to eFile with Aatrix, click I have Enrolled and have my Login ID, enter your login information, and then follow the on screen instructions to eFile your forms.



Aatrix Secure eFile - Login [TEST]

Secure eFile Login 981777432-9baa5422-1ff5-7054785

Username

Password

Login ☐ Remember Me

Forgot your login? Click the link below to copy the URL and paste it into your preferred web browser to initiate login recovery.

<https://efile.aatrix.com>

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- » If you need additional information during the eFile process, [click here](https://www.aatrix.com/support/knowledgebase/windows/) or enter <https://www.aatrix.com/support/knowledgebase/windows/> to view answers to common questions.

- » For additional information about eFiling and to view videos about the eFile process, [click here](http://partner.aatrix.com/redwing) or enter <http://partner.aatrix.com/redwing>
- » When the eFile process is complete, the Complete screen will indicate that your filing was successfully received for processing. A confirmation email will be sent to the email address specified on this screen.
- » The AFID (Aatrix Filing Identifier) is a number assigned to your submission for tracking purposes.



Note: It is important to write this number down. It will be required when contacting the eFile Center with questions about your submission.

- » If you eFiled your forms, and have questions regarding your filing, contact Aatrix by email at [helpme@aatrix.com](mailto:helpme@aatrix.com), on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.
20. Upon completion of the 1099 printing process, the **1099 History File Options** screen is displayed. If you are finished printing forms for the time being, select **Close**. This screen will also be displayed if the 1099 printing process is started again.

## Frequently Asked Questions

### Q. When is the 2022 filing deadline for 1099 forms?

A. The Internal Revenue Service filing deadline for 1099 forms can be located by using the Search feature on the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov).

### Q. What are the 2022 eFiling deadlines for 1099 Forms?

A. Efilng deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>.

Q: I want to send my vendors' 1099 forms electronically to be viewed online with Aatrix. How do I set up my vendors to receive electronic copies?

A: Select **Setup > Vendors > General** tab and then select the **Consent To Electronic 1099** check box. If this box is selected, a signed consent form must be on file. Additional charges apply for eFiling with Aatrix.

Q. Do I need to order 1099 forms or can I print them on plain paper?

**A.** The majority of your 1099 copies will be printed on plain paper; but the Federal government does require that the Copy A (often called the “red copy”) be printed on a preprinted form. These forms are available from Computer Forms, Inc. at [https://redwing.computerforms.biz/shop\\_vendor\\_category\\_products.aspx?cid=131&vid=72](https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72) or by calling 800-458-0158. The IRS does require that you also print your 1096 information on a preprinted red copy.

**Q. I'm trying to process my 1099s, but I keep getting the message “Would you like to register now, or evaluate?”**

**A.** You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

**Q. Why am I getting a “forms update” or “mandatory update” message when I try to process my 1099s and what do I need to do?**

**A.** At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. Please refer to the Forms Update section of this document for step-by-step instructions on how to proceed.

**Q. Can I change the figures on my Federal reports if they are incorrect?**

**A.** Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field.



Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.

**Q. My 1099 statement is missing a vendor?**

**A.** There are three factors to check.

1. The vendor that requires a 1099 must have the **Issue 1099 for this vendor** check box selected in **Setup > Vendors**. Select the vendor and click **Edit**. Select the **Issue 1099 for this vendor** check box.
2. The account used to pay the vendor needs to be assigned to the 1099 User Defined report. Select **Setup > User-defined Reports**. Select the **1099 report**. Select the **Account Assignment** tab. On the left side, select the appropriate **1099 row**. On the right side, right-click and select **Expand All**. Select the **account or account category**. Click the **Assign** button. Click the **Save** button.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

**Q. I'm trying to eFile my 1099s and I can't remember my Aatrix eFile username and/or password, how can I get it?**

**A.** We recommend you contact Aatrix by calling 800-426-0854.

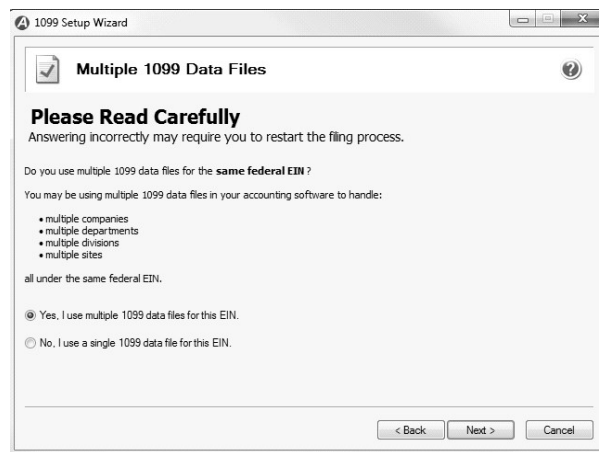
**Q: I eFiled my 1099 forms, and I have questions regarding my filing, how do I contact Aatrix ?**

**A:** For specific questions regarding your filing, you can contact Aatrix by email at [helpme@aatrix.com](mailto:helpme@aatrix.com), on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.

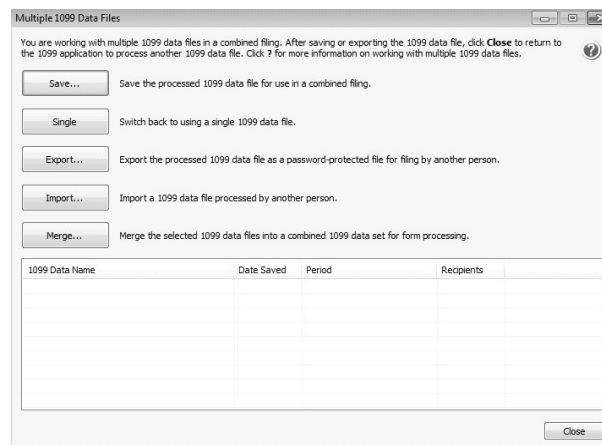
**Q: I have multiple databases for one EIN; how do I merge the databases so I get one set of 1099s?**

**A:** Follow the steps below to merge multiple databases into one set of 1099s:

1. Start the 1099 process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple 1099 Data Files** screen, select **Yes, I use multiple 1099 data files for the EIN** and click **Next** to continue



2. The next **Multiple 1099 Data Files** screen displays, click **Save**, enter a name for the data file, and click **Close**.



3. Open the other database(s) and repeat steps 1-2 above for all databases you want to merge. When all data files are saved, continue to step 4.
4. At the bottom of the **Multiple Payroll Data Files** screen, select each database to be merged and then click **Merge**.
5. On the Multiple 1099 Data File Merge screen, click **Yes**.
6. On the **Multiple 1099 Data Files** screen, click **Continue** to continue processing 1099s.

**Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password? What should I do?**

**A.** Follow the instructions below for information about the Red Wing Software website.

**To log in to the Red Wing Software website:**


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

**To register on the Red Wing Software website:**

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

**To retrieve a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

**To log out of the Red Wing Software website:**

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

## 1099 Forms - Correcting Completed 1099s

This document describes how to make corrections to 1099 forms that you have processed.

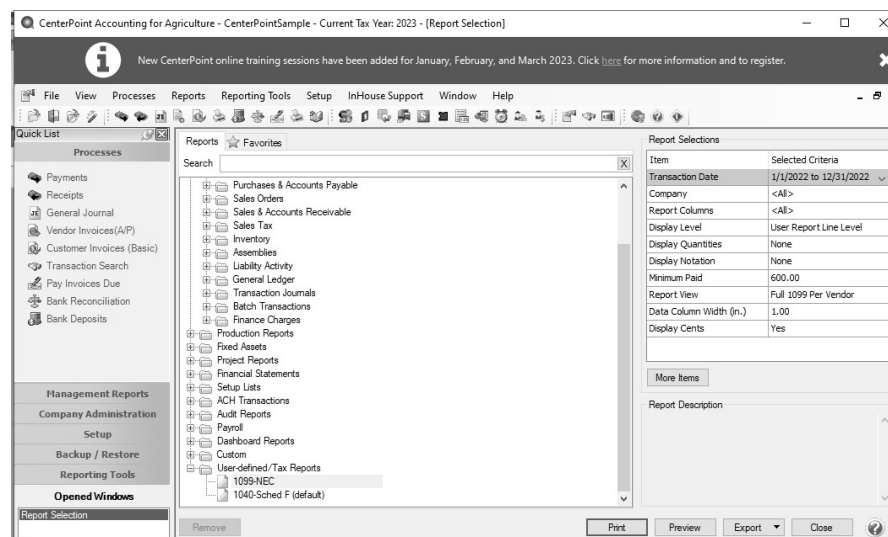
The 1099 correction printing/efiling process includes multiple steps which are detailed below.



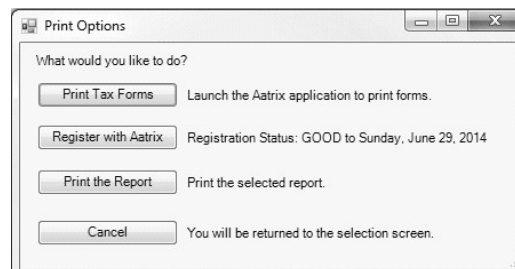
Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

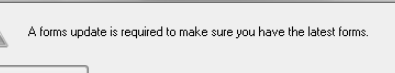
## Exporting Data from CenterPoint Accounting

1. Select **Reports > Reports > Reports tab > User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.





3. Fill in the **Report Selections** with the appropriate **Transaction Date** and **Company**.
4. Click **Print**.
5. Click **Print Tax Forms**.





**Forms Update**

 A forms update is required to make sure you have the latest forms. 

**Automatic Update** Update forms automatically over the Internet.

**Download Update** Update forms by manually downloading an update from any computer with an Internet connection.

**Continue Expired** Continue processing without the required update. Forms will be marked as expired and cannot be filed.

**Cancel** Cancel without processing forms.



The following 1099 History Options screen will be displayed. Choose **Correct Completed 1099s** on the right and click **Next**.

W-2/1099 Preparer

## 1099 History File Options

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Last Completed Actions

Form	Last Completed Action
Recipient 1099	Printed on 01/10/2023
Federal 1099	
Payer 1099	

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

- ☐ **Reprint Completed 1099s**  
Reprint a copy of any 1099 filing that you have already completed.
- ☐ **eFile or Print Incomplete 1099s**  
eFile or print any required 1099 copies you did not process yet.
- ☒ **Correct Completed 1099s**  
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- ☐ **Start Over**  
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**  
Look up your recipient's password information.

< Back   Next >   Close   Help

The Correction Options screen will display and ask you questions based on the status of your original 1099 process. The following screen shot is an example screen that will display. Answer the questions that display and then click **Continue**.

Correction Options

Have you distributed any of the following copies?

Form
<input type="checkbox"/> Recipient 1099
<input type="checkbox"/> Federal 1099

Back

Continue

The W-2/1099 Preparer will display. Here you can change any of the recipient information.

W-2/1099 Preparer - Correction Mode [77,9876543 CenterPoint Orchard]

File Edit View Help

Verify Amount of State Income and Withheld **Next Step**

PREVIOUS NEXT CURRENT STEP

Help Tips - Did you know? Read more...  
To correct any items in the Preparer, even after filing, access the reports through the history, and

	Corrected (0)	Recipient TIN	TIN Flag	Recipient Company Name	Optional Name	Recipient Address	Recipient	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6
	Middle Name	Taxpayer ID Number	Check if FEIN	Company Name	Full Name	Address Line 1	Address	Rents	Royalties	Other Income	Federal Income Tax Withheld	Fishing Boat Proceeds	Medical and Health Care Payments
1		222-33-4444	<input type="checkbox"/>	Sam Meyers		35583 Lakeside Road		8000.00					

Ready

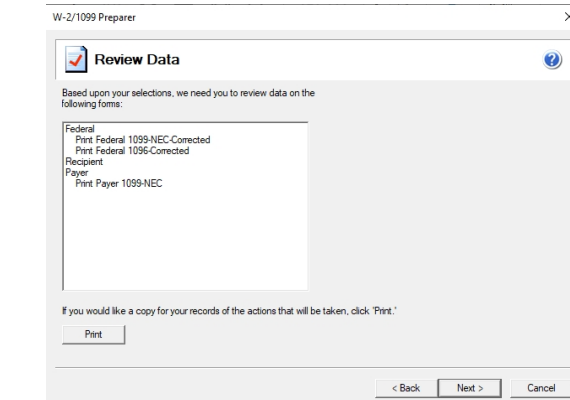
CAP NUM SCRL

- » To correct any box values including names, addresses, and tax payer id numbers, simply select the box in the recipient row and just type in the new value.
- » To add a 1099 recipient to the W2/1099 Preparer grid, select Edit > Row > Insert and enter the new name, address, taxpayer id, box values, etc.
- » Do not remove recipients that are not being corrected; they need to remain in your filing. Only remove recipients if they in fact did not need a 1099 form from your company.



**Note:** When you change data in the Preparer, the column and row will change to a green color which is an indication that you are in correction mode.

- » For any data you change, the cell values will turn blue and the far left column in the row of the recipients 's name will turn green. Keep in mind that all the same error checking done in the Preparer applies again just as the first time you went through.
- » The Preparer will walk you through your particular correction depending on whether your initial 1099 process was printed, efiled, or you used the complete filing option.
- » When you have completed all changes, click **Next Step**, the Divider Sheet screen will display and then the Review Data action list will appear. The action list is created based upon the type of 1099 copies previously completed, what was changed in the 1099 Preparer, and the current status of the eFiling. All this information is compiled through the software to determine what needs to be completed for the corrections made.



W-2/1099 Preparer

**Review Data**

Based upon your selections, we need you to review data on the following forms:

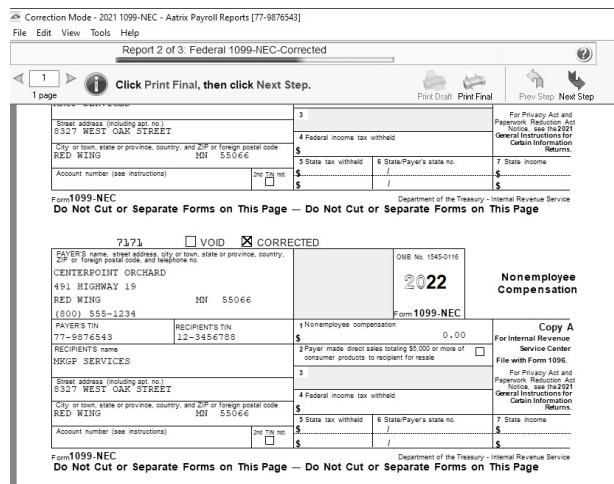
- Federal
  - Print Federal 1099-NEC-Corrected
  - Print Federal 1099-Corrected
- Recipient
  - Print Payer 1099-NEC

If you would like a copy for your records of the actions that will be taken, click 'Print.'

Print

< Back Next > Cancel

- » Click **Next**, the Forms Viewer will display. The forms will begin to display in the same order as displayed on the action list.



Correction Mode - 2021 1099-NEC - Aatrix Payroll Reports [77-9876543]

File Edit View Tools Help

Report 2 of 3: Federal 1099-NEC-Corrected

1 page Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

Form 1099-NEC  
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

7171 VOID ☒ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
CENTERPOINT ORCHARD  
491 HIGHWAY 19  
RED WING MN 55066

PAYER'S TIN: 77-9876543 RECIPIENT'S TIN: 12-3456789

RECIPIENT'S name  
HRGP SERVICES

Street address (including apt. no.), ZIP or foreign postal code, and telephone no.  
RED WING MN 55066

Form 1099-NEC  
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Nonemployee Compensation

2022

1 Nonemployee compensation \$ 0.00

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale ☐

3 Federal income tax withheld \$

4 State tax withheld \$ 6 State/Payer's state no. 7 State income \$

Account number (see instructions) 2nd TIN ☐

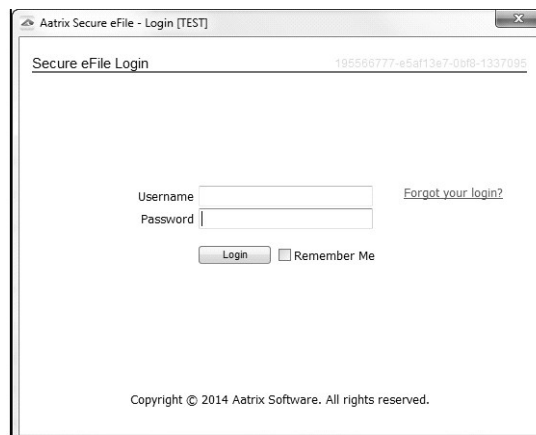
Department of the Treasury - Internal Revenue Service

For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.



Note: The forms displayed are determined based on what has already been processed.

- » When you are done in the Forms Viewer, and if the original submission was eFiled, the eFile Wizard will appear. Enter the username and password to eFile and submit the corrections.



Aatrix Secure eFile - Login (TEST)

Secure eFile Login 195566777-e5af13e7-0bf8-1337095

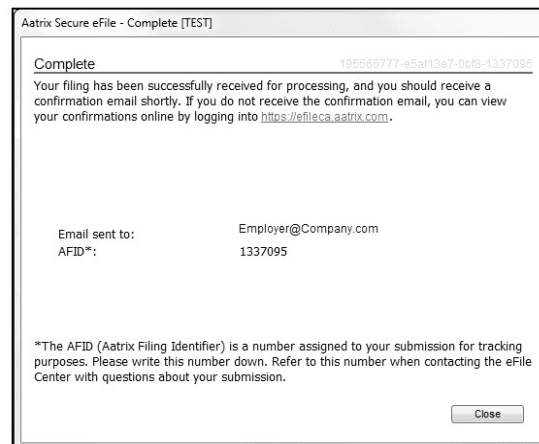
Username  Forgot your login?

Password

Login ☐ Remember Me

Copyright © 2014 Aatrix Software. All rights reserved.

After submitting, you will receive a new Aatrix Filing Identification Number (AFID).



Changes made to a recipient's 1099 filing after they have been delivered to the recipient will be marked Corrected.

If the federal portion has not been filed yet, and you are eFiling, the corrected filing will replace the previous one. If the federal copies are filed, Corrected 1099s will be sent out.



**Note:** If the eFile Center has not submitted the filing to the agency, there is no charge to send a replacement filing. If the filing has been submitted, there is a charge per corrected recipient only. Once your Federal Filing is processed a minimum charge will be implemented for all corrections. Please log on to your eFile account at [efile.aatrix.com](https://efile.aatrix.com) and select the Pricing tab to view your pricing.

- » If a State correction is required, and your state filing has already been submitted to the State agency, the corrections will need to be printed and mailed to the agency.

## Frequently Asked Questions

**Q: When corrections are made to 1099s at what point does Aatrix need to be notified about changing the eFile?**

**A:** Aatrix is notified automatically through the eFile process. When the corrected eFile is received a new AFID is received. The status of the eFile can be viewed on the [efile.aatrix.com](https://efile.aatrix.com) website.

Below are few different scenarios regarding correcting 1099s. These scenarios will help you determine the differences that will occur during the 1099 correction process.

### Example Scenario 1

**A customer submitted the Complete Filing Option 1099s to Aatrix for e-filing and mailing out. A future date was selected for the e-file so Aatrix still has the filing. Corrections are made with the processes outlined above, do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?**

No, Aatrix does not need to be notified. When the customer selects to Correct 1099s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to

replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal or State 1099s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State 1099s have been processed.

### Example Scenario 2

**A customer submitted the Complete Filing Option 1099s and Aatrix has processed the eFile and mailed out the copies. Corrections are made with the processes outlined above do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?**

No, Aatrix does not need to be notified. When the customer selects to correct 1099s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal or State 1099s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State 1099s have been processed.

### Example Scenario 3

**A customer submitted printed copies of 1099s to their recipients. Corrections are made with the processes outlined above but not eFiled. Is there a charge for the corrected 1099s?**

No, there is not a charge for reprinting corrected 1099s. If you process corrections after a filing has been sent to the agency, the software will produce corrected 1099s.

## Reprinting 1099s

This document describes how to reprint completed 1099 forms that you have processed.

The 1099 reprinting process includes multiple steps which are detailed below.

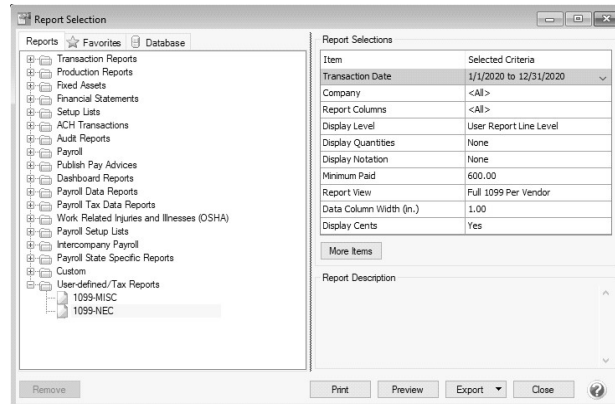


Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

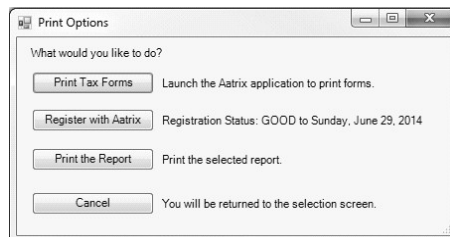
---

## Exporting Data from CenterPoint Accounting

1. Select **Reports > Reports > User-defined/Tax Reports**.
2. Select the appropriate **1099 Form**.



3. Fill in the **Report Selections** with the appropriate **Transaction Date** and **Company**.
4. Click **Print**.
5. Click **Print Tax Forms**.

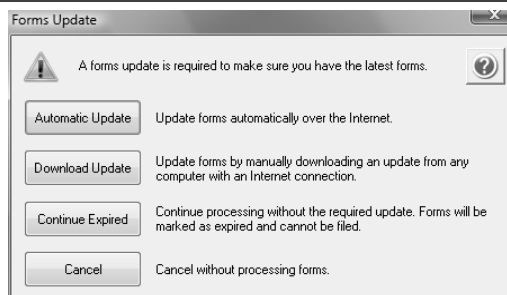


## Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



**Note:** Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



If a Forms Update was required, from the Report Preview screen, click the **Print** or **Print To** icons again or from the Report Selections screen, click the **Print** button again. If an update was not required, the 1099 History Options screen will display.



Note: The 1099 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

## 1099 History File Options

1. If you've previously processed Federal Forms, the Open Report screen displays.

The 'Open Report' window displays a table with the following data:

Name	Type	State	Period	Status	Details	Date Saved
<input type="checkbox"/> W-2/w-3	W2		2022	Record	Click View for details...	1/9/2023 1:55:29 PM
<input type="checkbox"/> W-2/w-3	W2		2021	Draft	Click View for details...	1/9/2023 11:51:32 AM
<input type="checkbox"/> 1095/1094-C	ACA Affordabl...		2022	Draft	Click View for details...	12/9/2022 9:33:13 AM
<input type="checkbox"/> 941/Schedule B/941-V Report	Federal		2021 Q1	Record		7/8/2022
<input checked="" type="checkbox"/> 1099-NEC	1099		2021	Record	Click View for details...	5/5/2022 3:53:57 PM
<input type="checkbox"/> 1099-NEC	1099		2021	Draft	Click View for details...	12/28/2021 1:10:25 PM
<input type="checkbox"/> 1099-NEC	1099		2020	Draft	Click View for details...	12/23/2021 1:35:49 PM
<input type="checkbox"/> W-2/w-3	W2		2021	Record	Click View for details...	12/14/2021 2:40:01 PM
<input type="checkbox"/> 1095/1094-C	ACA Affordabl...		2021	Draft	Click View for details...	12/13/2021 3:30:02 PM
<input type="checkbox"/> 1095/1094-C	ACA Affordabl...		2018	Draft	Click View for details...	1/2/2020 11:04:04 AM
<input type="checkbox"/> W-2/w-3	W2		2019	Record	Click View for details...	12/9/2019 3:11:59 PM
<input type="checkbox"/> EEO-1 Component 2 Form	Federal		2018	Record		9/11/2019
<input type="checkbox"/> EEO-1 Component 2 Form	Federal		2018	Record		9/11/2019

2. Select the form you want to reprint and then click **Edit**.



Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

3. Choose **Reprint Completed 1099s** on the right and click **Next**.

**1099 History File Options**

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Recipient 1099	Printed on 05/05/2022
Federal 1099	
Payer 1099	

View Detailed List of Completed Actions

View Instructions on Returning Later

**Available Actions**

- ☒ **Reprint Completed 1099s**  
Reprint a copy of any 1099 filing that you have already completed.
- ☐ **eFile or Print Incomplete 1099s**  
eFile or print any required 1099 copies you did not process yet.
- ☐ **Correct Completed 1099s**  
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- ☐ **Start Over**  
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**  
Look up your recipient's password information.

< Back Next > Close Help

- Click **Next**.
- A Reprint Options screen will display. If you want to reprint completed 1099s, select **Reprint Completed 1099s** and then select what you wish to reprint **All Recipients**, **Federal Copies** (original or watermarked) or **Payer Copies**, or if you want to reprint only for specific recipients, select **Reprint Selected Recipients**.

**Reprint Options**

Select which copies of previously completed 1099s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require.

Any grayed out items have not been printed or eFiled. Click the Back button to return to the history options screen and select eFile or Print Incomplete to access those reports.

☒ **Reprint Completed 1099s**

☒ **All Recipients**

☐ **Federal Copies**  
Reprint will display all Federal 1099s followed by the 1096 Reconciliation Form  
☐ Original ☐ With a Records Copy Watermark

☐ **State Copies**  
Reprint will display all State 1099s followed by the State Reconciliation Form(s) if applicable  
☐ Original ☐ With a Records Copy Watermark

☐ **Payer Copies**

☐ **Reprint Selected Recipients**

Note: To avoid duplicate processing, eFiled copies will print with a record copy watermark.

< Back Next > Close Help

- Click **Next**.
- An Options screen may display depending on which type of copy you selected above, in this example the Reprint Recipient Options screen displays because Reprint Selected Recipients was selected above. This screen allows you to specify if you want to print for all recipients or a specific recipient.

**Reprint Recipient Options**  
Select which recipient copies you want to reprint

☐ All Recipients  
☒ Selected Recipients  
☐ Recipient Instructions Only

Selected Recipients Tool

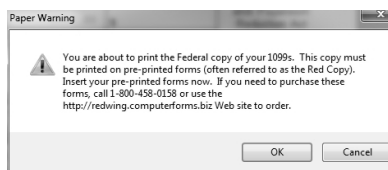
TIN:  Search   
 First Name:  Clear   
 Last Name:   
 Company Name:

Search Results ☐ Select All/None Sort by: TIN ▼

TIN	Last Name	First Name	Company Name	Full Name
<input type="checkbox"/> 12-3456789			Speed Racer Supplies	Speed Racer Supplies

< Back Next > Close Help

8. Click **Next**.
9. The first selected 1099 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. If a pre-printed form is required when printing a report, you will be notified to insert the pre-printed form prior to printing



10. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
11. The 1099 History Options screen displays again. Click **Close**.

## Schedule C Reporting

A Schedule C business is a sole-proprietor-run business. The owner is fully responsible for the care and operation of their business. All businesses are required to report their operational profit or loss every year to the IRS. Schedule C is the name of the IRS-required form businesses need to fill out and attach to the owner's individual year-end 1040 tax filing to claim business-related income and expenses.



**Note:** CenterPoint Accounting provides a shell Schedule C report that must be customized to your business needs and the accounts setup for your business.

### Step A: Assign Accounts

### Step B: Verify which Accounts are Assigned to the Rows of the Schedule C

### Step C: Print a Schedule C Report

## Step A: Assign Accounts

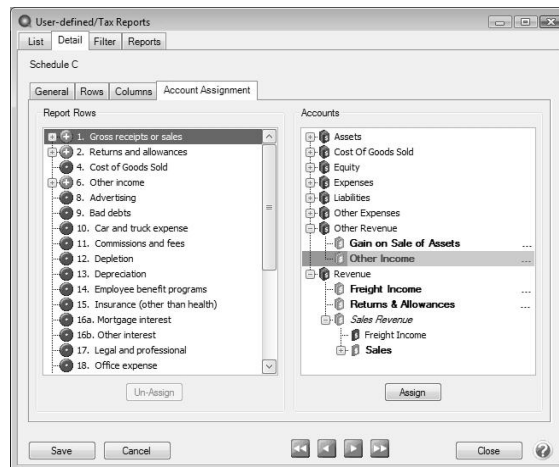
Prior to printing a Schedule C, all of your income and expense accounts must be assigned to the appropriate rows of the Schedule C. This can be done by assigning an entire account category or specific accounts to a row. The balances that print on the Schedule C pull directly from the accounts assigned to each row. The Schedule C provided by Red Wing Software does have some of the income and expense account categories assigned to the Schedule C. Please review those that are assigned and modify as needed for your operation.

1. Select **Setup > User-defined/Tax Reports**.
2. Select the **Schedule C** and click on **Edit**.



**Note:** If the Schedule C is not listed, it needs to be imported. To import the form, click on the **Tax Reports** button at the bottom of the User-defined/Tax Reports screen. Select the **Schedule C** and click **OK**. If after you customize the Schedule C you aren't happy with your results, you can **Delete** the Schedule C and click the Tax Reports button to start over with the shell Schedule C. If you are happy with your customization and want to try adding additional rows/columns, you can **Copy** your customized Schedule C and start from there instead of starting over.

3. Select the **Account Assignment** tab.

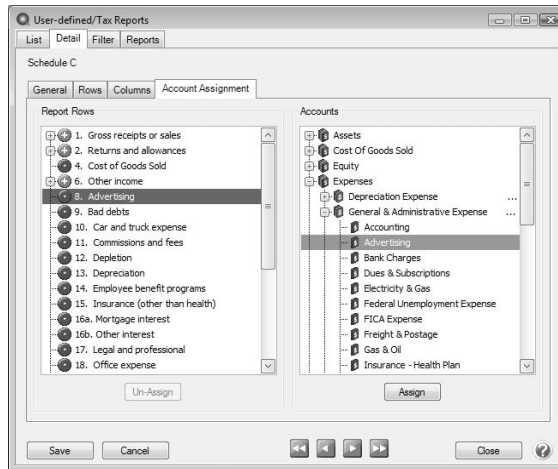


4. The **Report Rows** (left side of the screen) will display all rows of the Schedule C. Rows with a red icon have no accounts assigned. Rows with a green icon indicate accounts are assigned to this row. Expand the row to display the assigned accounts.
5. The **Accounts** (right side of the screen) will list all Accounts, grouped by Type and Account Category. Expand the Type or Account Category to display the Accounts. All accounts with a gray icon indicate that it is assigned to a row on the left. Accounts with a red icon are not assigned to any rows.
6. To assign accounts:
  - a. Select the appropriate **Schedule C Row** in the **Report Rows** section on the left.
  - b. On the right, select the **Account** or **Account Category** and click **Assign**.



**Note:** If an Account Category is assigned, all accounts within that category are automatically assigned

**Example:** If you have advertising expenses in your business, the accounts that track your advertising expenses must be assigned to row #8 on the Schedule C. Click on Row 8 on the left. Then expand the Expenses section on the right. Select the first account you use to track advertising expenses and click the Assign button. Do the same for additional accounts if you have advertising expenses in more than one account.



7. To remove an assigned account:
  - a. Select the appropriate **Schedule C** row in the **Report Rows** section on the left.
  - b. Expand the row to display the assigned accounts. Select the **Account** to remove and click **Un-Assign**.
8. Continue assigning accounts to the Schedule C until all accounts in the Revenue, Expenses and Cost of Goods Sold section on the right side of the screen are assigned to rows on the Schedule C.
9. Each time a new revenue, expense or cost of goods sold account is added (Setup > Accounts), we recommend you immediately assign the account to the appropriate row of the Schedule C.
10. Click **Save**.

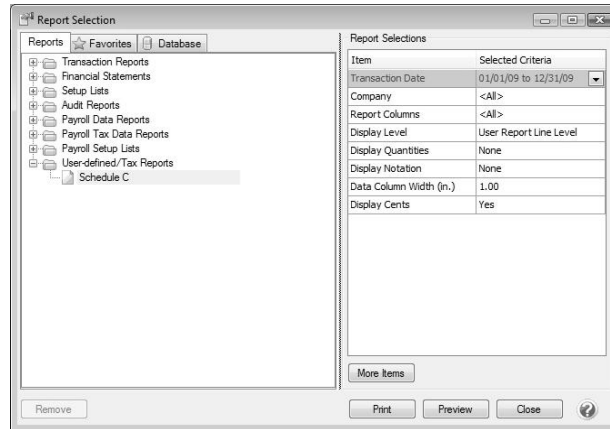
### Step B: Verify which Accounts are Assigned to the Rows of the Schedule C

A report can be generated to review the accounts assigned to each line of the Schedule C report (or any other User-Defined report).

1. Select **Reports > Reports > Setup Lists > General > User Defined Report Account Assignments**.
2. In the **Report Selections**, choose **Schedule C** in the **Report** field.
3. Click **Preview** or **Print**.

### Step C: Print a Schedule C Report

1. Select **Reports > Reports > User-defined/Tax Reports**.
2. Select the **Schedule C**.



3. In the **Report Selections**, choose the appropriate **Transaction Date** (normally this would be an entire year) and **Company**.
4. The **Display Level** is used to specify how much detail should be included on the report.
  - » **User Report Line Level:** Displays totals for each line of the Schedule C.
  - » **Account Total:** Displays totals for each line of the Schedule C and subtotals under each line for each account used.
  - » **Individual Transactions:** Provides transaction activity for each account in each row. This level includes the most detail.
5. Select if it should **Display Quantities** and **Display Notations**. The **More Items** button provides additional **Report Selections**, such as Display Cents, Report Columns and Data Column Width (in.).
6. Click **Preview** or **Print**.

## Year-end

### Year-End Frequently Asked Questions

The following topic covers the most common questions the Red Wing Software support team receives during year-end.

[General Information](#)

[1099 Information](#)

[Processing Federal/State Tax Forms](#)

[Other Information](#)

[Red Wing Software Website](#)

### General Information

#### **Q. What is the year-end procedure in CenterPoint Accounting?**

**A.** There are no month-end or year-end procedures. You can continue entering transactions and running reports as you've been doing all year, just be sure to use the correct dates. Transactions in prior years can also be edited,

deleted, etc., at any time as long as the period is not locked. Year-to-date reports are managed by the date span selected in the report selection screen.

**Q: Is there a way for me to lock a year or period so that the transactions in that period(s) can no longer be edited or deleted?**

**A:** Yes, after a period or year is complete and financial reports have been printed, the period or year can be locked. To lock a period or year, select **File > Administration > Lock Periods**. Select whether you want to **Lock Periods for All Companies** or **Lock Periods by Company** and then select the company to lock. Select the **period** to lock and click **OK**. The selected period and all prior periods will be locked. If you selected to Lock Periods by Company, repeat for all companies you wish to lock. This menu selection can also be used to unlock a locked period.

**Q. How can I get the latest version of CenterPoint installed on my computer?**

**A.** To download the latest version of CenterPoint:

» Select **Help > Online Updates > Check for CenterPoint Updates**.

or

» Log in to the Red Wing Software website at [www.redwingsoftware.com](http://www.redwingsoftware.com). From the **Welcome, (Your Name)** menu, select **My Account Home**, select the **Downloads** tab, under your product, select **Downloads**, and then select the latest **CenterPoint** update. Click the download file and follow the on-screen instructions.

**Q. Do I need to back up my data at the end of the year?**

**A.** We recommend that you back up your data at year-end; in fact you should perform regular backups throughout the year. We recommend that you perform more than one backup of your database. Develop a backup rotation system. It is a good idea to store a year-end backup each year. Select **File > Backup > Backup Database** to easily back up your databases. Refer to the [Backup and Restore](#) topic for more information.

**Q. I have some customers, vendors and accounts that are no longer used. Can I remove them?**

**A.** Customers, vendors and accounts used in a transaction cannot be deleted, but can be deactivated. Deactivating an item on a list provides a way to hide the item from the list WITHOUT altering past transactions to the item. Lists throughout CenterPoint include a filter option that can be used to show only active items. The active status allows you to manage the lists. To inactivate an item, right-click on the item in the Setup list, for example, in **Setup > Accounts > Accounts**, right-click on the account to be deactivated and select **Activate/Deactivate**. From the Available Companies list on the left side of the screen, select the companies the item should be deactivated for and then use the green arrow to move the companies to the right side of the screen. Select the **Deactivate** button to inactivate the item for all selected companies.

**Q. How do I compare last year's data to this year's data?**

**A.** There are several ways financial data can be compared, but the easiest option is to use the comparative financial statements. For Income Statements, we have a 3 Year Comparison, a 5 Year Comparison, and a Current vs Year-to-date report that can all be used for data comparison. These are accessible from **Reports > Reports > Financial Statements**. Similarly, for Balance Sheets, we have a 5 Year Comparison and a Current vs. Prior Period report available.

**Q. I have some account adjustments from my accountant. How do I enter them?**

**A.** **Processes > General Journal Entries** is the easiest way to record adjusting entries that involve multiple accounts. The general journal grid uses a debit/credit format. Select the account in the **Account** column. Enter the value in the **Debit** column or **Credit** column. Always enter a positive number. Entering the value in the Debit column or Credit column determines the adjustment to the account. Optional details can be entered on each line. If the detail you wish to enter is not available, right-click and select **Add/Remove Columns**. Select the **item** and click **OK** to display the column in the grid. Continue on the next line to select an **Account**. Enter the value in the **Debit** column or **Credit** column. Total debits MUST equal total credits to save the transaction. Click **Save**.



**PLEASE NOTE:** General Journals using accounts in the account categories of Accounts Payable, Accounts Receivable, and Payroll Liabilities will create invoice transactions in CenterPoint. Selecting an Accounts Payable, Accounts Receivable, or Payroll Liabilities account requires assigning a vendor/customer name and an offset account. These account categories store sub-ledger balances based on the vendor/customer name. We recommend entering separate general journals for an Accounts Payable, Accounts Receivable, or Payroll Liabilities account.

If your general journal adjustment includes one or more of these type accounts, omit them from the main general journal and select Retained Earnings equity account as your final account in the main general journal. Click the Difference button in the lower right to balance the main general journal. The amount posted to Retained Earnings will equal the net amount of the Accounts Payable, Accounts Receivable, and Payroll Liabilities accounts that were part of the overall general journal.

Enter a separate general journal for each Accounts Payable, Accounts Receivable, or Payroll Liabilities account. After selecting the account, you will be prompted to select the offset account. Select the same Retained Earnings equity account used in the main general journal. You will also need to select a vendor/customer name to associate to the Accounts Payable, Accounts Receivable, or Payroll Liabilities account. If the Name field does not appear in your general journal grid, right-click in the grid and select Add/Remove Columns. Select Name and click OK. Select the vendor /customer name in the grid and in the general journal "Name" field at the top of the screen. The general journals will have only one row filled in the grid but will post a balanced transaction between the selected account and Retained Earnings. The invoices created can be cleared using the normal process of paying payables or receiving receivables.

**Q. I want my Retained Earnings account to represent my net profit for the current year only. How do I begin with zero in the Retained Earnings account in January?**

**A.** A journal entry can be done to move the balance as of December 2022 to a different owner equity account. You will want to enter the journal entry after you have completed ALL transactions in 2022. The journal entry can be entered after entering transactions for 2023. To find the balance of the **Retained Earnings** account, select **Setup > Accounts > Accounts > Balances** tab. Select the **Company**. Expand **Equity**. Select the period **December 2022**. Note the balance for Retained Earnings. Select **Processes > General Journal Entries**. Select **January 1, 2023**, in the **Date** field. The journal entry grid uses a Debit / Credit format. Select the **Retained Earnings** account in the **Account** column. Enter the value in the **Debit** column if Retained Earnings is a positive value in December 2022. Enter the value in the **Credit** column if Retained Earnings is a negative value in December 2022. Always enter the value as a positive number. Continue on the next line to select the **Owner Equity** account that stores the prior profit/loss for this company. Enter the value in the opposite column used for **Retained Earnings**. Total debits MUST equal total credits to save the transaction. Click the **Save** button to save the transaction. When you begin posting transactions in January 2023, Retained Earnings will represent the net profit/loss for 2023.

**Q. How can I see a list of my depreciable asset balances that are summarized on the Balance Sheet?**

**A.** Select **Reports > Reports > Financial Statements > Account Balances > Fixed Asset Balances**. The Fixed Asset Balances report includes asset details and the values of each item.

**Q. What if I don't remember if I recorded depreciation and accrued interest every month during the year?**

**A.** The transaction screens for depreciation, accrued interest, distributions, and current portion of long-term debt show a list of transactions that can be reviewed. Select **Processes > Periodic >** and then select **Depreciation Transactions, Accrued Interest Transactions, Apply Distributions, or Adjust Current Portion Long Term Debt** to review the transactions.

## 1099 Information

### Q. When is the 2022 filing deadline for 1099 forms?

**A.** The Internal Revenue Service filing deadline for 1099 forms can be located by using the Search feature on the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov). In the Search box on the IRS website, enter the specific form name, for example, 1099-MISC, 1099-NEC, etc., to locate the specific form instructions and deadlines.

### Q: I've decided to eFile my 1099 forms and want more information about signing up to eFile and the eFile process, where can I get more information about eFiling?

**A:** You can obtain additional information about eFiling at <https://partner.aatrix.com/redwingsoftware>.

### Q. What are the 2022 eFiling deadlines for 1099 Forms?

**A.** Efiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>.

### Q: I want to send my vendors' 1099 forms electronically to be viewed online with Aatrix. How do I set up my vendors to receive electronic copies?

**A:** Select **Setup > Vendors > General** tab and then select the **Consent To Electronic 1099** check box. If this box is selected, a signed consent form must be on file. Additional charges apply for eFiling with Aatrix.

### Q. Do I need to order 1099 forms, or can I print them on plain paper?


**A.** The majority of your 1099 copies will be printed on plain paper, but the Federal government does require that Copy A (often called the "red copy") be printed on a preprinted form. These forms are available from Computer Forms, Inc. at [https://redwing.computerforms.biz/shop\\_vendor\\_category\\_products.aspx?cid=131&vid=72](https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72) or by calling 800-458-0158. The IRS does require that you also print your 1096 information on a preprinted red copy. CenterPoint/Aatrix will print the data onto the preprinted forms for the 1099 and 1096 red copies and will print the data and the form onto plain paper for all other copies.



**Note:** If you choose to use the Complete 1099 eFiling Service through Aatrix, you do not need to purchase or print any 1099 or preprinted red copy forms.

### Q. How do I print the 1099 forms?

**A.** Step-by-step instructions (documents and videos) are available in the Help on the website. Within CenterPoint,

select **Help > CenterPoint Help**. Within the Help from the **Search** bar, enter **1099**, click  to view all topics. There are three steps to printing the tax forms:

1. Transferring Information from CenterPoint to Federal/State Tax Forms (Select **Reports > Reports > User-defined/Tax Reports** > select the appropriate **1099 Form**, verify all **Report Selections** on the right side of the screen, for example, Transaction Date, Company, etc., click **Print**, and then click **Print Tax Forms**.)
2. Review the transferred information using the Federal/State Tax Forms viewer and make any needed changes.
3. Print or eFile the forms.



**Note:** If you choose to eFile with Aatrix, you do not need to purchase or print any 1099 or preprinted red copy forms.

### Q. I do not see the 1099 form I need on my User-Defined Reports list.

**A.** All 1099 tax form types that you are required to print need to be added to the list. Select **Setup > User-defined/Tax Reports**. Click the **Tax Reports** button. Select a **1099 form** and click **OK**. The form is added to the list.

Select the form and click the **Detail** tab. Click the **Account Assignment** tab to review accounts/account categories assigned to the 1099 form. After all accounts/account categories are assigned to the 1099 form, click **Save**.

**Q. Why does my 1099-MISC form display amounts in the wrong boxes?**

**A.** Process your 1099-MISC again and verify that the **1099-MISC** form is selected, not the 1099-MISC (OLD) form.

**Q. My 1099 statement is missing a vendor?**

**A.** There are three factors to check.

1. The vendor that requires a 1099 must have the **Issue 1099 for this Vendor** check box selected in **Setup > Vendors**. Select the vendor and click **Edit**. Select the **Issue 1099 for this Vendor** check box.
2. The account used to pay the vendor needs to be assigned to the 1099 User-Defined report. Select **Setup > User-defined/Tax Reports**. Select the **Account Assignment** tab. On the left side, select the appropriate **1099** row. On the right side of the screen, right-click and select **Expand All**. Select the **account or account category**. Click the **Assign** button. Click the **Save** button.
3. The total amount paid to the vendor must exceed the minimum amount for the 1099.

### **Processing Federal/State Tax Forms**

**Q. I'm trying to process my Federal forms (W-2, 1099, etc.), but I keep getting the message "Would you like to register now, or evaluate?"**

**A.** You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

**Q. Why am I getting a "forms update" message, and what do I need to do?**

**A.** At least once a quarter, Aatrix updates the tax forms for the new quarter. You can either follow the prompts to do the mandatory update through the program, or you can log in to the Red Wing Software website at [www.redwingsoftware.com](http://www.redwingsoftware.com), from the **Welcome (Your Name)** menu, select **My Account Home**, select the **Downloads** tab, under **CenterPoint Accounting**, select **Downloads**, download and install the **Federal/State Tax Forms (Aatrix)** update. If you don't have an internet connection, you can call the Red Wing Software Sales department at 800-732-9464, and we'll send the updates to you on a CD once a quarter for a minimal annual fee.

### **Other Information**

**Q: How can I get the Year-End Frequently Asked Questions document for another Red Wing Software program?**

**A.** If you have Red Wing Software products that are not covered by this document, you may be able to find a document for your specific product by looking at our website. Log in to [www.redwingsoftware.com](http://www.redwingsoftware.com). From the My Member Account page displayed, select **End of Year**. Under your product, select the appropriate end-of-year document.

**Q. What hours of the day will I be able to contact Red Wing Software support?**

A. We will be open our normal hours of operation, 8 am to 5 pm CST, Monday through Friday.

### **Red Wing Software Website**

**Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password. What should I do?**

A. Follow the instructions below for information about the Red Wing Software website.

#### **To log in to the Red Wing Software website:**


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

#### **To register on the Red Wing Software website:**

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
  - a. From within CenterPoint by selecting **Help > About**.
  - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
  - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - d. Invoices you've received from Red Wing Software contain your account number.
  - e. If others at your company have already registered, they can sign into their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

#### **To retrieve a forgotten password:**

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

#### **To log out of the Red Wing Software website:**

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

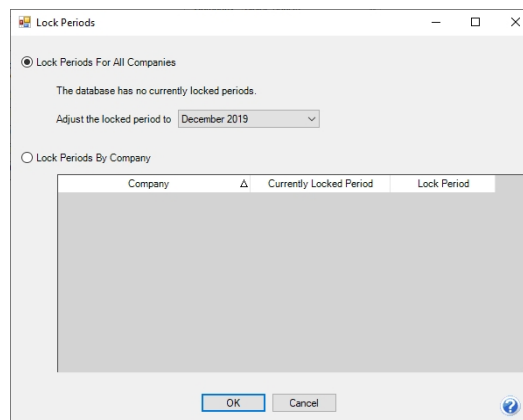
## Locking Periods or Years in CenterPoint

The Lock Period function in CenterPoint restricts users from modifying, deleting or adding transactions in a particular period or year. For example, after financial reports (or tax reports) are printed for a period or year, that time period can be locked so the transactions that created the balances on those reports can not be changed.

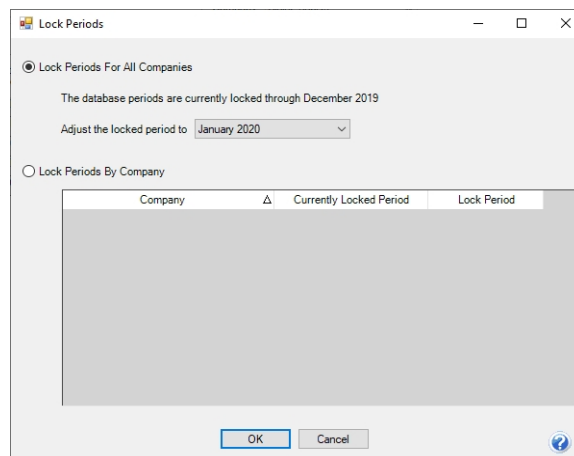


**Note:** If the Purchase or Sales Order modules are installed and registered, and if the File > Preferences > Purchase Orders or Sales Orders > Lock Periods setting is set to Yes, purchase orders and sales orders can be added, entered, or copied without date restrictions when an accounting period is locked. See the Lock Periods-Sales Order Preference or Lock Periods-Purchase Order Preference topic for more information.

1. Select **File > Administration > Lock Periods**. The first time you select this menu option for a database, your screen will display with a "The database has no currently locked periods" message:



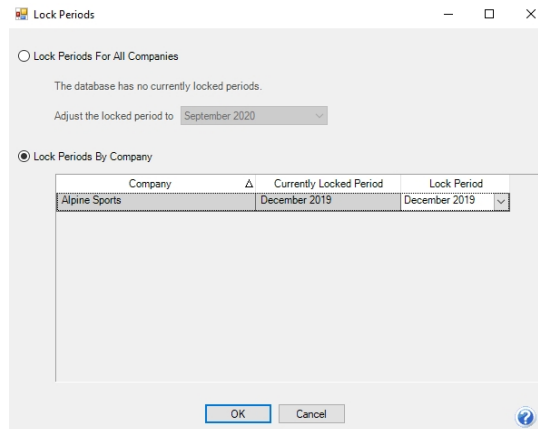
Each time you select this menu option for a database after the first time, your screen will display with the period currently locked through period:



2. Select whether you want to **Lock Periods for All Companies** or **Lock Periods By Company**.
  - » If you selected to **Lock Periods for All Companies**:
  - » The **Adjust the locked period to** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system

date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** that you'd like to close.

- » Click **OK**.
- » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.
- » If you selected **Lock Periods by Company**:



- » Select the company you want to lock periods for.
- » The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** that you'd like to close.
- » Click **OK**.
- » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

## To Unlock a Period

If transactions in a locked period need to be modified, the period must first be unlocked.

- » To unlock a period for all companies:
  1. Select **File > Administration > Lock Periods**.
  2. Select **Lock Period for All Companies**.
  3. The **Period** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020, but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
  4. Click **OK**.

5. After the transactions are modified for that period, change the locked period back to the previously selected period.
- » To unlock a period for a specific company:
1. Select **File > Administration > Lock Periods**.
  2. Select **Lock Periods by Company**.
  3. Select the company you want to unlock a Period for.
  4. The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020 but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
  5. Click **OK**.
  6. All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

## Chapter 15 - Red Wing Cloud Services

### Setup and Administration

#### Red Wing Cloud Services – CenterPoint (Setup, Connecting, and File Explorer)

This document explains how to set up and access the Red Wing Cloud Services.

##### [Recommendations](#)

##### [Set User Password Recovery Email Address - One Time Setup](#)

##### [Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser](#)

##### [Change a Password](#)

##### [Change an Expired Password](#)

##### [Retrieve a Forgotten Password](#)

##### [Option 2: Connecting to the Red Wing Cloud Service via the Start Menu or Desktop Icon](#)

##### [Option 3: Connecting to the Red Wing Cloud Service via a RDP File](#)

##### [Frequently Asked Questions for Connecting to the Red Wing Cloud Service via a RDP File](#)

##### [Accessing the Mapped Drives via the File Explorer](#)

##### [Frequently Asked Questions](#)

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### Recommendations

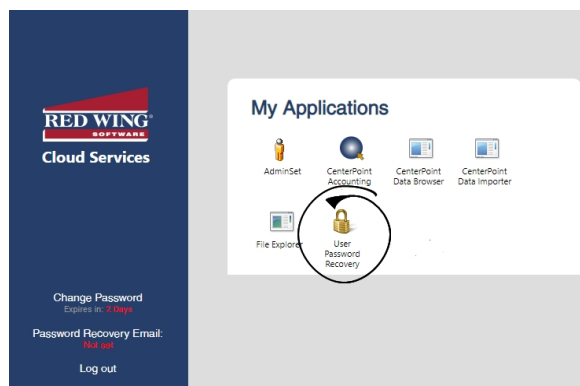
- » You can connect to Red Wing Cloud Services with any standard browser (Microsoft® Edge, Google Chrome, Mozilla Firefox, etc.). Red Wing Cloud Services best integrates with Edge in Internet Explorer compatibility mode. For more information, please see the Frequently Asked Questions section of this document.
- » CenterPoint database security should be set up as an additional security level when using Red Wing Cloud Services. See the [Users and Security](#) topic for detailed information on database security.
- » Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to save each transaction without printing and then printing checks/invoices/receipts from the Processes > Purchases or Sales > Print/Email Checks, Print/Email Invoices, or Print/Email Receipts screens. See the [Print/Email Checks](#), [Print/Email Invoices](#) or [Print/Email Receipts](#) topics for detailed information.
- » Printing long reports will be slower from the Red Wing Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to export long reports to a .pdf file on the local computer and then print the report from the .pdf file. See the [Export Report to Microsoft® Excel, Adobe® PDF, or CSV](#) topic for detailed information.

- » Red Wing Software recommends performing a database backup any time that an Update Modules screen displays when opening a database. Click the Backup button to start the backup process. See the [Back Up and/or Restore a Single User Database](#) topic for detailed information.

### Set User Password Recovery Email Address - One Time Setup

Set up a password recovery email address on your Red Wing Cloud account to make password retrieval easy in the future. Setting a Password Recovery Email allows you to use the "Forgot Password?" option if you have forgotten your login password. Note: Setting a User Password Recovery email is optional.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter the **User name** and **Password** given to you by Red Wing Software.
3. Click **Log In**.



4. Under My Applications, click **User Password Recovery**. If you are not using the Microsoft Edge in Internet Explorer compatibility mode browser, you will be prompted to login with the User Name and Password provided to you from Red Wing Software.



5. Enter your **Password Recovery Email Address**.
6. Click **Update**.
7. At the *Password reset email address updated* message, click **OK**.
8. Click **Close**.

### Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser



Note: You can connect to Red Wing Cloud Services with any standard internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox, etc.). Red Wing Cloud Services best integrates with Edge in Internet Explorer compatibility mode. For more information, please see the Frequently Asked Questions section of this document.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter the **User name** and **Password** given to you by Red Wing Software. For additional information about passwords, see the [Change a Password](#), [Change an Expired Password](#), or [Retrieve a Forgotten Password](#) sections in this document.



Note: This is NOT your CenterPoint database login and password.

3. Click **Log In**.



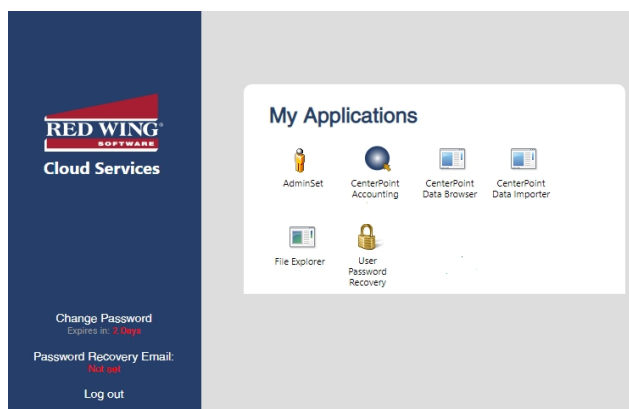
4. Select your **CenterPoint** application from the My Applications list.
5. Click **Connect**. If you are not using the Edge browser in Internet Explorer compatibility mode, you may be prompted to login with the username and password provided to you by Red Wing Software.
6. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid **CenterPoint** database username and password.



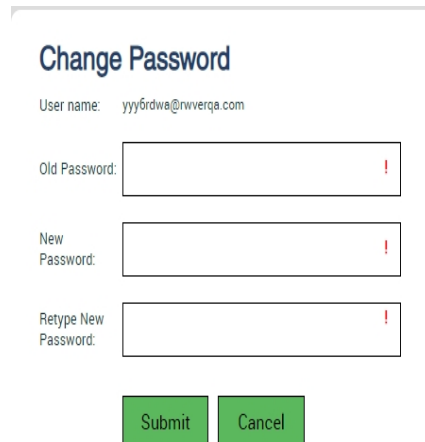
Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.

#### Change a Password

- » Follow Steps 1 - 3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.



- » Select **Change Password**.



**Change Password**

User name: yyy6rdwa@nwverqa.com

Old Password:

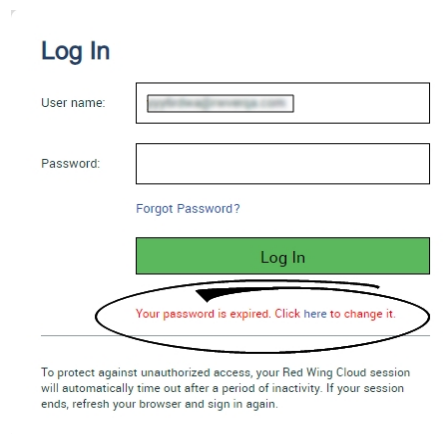
New Password:

Retype New Password:

- » Enter your **Old Password**, a **New Password** and **Retype New Password**. When the password criteria has been met, the red ! and password requirements will display in green.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$\$%^&\* \_-+=`|\(){}[];:'"<>,.?/
- » Click **Submit**.
- » At the *Password successfully changed* message, click the **Click here to login with your new password** link.
- » Continue with the Steps 1 -3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.

#### Change an Expired Password

- » Follow Steps 1 - 3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.
  - » Your password expires every 90 days. When it expires, at the **Your password is expired. Click here to change it.** message is displayed, as shown below:



**Log In**

User name:

Password:

[Forgot Password?](#)

**Your password is expired. Click here to change it.**

To protect against unauthorized access, your Red Wing Cloud session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

- » Click the **here** link.

- » Enter your **Current password**, **New password**, **Confirm new password** and then click **Submit**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$\$%^&\* \_-+=`|\\(){}[]:;'"<>,.?/

- » At the *Your Password has been successfully changed* message, click the **Click here to login** link or click **OK**.
- » Continue with the Steps 1 -3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.

#### Retrieve a Forgotten Password

Use this option to retrieve a forgotten password for your Red Wing Cloud account. These steps can only be used if you have set a User Recovery Password email. For additional information, see the [Set User Password Recovery Email Address - One Time Setup](#) section in this document.

- » From your web browser, enter <https://centerpoint.redwingcloud.com>.
- » Click the **Forgot Password?** link.
- » Enter your **User name**.
- » Enter your **Email address**.

### Reset Password Request

User name:

Email address:

- » Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.
- » Open the email and click the enclosed link to reset your password.

### Reset Password Request

User name:

New Password:

Confirm Password:

- » Enter your **New Password** and **Confirm Password**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|()\{}[]:;'"<>,.?/
- » Click **Reset**.
- » You will receive a password changed confirmation email.
- » Click the **Click here to login** link.
- » Continue with the Steps 1 -3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.

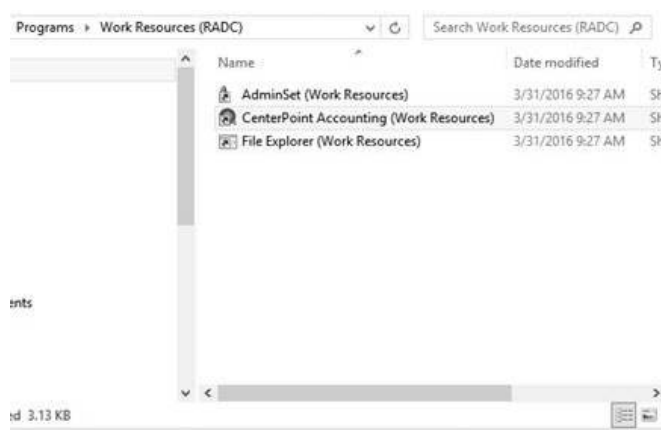
## Option 2: Connecting to the Red Wing Cloud Service via the Start Menu or Desktop Icon



Note: This is typically a one time setup. Once set up, you will access CenterPoint from the Start menu or desktop icon.

1. Right-click on the **Start** button, and then select **Apps & Features**.
2. In the **Find a Setting** box in the upper-left side of the Apps & Features screen, type **RemoteApp** (Windows 11) or **Remote** (Windows 10), and then select the **RemoteApp and Desktop Connections** heading.
3. Select **Access RemoteApp and Desktops**.
4. In the **Email address or connection URL** box, enter **https://centerpoint.redwingcloud.com/RDWeb/Feed/webfeed.aspx**. Click **Next**.
5. On the Ready to setup connection screen, click **Next**. If you receive a security warning, click **Next**.

6. On the Enter your credentials screen, enter the **User name** and **Password** given to you by Red Wing Software (this is NOT your CenterPoint database login and password).
  - » Your password expires every 90 days. When it expires, follow Steps 1 -2 of the Option 1 - Connecting to the Red Wing Cloud Service via the Web section in this document and then at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
    - » Password must be a minimum of 10 characters.
    - » Passwords must not contain the owners name.
    - » Passwords must contain at least one character from three of the four categories below:
      - » Upper case letters
      - » Lower case letters
      - » Numbers
      - » Non-alphanumeric characters: ~!@#%&\*\_-=+`\'()\{\}[];:'"<>.,?/
7. Check the **Remember my credentials** check box, and then click **OK**.
8. Click **Finish**.
9. On the RemoteApp and Desktop Connections screen, click **View Resources**.
10. The Windows Explorer will open with appropriate shortcuts.



11. Follow one of the following for your operating system:
  - a. **Windows 10:** Right-click on each one and select **Send to > Desktop (create shortcut)**.
  - b. **Windows 11:** Right-click on each one and select **Show More Options**. Then click **Send to > Desktop (create shortcut)**.
12. Select the **CenterPoint (Work Resources)** Desktop icon to start your CenterPoint application.
13. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid CenterPoint database username and password.



Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.



Note: Passwords expire every 90 days. When the password expires, you must delete the Desktop shortcut and create a new one by following steps 1-14 above with your new password. For additional information about passwords, see the [Change a Password](#), [Change an Expired Password](#), or [Retrieve a Forgotten Password](#) sections in this document..

### Option 3: Connecting to the Red Wing Cloud Service via a RDP file

1. From the Red Wing Software website, select **Menu**.
2. On the lower right side of the screen, under **Quick Links** select **Cloud Desktop Download**.
3. Click **Download Now**.
4. If prompted, save the file to your computer.
5. From the location the download was saved to, for example the Downloads folder, copy the **Red\_Wing\_Software\_Cloud.RDP** file and save the file to your desktop.
6. To access the Red Wing Software Cloud, double-click the **Red\_Wing\_Software\_Cloud.RDP** icon on your desktop and enter your Red Wing Software Cloud credentials.

Frequently Asked Questions for Connecting to the Red Wing Cloud Service via a RDP File

#### Q: Will I be notified about my password expiration date?

**A:** Yes, passwords expire every 90 days and five days prior to your password expiration date the Password Expiration Warning screen will display. Press **Ctrl+Alt+End** to reset your password or click **Dismiss** and you will be informed each of the five days prior to your password expiration date.



#### Q: My username and password will not work to log into the cloud, what do I do?

**A:** If the log in is not allowed, either the password was entered incorrectly or it has expired.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.

#### Expired Password:

- » Your password expires every 90 days. When it expires, at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain a character from three of the four categories below:
    - » One upper case letter.
    - » One lower case letter.
    - » One number.
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[]:;'"<>.,?/

#### Forgotten Password:

- » If you have forgotten your password, see the [Retrieve a Forgotten Password](#) section for more information.

#### Accessing the Available Mapped Drives via the File Explorer

After you set up your connection, it is important to understand the mapped drives and file browsing locations used by Red Wing Cloud Services that can be viewed in the cloud File Explorer.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Select the **File Explorer** application. If you are not using the Edge browser, you will be prompted to login with the username and password provided to you from Red Wing Software.
3. Click **Connect**. If prompted, login with the username and password provided to you from Red Wing Software.

#### Mapped Drives

##### **C on <Your PC Name>**

- » This is the C: drive on your local computer.
- » You may have other, similar paths for additional local or network drives your local computer has access to.

##### **L: (Database backups)**

- » The L: drive is the remote location your backups are created and stored on and the location you should put files to be restored.

##### **P: (Private drive)**

- » The P: drive is a remote personal drive you can use to store personal folders and CenterPoint related data.



Note: The CenterPoint folder located on this drive should not be deleted (it contains your settings and preferences for CenterPoint).

##### **S: (Company Shared)**

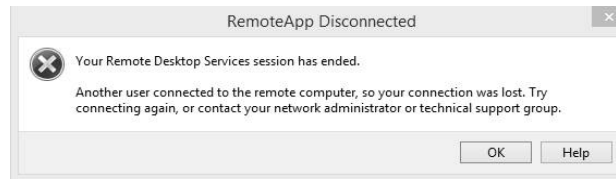
- » The S: drive is a remote common folder used by your company that can be used to store common CenterPoint related data.
- » All users that can run CenterPoint in your company have access to this folder path.



Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

#### Frequently Asked Questions

**Q: I received the following message when I was connected to the Red Wing Cloud Service and my session ended, can you explain why?**

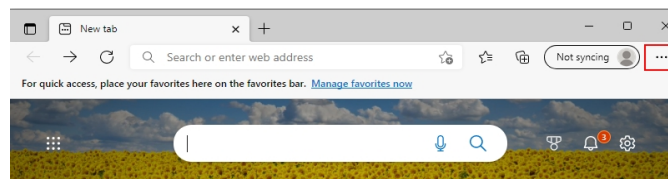


**A:** Your session ended because another user logged into the Red Wing Cloud Service with the same login credentials. A user can be logged into the service one at a time. Each login is for a single user and additional users must be purchased to log in concurrently.

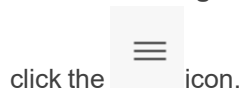
**Q: How do I set the Microsoft Edge internet browser to Internet Explorer compatibility mode?**

**A:** Follow the steps below to set Microsoft Edge to Internet Explorer compatibility mode:

1. Open Microsoft Edge.
2. Select the ellipsis (...) button in the upper-right corner.

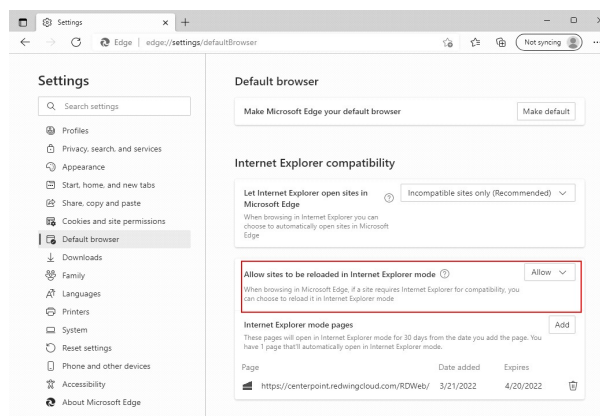


3. Select **Settings**
4. From the **Settings** menu on the left side of the screen, select **Default Browser**. If the Settings menu isn't visible,

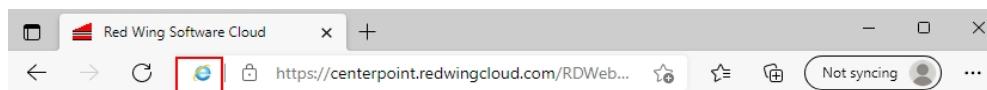


click the icon.

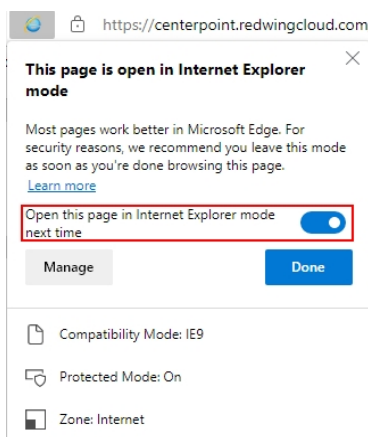
5. In the **Internet Explorer Compatibility** section, under **Allow sites to be reloaded in Internet Explorer mode**, change the setting to **Allow**.



6. Close and reopen Microsoft Edge and go to **centerpoint.redwingcloud.com**.
7. Select the ellipsis (...) button in the upper-right corner.
8. Select **Reload in Internet Explorer mode**.
9. If you look at the web address, there will now be an Internet Explorer icon directly to the left of the web address.



10. Click the **Internet Explorer** icon.



11. Select **Open this page in Internet Explorer mode next time**.
12. Click **Done**.



Note: Internet Explorer compatibility mode expires after 30 days. If expired, you may be asked to log in twice. Repeat steps 6-12 above to re-enable Internet Explorer compatibility mode.

**Q: Can I load the Red Wing Cloud, in Internet Explorer Compatibility Mode, from my Microsoft Edge toolbar?**

**A:** Yes, a Reload in IE Mode button can be added to the toolbar to easily reload Internet Explorer Compatibility Mode by following the steps below:

1. In the address bar for Microsoft Edge, type **edge://settings/appearance** and then click **Enter**.
2. Under **Select which buttons to show on the toolbar**, toggle on **Internet Explorer mode button**.

**Q: I want to use another web browser instead of Edge, how do I connect to the Red Wing Cloud Service?**

**A:** Follow the steps below to access the Red Wing Cloud Service via another web browser:

1. From the web browser, enter <https://centerpoint.redwingcloud.com>.
2. Log in using the credentials provided to you from Red Wing Software.
3. Select the application you want to open, for example CenterPoint, File Explorer, etc.
4. A remote access RDP file will download that you may need to start manually from your browser download location. Depending on the browser you use, you may be asked to supply the user credentials again (use your current user credentials for the Red Wing Cloud Service). Click **Connect**.



Note: Each time you click on the .rdp file to start CenterPoint or File Explorer, an additional .rdp file will be copied to your Downloads folder. At some point, you will want to remove the unnecessary .rdp files from the Downloads folder.

**Q: Can I connect to the Red Wing Cloud through my Apple computer or device?**

**A:** Yes. The Microsoft Remote Desktop app is available as a free download on the Apple App Store. Download and run the app and use your CenterPoint login credentials to access your work resources. See the [Red Wing Cloud Services – Connecting to Additional Devices](#) document for more information.

**Q: I have a scanner set up on my local computer, can I scan documents into CenterPoint when I am using the program in the Red Wing Cloud Service?**

**A:** Yes, scanners that are set up on a local computer can be accessed by the cloud service for direct scanning into CenterPoint. Contact Red Wing Software Technical Support to set up your Red Wing Cloud environment to accept scans. See the [Scanning and Attaching Documents](#) document for more information.

**Q: I'm receiving data overage charges, can you explain why?**

**A:** Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

**Q: Are there scheduled maintenance periods for the Red Wing Cloud Service?**

**A:** Yes, there is scheduled general maintenance every day from 11:00pm - 1:00am Central Standard Time.

## Red Wing Cloud Services – CenterPoint (Administration Functions)

[Send Messages](#)

[Log Off Users](#)

[Perform Remote Assistance for Specific Users](#)

[Change Passwords for Specific Users](#)

[Get an Active Company Report](#)

[Copy All Company Users List to the Clipboard](#)

## Starting the AdminSet



Note: Administration functions can be performed by logging in with an Admin username and password.

1. Connect to the Red Wing Cloud Service.
2. Select the **AdminSet** application (if you connected via an Internet Browser (web) - Option 1 or via a RDP file - Option 3) or the **AdminSet (Work Resources)** icon (if you connected via the Start menu or Desktop Icon - Option 2) to open the Red Wing Cloud Services administration functions.
3. Click **Connect**.
4. If prompted, login with the username and password provided to you from Red Wing Software.



## Send Messages

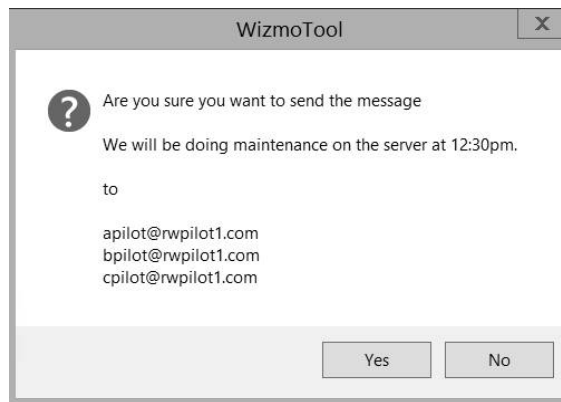
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



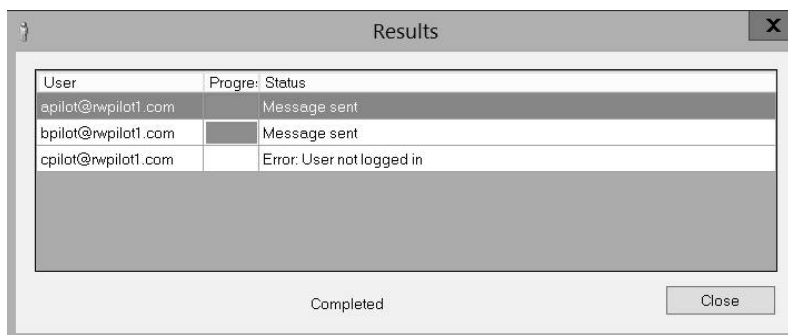
3. Select **Send Messages to All Company Users**.



4. Enter the message you wish to send and then click **OK**.



5. At the *Are you sure you want to send the message* prompt, click **Yes**.
6. Each user displayed under the main node will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



7. You will receive a Results window that will display which users received the message. Click **Close**.

To send a message to a specific user:

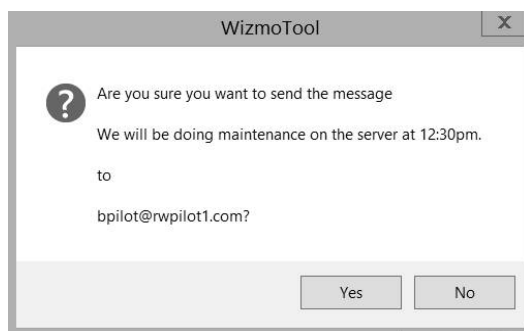
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to send a message to. For example, right-click on bpilot@rwpilot1.com.



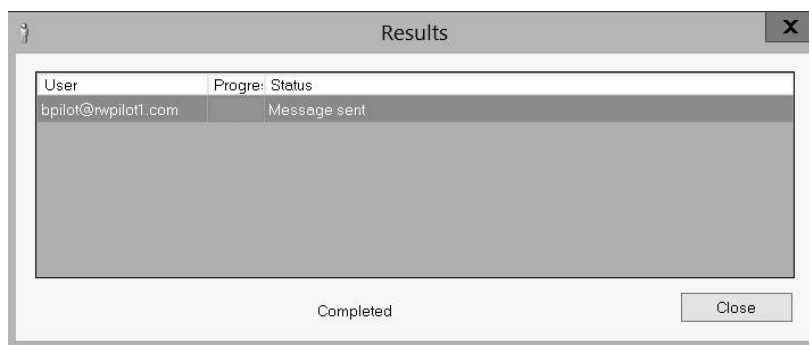
3. Select **Send Message**.



4. Enter the message you wish to send and then click **OK**.



5. At the *Are you sure you want to send the message* prompt, click **Yes**.
6. The user will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



7. You will receive a Results window that will display the user that received the message. Click **Close**.

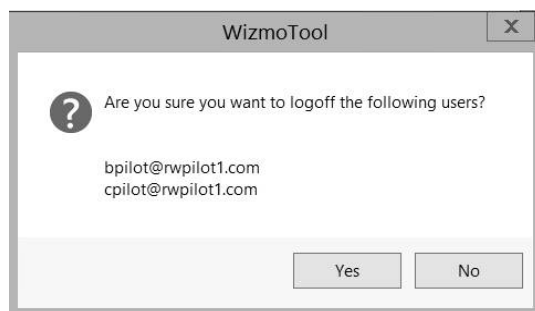
## Log-Off Users

Log Off All or Specific Users

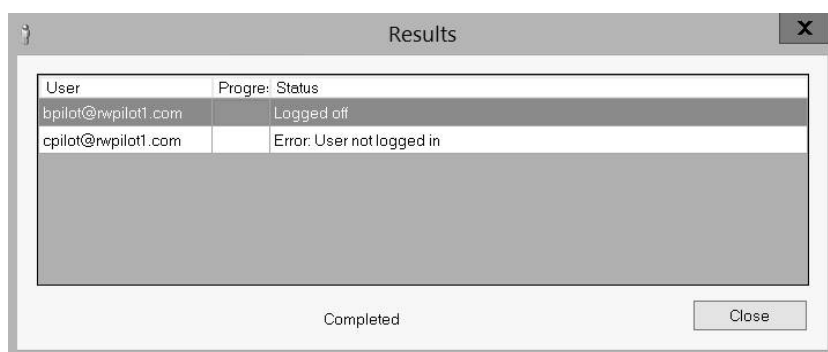
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Logoff All Company Users**.
4. At the *Are you sure you want to logoff the following users* message, click **Yes**.



5. Click **Yes**.
6. Each user displayed under the main node will be logged off.



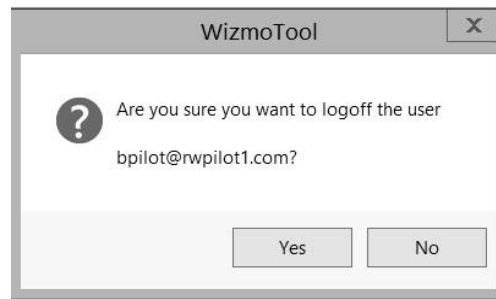
7. You will receive a Results window that will display the users that were logged off. Click **Close**.

To log off a specific user

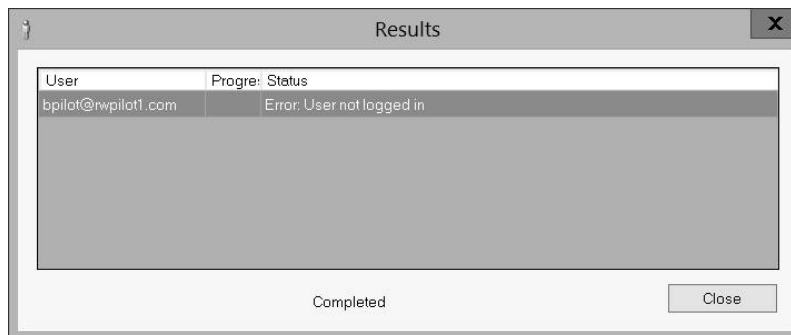
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to log off. For example, right-click on bpilot@rwpilot1.com.



3. Select **Logoff**.



4. Click **Yes**.
5. The selected user will be logged off.



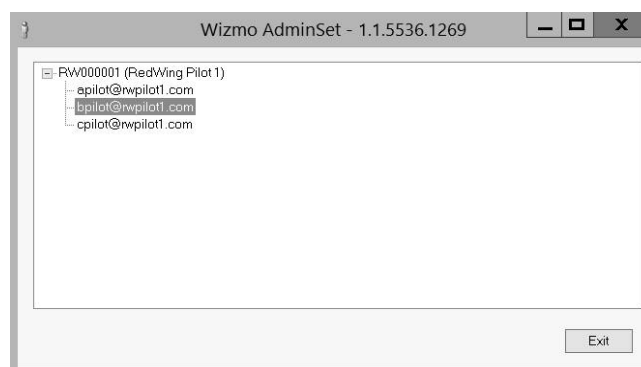
6. You will receive a Results window that will display the user that was logged off. Click **Close**.

### Perform Remote Assistance for Specific Users

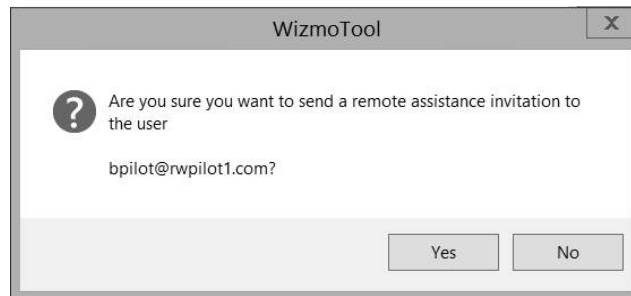
Remote assistance allows an administrator to access a user's session without being physically located at the user's computer.

To Remotely Control a Specific User's Session

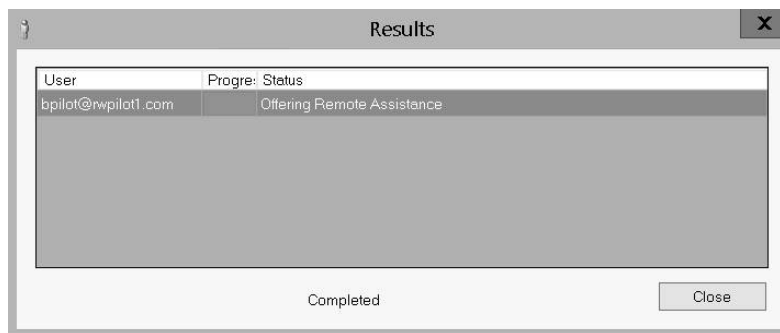
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to perform remote assistance for. For example, right-click on bpilot@rwpilot1.com.



3. Select **Remote Assist**.



4. At the *Are you sure you want to send a remote assistance invitation to the user* message, click **Yes**.
5. The selected user will see a *Remote control request "username" is requesting to control your session remotely. Do you accept the request?* message. If the user clicks **Yes**, you will have remote access to the user's computer and can operate their computer until you click the **X** to close the screen or if the user clicks **No**, you will receive a *The operator or administrator has refused the request* message and then you can click **OK** to continue.
6. In either case, you receive a Results window that will display the user that the remote invitation was sent to.



7. Click **Close**.

### Change Passwords for Specific Users

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to change the password for. For example, right-click on bpilot@rwpilot1.com.



3. Select **Change Password**.



**Change password**

Enter the new password for the user(s):

Confirm the new password for the user(s):

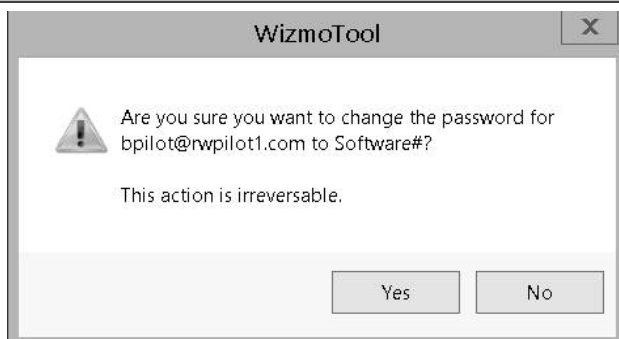
Please note - the password must meet the complexity rules, such as minimum length, types of characters and other criteria as indicated in your support guide.

OK Cancel

4. Enter and confirm the new password for the user, and then click **OK**.



Note: Passwords must be at least 10 characters, include at least one uppercase character, and cannot contain the account owner's name. By default, passwords expire after 90 days.



**WizmoTool**

Are you sure you want to change the password for bpilot@rwpilot1.com to Software#?


This action is irreversible.

Yes No

5. At the *Are you sure you want to change the password* message, click **Yes**.



Note: The action is not reversible.



**WizmoTool**

The password was changed for bpilot@rwpilot1.com to Software# successfully.

The user will be forced to change their password at the time of their next login.

OK

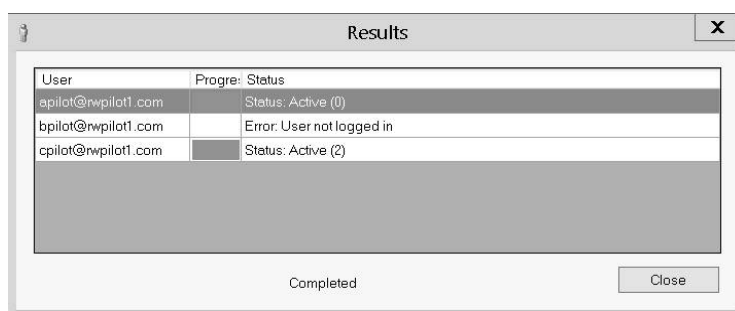
6. After the password is changed, the user must change their password at the time of their next login. Click **OK** at the confirmation message.

### Get an Active User Report for All Company Users

- Follow the Starting the AdminSet section of this document.
- Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Active User Report for All Company Users**.



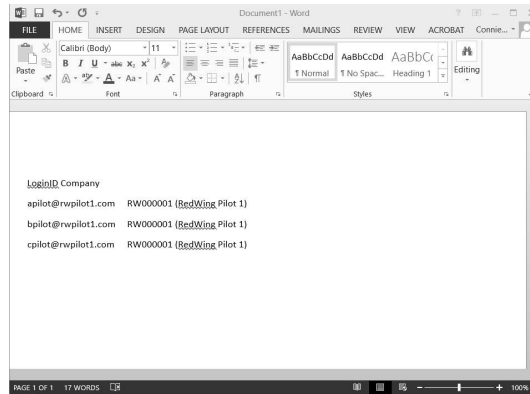
4. Click **Close**.

### Copy All Company Users List to the Clipboard

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Copy All Company Users List to Clipboard**.
4. Once the action is performed, you can use CTRL + V to paste the list into any Windows program. The example below shows the list copied into a Word document.



## Red Wing Cloud Services – Changing or Updating a Password

- » To change a password via an Internet Browser, see [Option 1](#).
- » To change a password when connecting via an RDP, see [Option 2](#).
- » To reset an expired password via an Internet Browser, see [Option 3](#). Note: Use this process to reset an expired password if you log in via an Internet Browser or an RDP.

### Option 1: Change a Password via an Internet Browser

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Click the **Forgot Password?** link.

#### Reset Password Request

User name:

Email address:

3. Enter your **User name**.
4. Enter your **Email Address**.
5. Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.



Note: If you need to set or change your password recovery email address for the Red Wing Software Cloud Service, please click [here](#) for detailed information.

6. Open the email and click the enclosed link to reset your password.

**Reset Password Request**

User name:

New Password:

Confirm Password:

7. Enter your **New Password** and **Confirm Password**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>,.?/
8. Click **Reset**.
9. You will receive a password changed confirmation email.
10. Click the **Click here to login** link.

## Option 2: Change a Password when Connecting via an RDP

1. Log in to the Red Wing Cloud Service via your RDP file. This will load to a desktop.
2. Press **Ctrl+Alt+End** on your keyboard.
3. Select **Change a Password**.
4. Enter your **old password**, **new password** and **confirm the new password**, and then complete the process.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>,.?/

## Option 3: Reset an Expired Password via an Internet Browser

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.
3. At the **Your password is expired. Click here to change it.** message, click the **here** link.

**Log In**

User name:

Password:

[Forgot Password?](#)

**Log In**

Your password is expired. Click here to change it.

To protect against unauthorized access, your Red Wing Cloud session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

Domain\user name:

Current password:

New password:

Confirm new password:

**Submit**

**Cancel**

1. Enter your **Current password**, **New password**, **Confirm new password** and then click **Submit**.

- » Password must be a minimum of 10 characters.
- » Passwords must not contain the owners name.
- » Passwords must contain at least one character from three of the four categories below:
  - » Upper case letters
  - » Lower case letters
  - » Numbers
  - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[]:;'"<>,.?/

Domain\user name:

Current password:

New password:

Confirm new password:

Your password has been successfully changed.  
[Click here to login](#)

**OK**

5. At the **Your Password has been successfully changed** message, click the **Click here to login** link or click **OK**.

## Red Wing Cloud Services - CenterPoint (Back Up or Restore Data)

This document explains how to back up or restore data using the Red Wing Cloud Service.

### [How do I Back Up and Restore Data?](#)

### [Understanding Red Wing Cloud Service Backup and Restore](#)

### [Back Up your Database using the Red Wing Cloud Service](#)

### [Back Up and Copy to a Local File Location](#)

### [Restore From a Local Drive](#)

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## How do I Back Up and Restore Data?

Understanding Red Wing Cloud Service/CenterPoint Backup and Restore

### Cloud Service Backup and Restore:

- » To ensure the safety of your data, backups are performed by the Red Wing Cloud Service every evening. These backups are stored off-site at the Red Wing Cloud data center. The time period of the daily data maintenance occurs somewhere between 11 PM and 1 AM.
  - » Your data is backed up automatically with three weeks of history available.
  - » There is no additional charge to have Red Wing Software restore your data from within the last 24 hours (the prior night backup) from the Red Wing Cloud Service. The cost to have Red Wing Software restore your data after 24 hours from the Red Wing Cloud Service backup is \$175.

### CenterPoint Backup and Restore Utilities:

- » We highly recommend you do consistent backups using the built-in backup process in your CenterPoint program by selecting File > Backup > Backup Database and store those backups to a location easily accessible. In the event you need to restore your database, this eliminates the cost and longer time-frame related to retrieving the data from the data center.

When you use the Red Wing Cloud Service, CenterPoint runs on a server in a remote data center and you cannot save a backup directly to a local or network drive on your computer. The Red Wing Cloud Service uses the L: drive for backups, when you do a backup from within CenterPoint a default Save To location will display and will be automatically saved on your L: drive. If you need to save the backup to your local computer, it can be copied from the L: drive to your local computer.

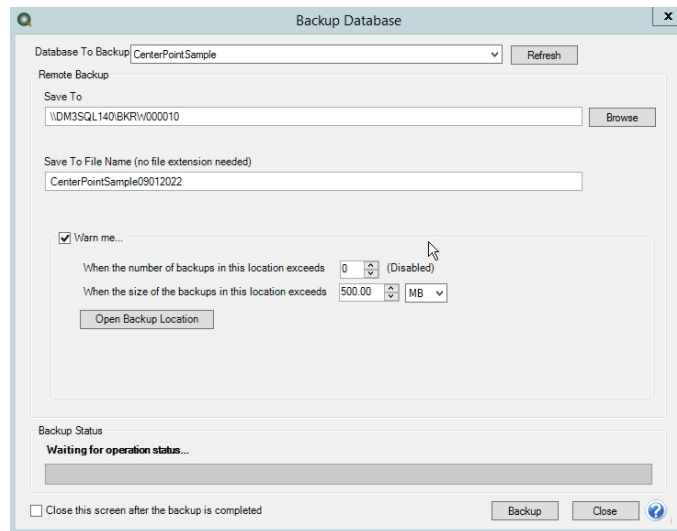


Note: You are charged for the file space you use for backups stored on the L: drive (you are also charged for backup files that were moved to either the P: or S: drive); it is important to periodically remove any old or unneeded backups.

Back Up your Database using the Red Wing Cloud Service

1. Connect to the Red Wing Cloud Service.
2. Select your **CenterPoint** application from the list of applications.
3. Click **Connect**.

4. Open your CenterPoint database.
5. Select **File > Backup > Backup Database**.



6. The **Save To** will default to a location that cannot be changed (this location is on the L: drive).
7. The **Save To File Name** will also default, but you can change the name of the file.
8. Select the **Warn Me** check box if you would like to be notified about the number of backups or size of the backups in the Save To location.
  - » In the **When the number of backups in this location exceeds** box, enter a number between 0 - 99.
  - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte).
  - » Setting either of the above values to 0 disables that specific warning.
9. To view the contents of the Save To backup location, click **Open Backup Location**.
10. If you want to close this screen when the backup is completed, select the **Close this screen after the backup is completed** check box.
11. Click **Backup**.

#### Back Up and Copy to a Local File Location

1. Follow the Back Up your Database using the Red Wing Cloud Service section in this document.
2. Close CenterPoint.
3. Connect to the Red Wing Cloud Service.
4. Select **File Explorer**.
5. Click **Connect**.
6. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
7. Copy the .cpz backup file you want from the L: drive to your local drive location.

#### Restore From a Local Drive

1. Connect to the Red Wing Cloud Service.
2. Select **File Explorer**.
3. Click **Connect**.
4. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
5. Copy the .cpz backup file you want to restore to the L: drive.
6. Close the File Explorer application and perform the restore from Centerpoint as normal.



Note: The restore operation will use the default path to the L: drive as the default Backup File to Restore source. For detailed information about restoring, see the [Back Up or Restore a Single User Database](#) topic.

## Red Wing Cloud Services – Connecting to Additional Devices

This document explains how to access the Red Wing Cloud Service from an Apple computer or device.

[iPhone or iPad \(iOS mobile\) Device](#)

[Mac OS X Device](#)

[Android](#)

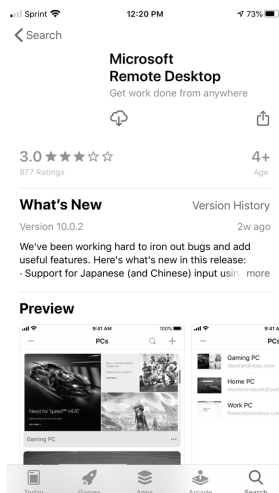
[Frequently Asked Questions](#)

Prerequisite: A User name and Password are required to connect to the Red Wing Cloud Service using one of the options above. If your User name and Password are not working, you may need to change your password or your password may be expired. See the [Frequently Asked Questions](#) section in this document for more information.

### iPhone or iPad (iOS mobile) Device

You have the ability to access your hosted RDP session from your iOS mobile device. To access the RDP environment from your iOS mobile device, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

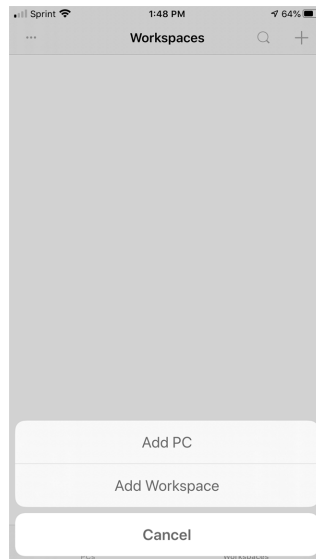
1. From the App Store on your Apple device, search for Microsoft Remote Desktop app.



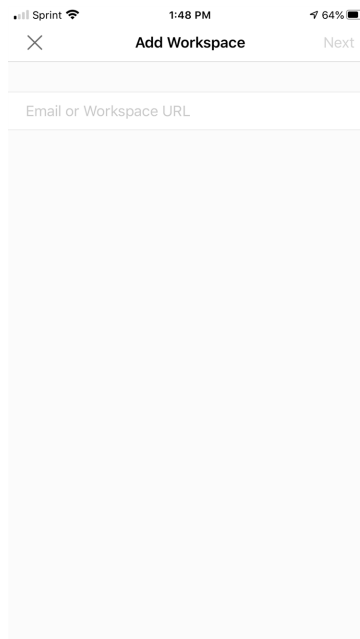
2. Select **Get**, and then select **Install**.



3. Open the **RD Client** app on your Apple computer. Click the **+** in the top right of the first displayed screen.
4. Select **Add Workspace**.



5. In the **Email or Workspace URL** box, enter **centerpoint.redwingcloud.com** and select **Next**.



6. Select **User Account**.

Sprint 1:48 PM 64%

✕ Add Workspace Next

centerpoint.redwingcloud.com

A workspace is associated with this URL.

WORKSPACE URL

https://centerpoint.redwingcloud.com/RDWeb/Feed/webfeed.aspx

Links to remote apps, PCs and files will be downloaded and automatically updated if you add the workspace.

User Account Ask When Required >

If you continue, you will be asked for a user account that will be used to add the workspace.

Privacy settings for managed resources have been preset by your organization. Learn more

q w e r t y u i o p  
a s d f g h j k l  
⬅ z x c v b n m ➡  
123 . / .com return

- Click **Next**. Enter **your** Red Wing Cloud Services **User Name** and **Password** and then select **Save**.

Sprint 1:52 PM 63%

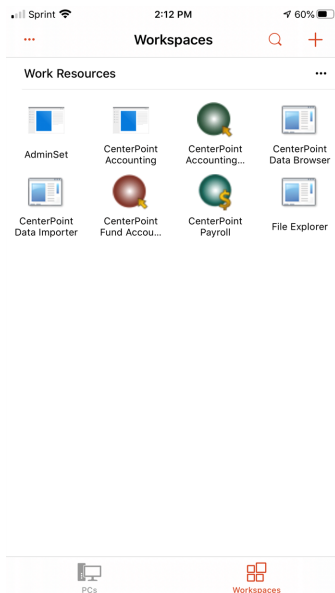
< Add User Account Save

xxxxxxx@xxxxxxx

xxxxxxx

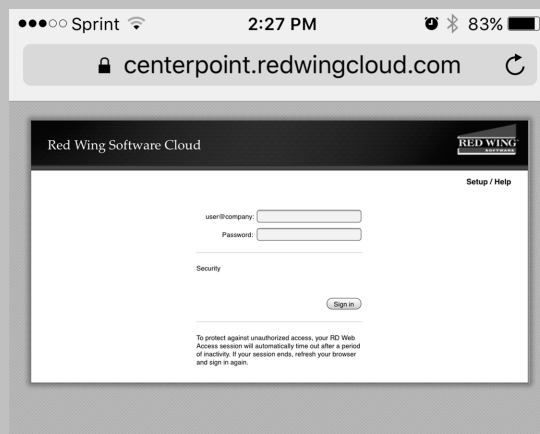
Friendly Name Optional >

- From the Workspaces screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.



Note: If you cannot access your CenterPoint product, most likely your Red Wing Cloud Services password has expired. To change your password, go to your Safari internet browser on your Apple device and enter **centerpoint.redwingcloud.com** to access your Red Wing Cloud Services setup. When you log in with your credentials for Red Wing Cloud Services, you will be prompted that your password expired. Change your password. Close the Safari internet browser and restart the Microsoft Remote Desktop app and from the Work

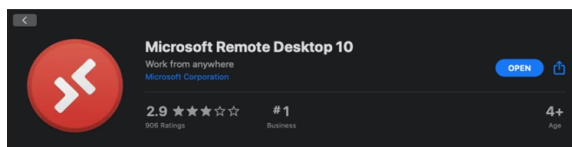
Resources screen, click  (Settings), select User Accounts, select your User Account and enter the new password you changed in Red Wing Cloud Services.



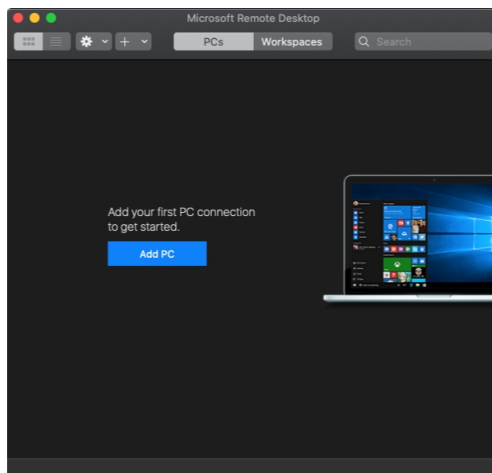
## Mac OS X

You have the ability to access your hosted RDP session from a Mac OS X. To access the RDP environment from a Mac OS X, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

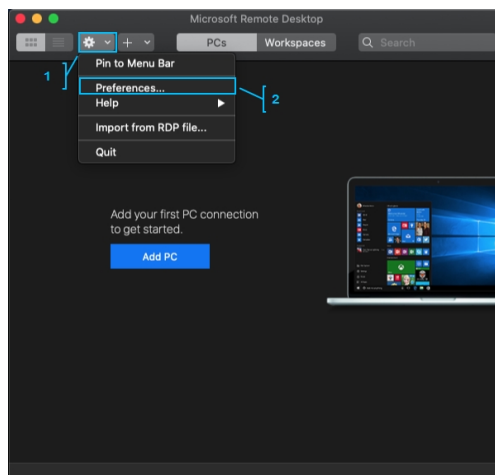
1. Form the Mac App Store on your device, search for the **Microsoft Remote Desktop 10** app .



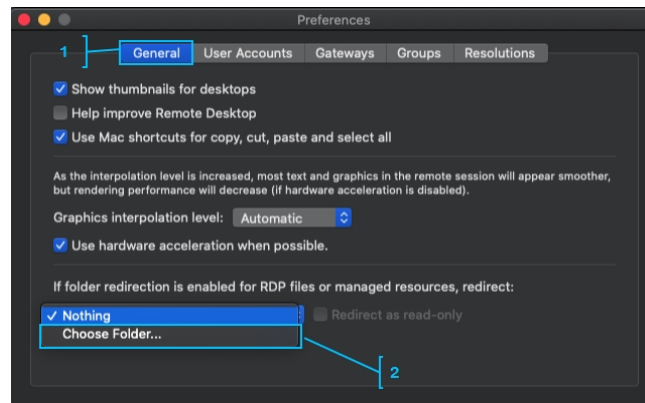
2. Download and install the Microsoft Remote Desktop 10 app.
3. Click and open the Microsoft Remote Desktop app.



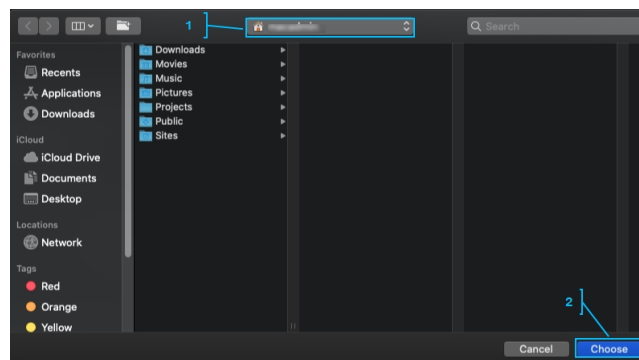
4. Click the "**Gear**" icon (labeled 1) and then select **Preferences** (labeled 2).



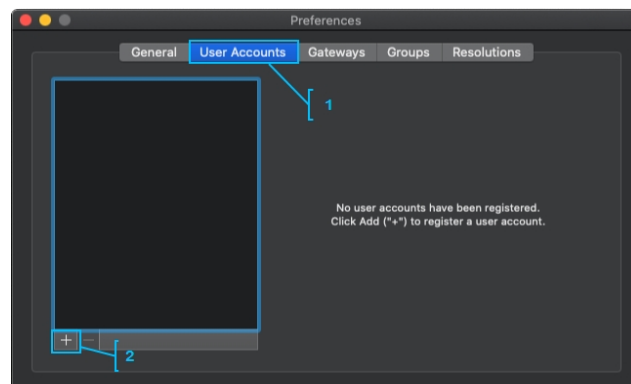
5. On the Preferences screen, click **General**.(labeled 1).
6. From the **If folder redirection is enabled for RDP files or managed resources**, box, select **Choose Folder** (labeled 2).



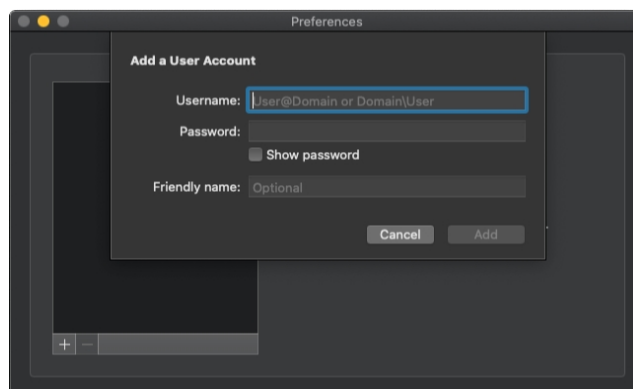
7. Use **Shift + Command + H** to select the logged-in user's home folder (labeled 1) or select the home folder from the drop-down and click **Choose** (labeled 2).



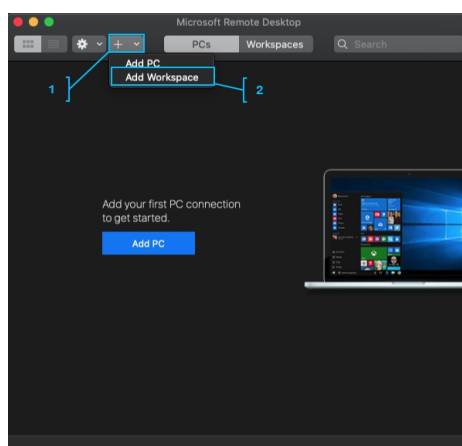
8. On the Preferences window click on **User Accounts** (labeled 1) and then click on the **+** sign (labeled 2) to access the Add User Account pop-up.



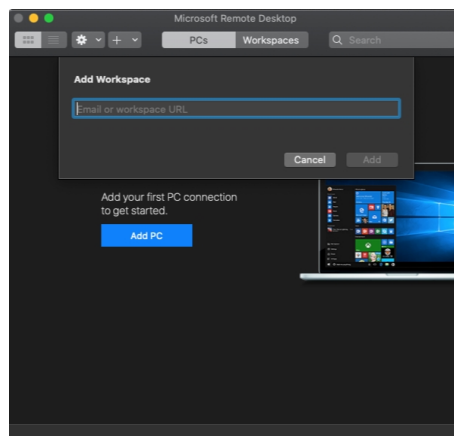
9. In the Add a User Account screen, enter your **Username** and **Password**, and then click **Add**.



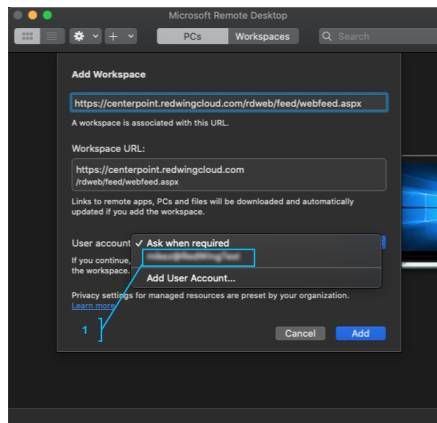
10. Close the Preferences window to return to the main screen.  
11. Click on the **+** sign (labeled 1) to add a new **Add Workspace** (labeled 2).



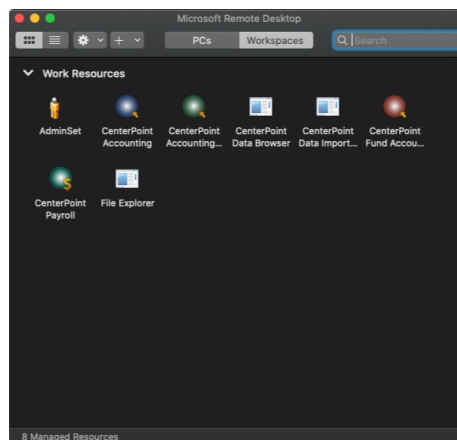
12. In the Add Workspace screen, enter the provided **URL** (<https://centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx>) or **Email Address**, and then click **Add**.



13. Select your **User Account** (labeled 1), and then click **Add**.



14. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services..

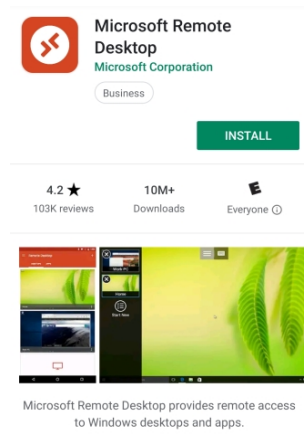


15. Once you have set up access by completing the above steps, you can simply launch the Microsoft Remote Desktop application and select your resource from the Work Resources list for future log ins.

## Android

You have the ability to access your hosted RDP session from your Android mobile device. To access the RDP environment from your Android mobile device, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

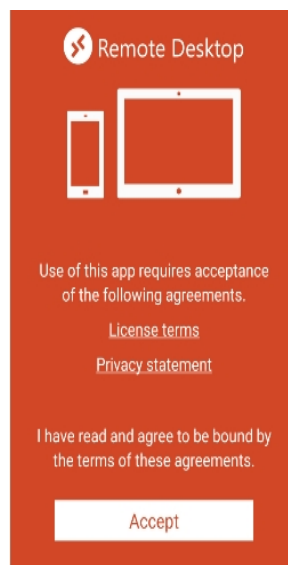
1. Download the Microsoft Remote Desktop app from the Play Store. Note: There are two RDP apps from Microsoft, do not download the beta version.



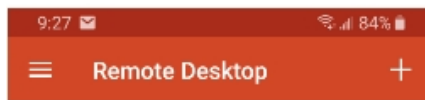
2. Once downloaded and installed, open the Microsoft Remote Desktop app on your Android device.



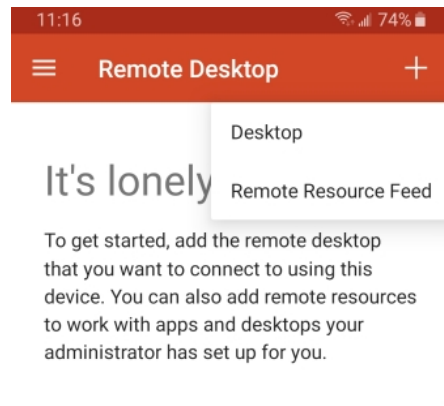
3. Click **Accept**.



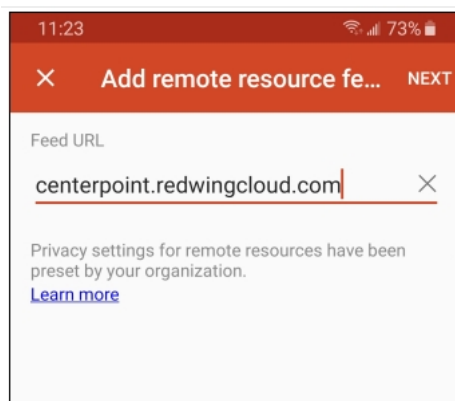
4. On the main screen that displays, click the **+ sign** in the upper-right corner of the screen.



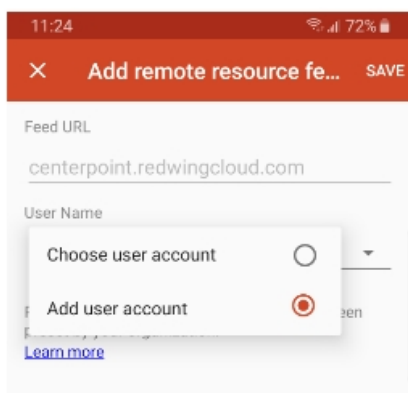
5. Select **Remote Resource Feed**.



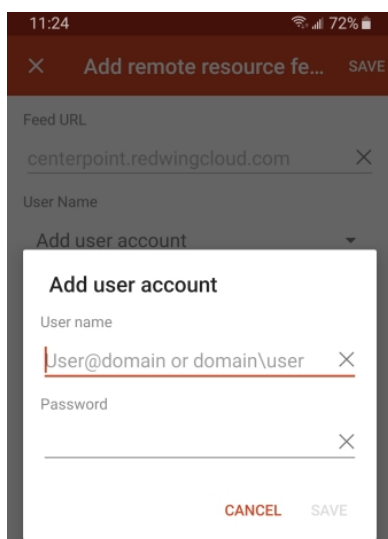
6. In the **Feed URL** box, enter the information for the Remote Resource: (**centerpoint.redwingcloud.com**).



7. Click the Choose User Account down-arrow and select **Add User Account**.

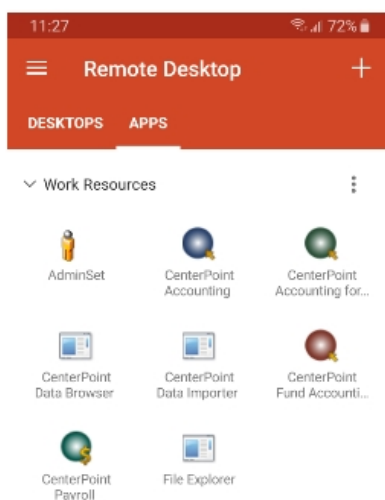


8. Enter your **User name** and **Password**.



9. Click **Save**.

10. At the main screen, select the Apps tab for remote apps or choose the Desktops tab for full desktops.



11. Select the appropriate icon to open your remote applications.



Note: The Microsoft Remote Desktop for Android does not support printer redirection. Please see the following link for more information.

<https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/remote-desktop-app-compare>

## Frequently Asked Questions

**Q: My User name and Password are not working, what should I do?**

**A:** If your User name and Password are not working:

1. From your web browser enter <https://centerpoint.redwingcloud.com>.
2. Enter the **user@company** (login) and **Password**.
3. Click **Sign In**.
  - » If you receive a *Your password is expired. Click here to change it* message,
    - » Click and then enter your **User name** and current **Password**. Then, type in your new password twice and click **Submit**.
      - » Passwords must be a minimum of 10 characters.
      - » Passwords must not contain the owners name.
      - » Passwords must contain at least one character from three of the four categories below:
        - » Upper case letters
        - » Lower case letters
        - » Numbers
        - » Non-alphanumeric characters: ~!@#\$\$%^&\* \_-+=`|\\(){}[]:;'"<>,.?/
  - » If your User name and Password do not work here, please contact Red Wing Software Technical Support or contact your company Red Wing Cloud Service administrator to get a new password.

## Red Wing Cloud Services Security

Red Wing Software offers the ability to run CenterPoint and store CenterPoint databases in the cloud. This opens the question of security, as users realize that the information being accessed and stored in the cloud is sensitive in nature. Security is, however, a multi-faceted topic that includes passwords, data protection, environment support, backups and restores, and nightly scheduled maintenance.

## General Web Security

- » **SSL Protocol**– SSL Protocol– Access to the Red Wing Cloud Service website forces an HTTPS secure connection between the client (browser instance) and the web server. This protocol creates an encrypted key relationship with the client, encrypting the stream of information versus plain text. All communication is encrypted with 2048 bit encryption, including upload and download of files and keyboard inputs. Any attempts to access this portal using HTTP without SSL will be redirected to use HTTPS.

## Passwords

- » When Red Wing Cloud Services are accessed from a web browser at <https://centerpoint.redwingcloud.com>, you will be required to enter a user@company (login) and password given to you by Red Wing Software. Upon first login, users will be required to reset their password.



Note: this is NOT the CenterPoint database login and password.

- » Red Wing Cloud Service passwords expire every 90 days.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|()\{}[]:;'"<>,.?/
- » CenterPoint database security is recommended as an additional security level for databases when using Red Wing Cloud Services.



Note: logging into the cloud and logging into your databases requires two separate login credentials.

## Data Protection

- » Red Wing Software is partnering with a nationally known hosting provider.
- » Each customer has its own separate SQL instance. Each instance is accessible only by users from that company.
- » A limited number of Red Wing Software Technical Support representatives have access to the hosted environment and none of the Red Wing Software Technical Support representatives can run your instance of CenterPoint or has access to your data.
- » The Red Wing Cloud environment lies behind multiple firewalls.
- » Data deletion policies and procedures are in place.
- » Data recovery plan exists.
- » SAS70 protocols and procedures are used.

## Environment Support

### Data Center

- » 24 hour authorized access only.
- » Monitored 24/7/365 (video surveillance and security guard).
- » Biometric scanning, badge/mantrap entry.

### Power

- » Multiple facility-based UPS systems.
- » N+1 facility-based UPS system.
- » Power back-up generators (tested monthly).

### Environment

- » HVAC cooling system.
- » Temperature and humidity alarms.

## Disaster Recovery Backup and Restore

All data is handled by Red Wing Software's hosted partner's employees only.

### Backups

- » Backups are performed on a nightly basis.



Note: you can back up your data at any time from within CenterPoint.

- » Two full weeks of backups are saved.
- » Backup tapes are brought off site daily and kept in a fire safe.

### Restores

- » A typical restore can be accomplished within 24-72 hours from the time of a request.
- » A cost is associated with this service.



Note: You can restore your data at any time from within CenterPoint.

## Nightly Scheduled Maintenance

- » The standard maintenance window is from 11:00 pm to 1:00 am Central Time.
- » It is recommended that users do not log in during this time window. You may have limited access and experience interruption in service.
- » Extended maintenance may be necessary on occasion and Red Wing Software will communicate the nature and length of the maintenance.

## Red Wing Cloud Services with the Microsoft® Windows® 10 Operating System

Microsoft recently released a Windows 10 update (1803) that may cause remote applications such as the Red Wing Software Cloud to perform slower than normal. Symptoms of this problem in the Red Wing Cloud include extreme slowness and no right-click options available on look-ups like names and accounts.

- » If you have noticed no change in your Red Wing Cloud experience, no additional actions are necessary.
- » If you are experiencing issues with extreme slowness or using right-click options in CenterPoint in the cloud, Red Wing Software has identified a solution that will offer an alternate way to access the Red Wing Cloud desktop.
  1. From the Red Wing Software website, select **Menu**.
  2. On the lower right side of the screen, under Quick Links select **Cloud Desktop Download**.
  3. Click **Download Now**.
  4. If prompted, save the file to your computer.
  5. From the location the download was saved to, for example the Downloads folder, copy the **Red\_Wing\_Software\_Cloud.RDP** file and save the file to your desktop.

6. To access the Red Wing Software Cloud, double-click the **Red\_Wing\_Software\_Cloud.RDP** icon on your desktop and enter your Red Wing Software Cloud credentials.
7. If you are having difficulty logging in, your password may have expired. To reset your password, click [here](#) and follow Option 1 steps 1-6



At this point, Microsoft has not released a resolution or a patch for this issue. We will continue to monitor the situation and update this document when Microsoft has addressed this issue.

## Red Wing Cloud Services – Export Reports

This document explains how to export reports in cloud as either Excel, PDF, CSV, or RAW Data to a CSV file.

### [Create and Save a Report Export](#)

### [Locate Report Exports Saved to Cloud Storage Drives](#)

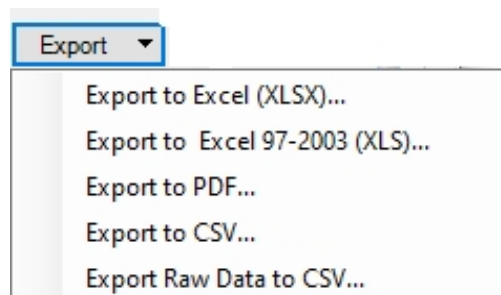
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## Create and Save a Report Export


There are two methods of exporting reports in the cloud:

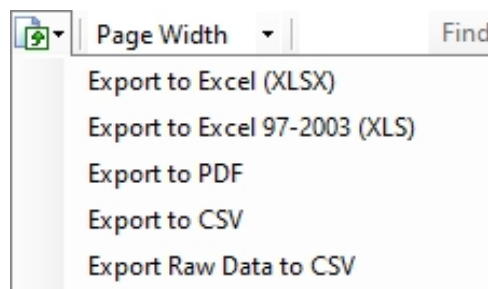
### Option A:

- » From any report selection, click **Export**, then select one of the options: **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV**.



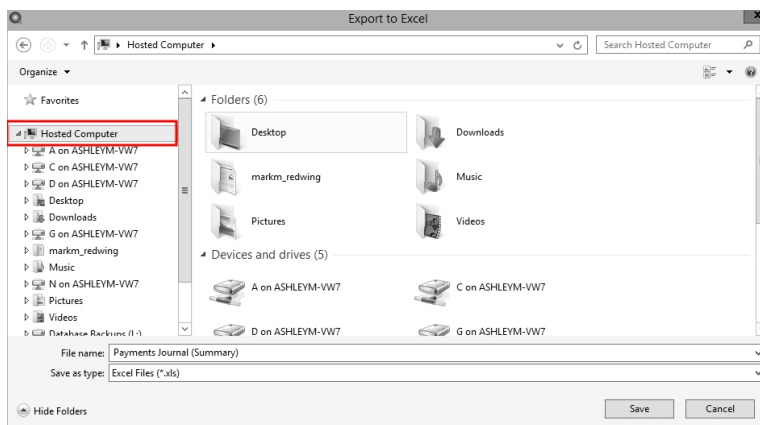
### Option B:

- » From the preview of any report, click , then select one of the options: **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV**.

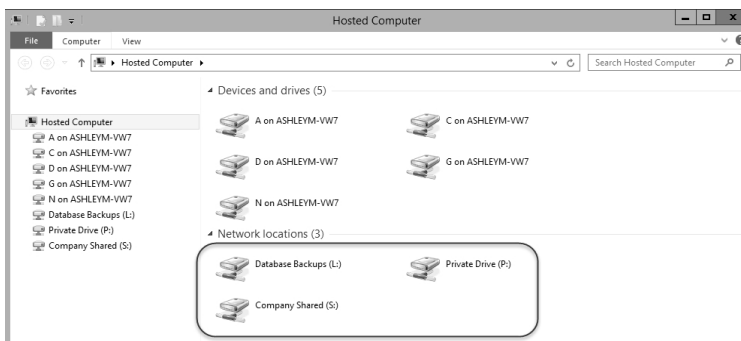


After selecting the type of export from either option:

1. A screen similar to the screen below will display, select **Hosted Computer**.



2. Scroll down to display **Network Locations**.



3. The Excel, PDF, CSV, or RAW Data to CSV export can be saved to either the L:, P:, or S: drive, or any of your local computer locations that you have permission to access. If you send the file back to your local computer, you will need to browse all the way down to the specific folder location. For example, if you want to save a file to your local computer desktop, select C on "X" > Users > "username" > Desktop.



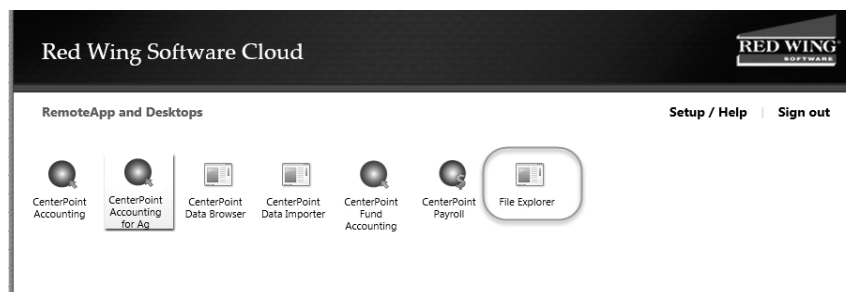
Note: The P drive is a private drive to each user. If you have multiple users, and the file is saved to the P: drive, no other users will have access to the exported document - you will be the only user that can access the file.

4. Double-click on either the **L:**, **P:**, or **S:** drive, or navigate to one of your local computer drives.
5. The name of the report will display in the **File name:** box, the report name can be changed.
6. Click **Save**.

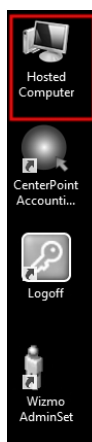
## Locate Report Exports Saved to Cloud Storage Drives

To locate a report export saved to your Red Wing Cloud storage drives (L:, P:, S:):

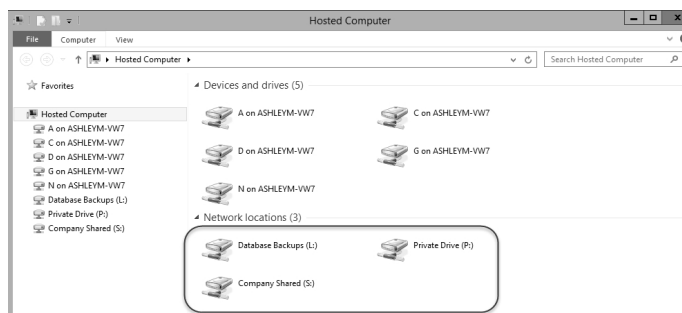
- » If you connected to Red Wing Cloud Services via an Internet Browser (web) - Option 1 or via the Start Menu or Desktop icon - Option 2, select **File Explorer**.



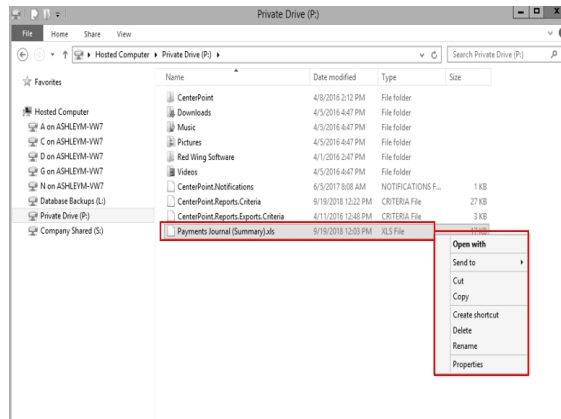
» If you connected to Red Wing Cloud Services via a RDP file - Option 3, select **Hosted Computer**.



1. Under Network locations, double-click on the drive you saved the exported report to (either L:, P:, or S: drive).



2. Locate and highlight the report, then right-click and select one either the **Cut** or **Copy** option in the list.



- Then on your Desktop or location you want to save to, for example a USB drive, right-click and select **Paste**.

## Red Wing Software Cloud Services for Service Bureaus

This document explains how to set up and use Red Wing Software Cloud Services for service bureaus:

### [Recommendations](#)

### [Connecting to the Red Wing Software Cloud Service](#)

### [Selecting, Accessing, and Changing Clients](#)

### [Accessing the Mapped Drives](#)

### [Frequently Asked Questions](#)

## Recommendations

- » Service bureau users typically connect to the Red Wing Software Cloud via an RDP file. To access the Red Wing Software Cloud Service, users need access to <https://centerpoint.redwingcloud.com>. Firewall adjustments should be entered according to the settings at [https://centerpoint.redwingcloud.com/rdweb/misc/Firewall\\_Settings.html](https://centerpoint.redwingcloud.com/rdweb/misc/Firewall_Settings.html), which are below:
  - » Port 443 must be opened, Port 80 can be opened but is not required, to the following IP Subnets:
    - » Hosted Environment Networks: 97.65.91.0/24 (Subnet Mask 255.255.255.0)
    - » 207.250.170.0/26 (Subnet Mask 255.255.255.192)
    - » 207.250.245.64/26 (Subnet Mask 255.255.255.192)
- » CenterPoint database security should be set up as an additional security level when using Red Wing Software Cloud Services.
- » Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Software Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to save each transaction without printing and then printing checks/invoices/receipts from the Processes > Purchases or Sales > Print/Email Checks, Print/Email Invoices, or Print/Email Receipts screens. See the [Print/Email Checks](#), [Print/Email Invoices](#) or [Print/Email Receipts](#) topics for detailed information.

- » Printing long reports will be slower from the Red Wing Software Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to export long reports to a .pdf file on the local computer and then print the report from the .pdf file. See the [Export Report to Microsoft® Excel, Adobe® PDF, or CSV](#) topic for detailed information.
- » Red Wing Software recommends performing a database backup any time that an Update Modules screen displays when opening a database. Click the Backup button to start the backup process. See the [Back Up and/or Restore a Single User Database](#) topic for detailed information..



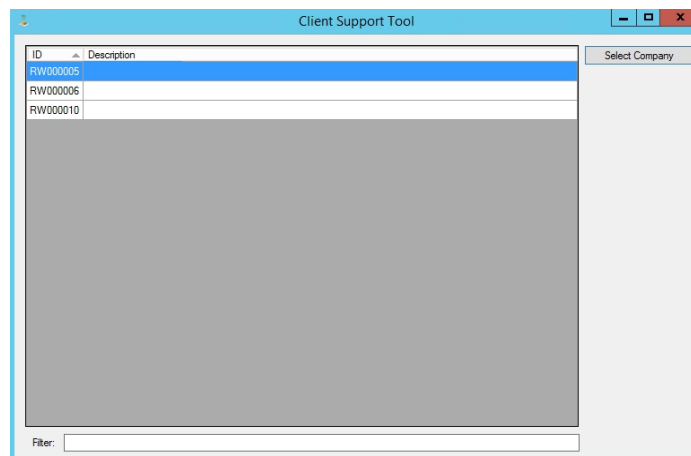
**Note:** For detailed information about any of the recommendations listed above, from CenterPoint select **Help > CenterPoint Help** and in the **Search** box at the top of the screen, enter a keyword to search for.

### Connecting to the Red Wing Software Cloud Service

1. Double-click the **RedWingCloud.rdp** file. If you do not have this file, please contact the Red Wing Software Technical Support department.
2. On the Remote Desktop Connection screen, click **Connect**.
3. On the Enter your credentials screen, enter the **User name** (if it isn't already displayed) and **Password** given to you by Red Wing Software (this is NOT a CenterPoint database login and password).
4. If applicable, select the **Remember me** check box, and then click **OK**. This step will start the Red Wing Software Cloud Service Remote session.

### Selecting, Accessing, and Changing Clients

1. On the Desktop, double-click the **Client Support Tool** icon.
2. The Client Support Tool screen displays.



**Note:** The Client Support Tool screen can be resized and will retain the size from session to session.

3. Select a client from the list, and then click **Select Company**. This step configures the remote session for the client you are working with. **The currently selected client will display at the bottom of the Client Support Tool.**



**Note:** Use the Filter option at the bottom of the Client Support Tool to locate your client if you have a long list of clients.

4. The CenterPoint product icon will display on your desktop for this client. Double-click the **CenterPoint** icon.
5. Open the client's database, if prompted for a username and password, provide a valid CenterPoint database username and password.



Note: Logging into the cloud and logging into the client's databases requires two separate login credentials if you are using database security.

6. Begin working in the client's database.
7. Close CenterPoint when your work is complete.
8. If you want to switch to another client in this session, click **Unselect Company** from the Client Support Tool.
9. At the "Your company has been unselected" message, click **OK**.
10. Select a client from the list, and then click **Select Company**.
11. If you are done working in the cloud, on the Desktop, double-click **Log Off** to exit Red Wing Software Cloud Services.

### Accessing the Available Mapped Drives

After you set up your connection, it is important to understand the mapped drives and file browsing locations used by Red Wing Software Cloud Services that can be viewed in the cloud from the Hosted Computer icon on the Desktop.

1. Complete steps 1-4 of the Connecting to the Red Wing Software Cloud Service section in this document.
2. Select the **Hosted Computer** Desktop icon to open the client's mapped drives.

#### **Mapped Drives**

##### **C on <Your PC Name>**

- » This is the C: drive on your local computer.
- » You may have other, similar paths for additional local or network drives your local computer has access to.

##### **L: (Database backups)**

- » The L: drive is the remote location your backups and the client's backups are created and stored in and the location you should put files to be restored. Note: Any backup files you store here are billable to the client.

##### **P: (Private drive)**

- » The P: drive is a folder specific to your cloud login. Each time you load the Red Wing Software Cloud and configure a client session the Red Wing Software directory is recreated based on that client's settings. For example, the modules owned, preferences set, databases, etc.

##### **V: (Shared drive)**

- » The V: drive is a shared folder between all service bureau users in a company.

##### **S: (Company Shared)**

- » The S: drive is a remote common folder shared by you and the client that can be used to store common CenterPoint related data. For example, you can save a PDF file here and the client will have access to the file.
- » All users that can run CenterPoint have access to this folder path.



Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

## Frequently Asked Questions

### Q: Will I be notified about my password expiration date?

**A:** Yes, passwords expire every 90 days and five days prior to your password expiration date the Password Expiration Warning screen will display. Press **Ctrl+Alt+End** to reset your password or click **Dismiss** and you will be informed each of the five days prior to your password expiration date.



### Q: How do I reset my password when logging into the Red Wing Software Cloud Service as a service bureau user?

#### A: To change your password:

1. Connect to the Red Wing Software Cloud Service and enter your service bureau login credentials.
2. On the Red Wing Software Cloud desktop, press **Ctrl+Alt+End**.
3. Click **Change Password**, enter your **Old password**, enter the **New password** and **Confirm Password**, and then click the **arrow**.
  - » Password must be a minimum of 10 characters.
  - » Passwords must not contain the owners name.
  - » Passwords must contain at least one character from three of the four categories below:
    - » Upper case letters
    - » Lower case letters
    - » Numbers
    - » Non-alphanumeric characters: ~!@#\$\$%^&\* \_-+=`|\\(){}[]:;'"<>.,?/

### Q: Each time I load the client's session in the cloud, I lose the settings I previously had for this client. How can the settings be saved from session to session?

**A:** QuickLists, preferences, toolbars, and databases displayed for a client can be saved from session to session. Contact the Red Wing Software Technical Support department to reset defaults and determine what displays for the client in the cloud for every session.

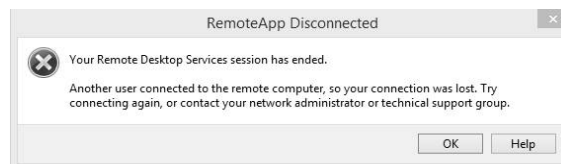
### Q: My username and password will not work to log into the cloud, what do I do?

**A:** If the log in is not allowed, either the password was entered incorrectly or it has expired.

**To verify the expiration status:**

1. From the Internet Explorer web browser, enter <https://centerpoint.redwingcloud.com>. If you receive a *The web page wants to run the following add-on: Microsoft Remote Desktop Services Web Access* message click **Allow**.
2. Enter your **user@company** and **Password**.
  - » Your password expires every 90 days. When it expires, at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
    - » Password must be a minimum of 10 characters.
    - » Passwords must not contain the owners name.
    - » Passwords must contain at least one character from three of the four categories below:
      - » Upper case letters
      - » Lower case letters
      - » Numbers
      - » Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\\(){}[];:'"<>.,?/

**Q: I received the following message when I was connected to the Red Wing Software Cloud Service and my session ended, can you explain why?**



**A:** Your session ended because another user logged into the Red Wing Software Cloud Service with the same login credentials. A user can be logged into the service one at a time. Each login is for a single user and additional users must be purchased to log in concurrently.

**Q: Is there a way that I can access a user's Red Wing Software Cloud session without being physically located at the user's computer?**

**A:** Yes, the Remote Assist function allows you to have remote access to the user's Red Wing Software Cloud session.

1. Double-click the **Wizmo Support Set** icon on your Desktop.
2. If prompted, login with the username and password.
3. Right-click on the user you want to perform remote assistance for.
4. Select **Remote Assist**. At the *Are you sure you want to send a remote assistance invitation to the user* message, click **Yes**.
5. The selected user will see a *Remote control request "username" is requesting to control your session remotely. Do you accept the request?* message. If the user clicks **Yes**, you will have remote access to the user's computer and can operate their computer until you click the **X** to close the screen or if the user clicks **No**, you will receive a *The operator or administrator has refused the request* message and then you can click **OK** to continue.
6. In either case, you receive a Results window that will display the user that the remote invitation was sent to.
7. Click **Close**.

**Q: Is there a way that I can send a user or multiple user's a message through the cloud?**

**A: To send a message to all users:**

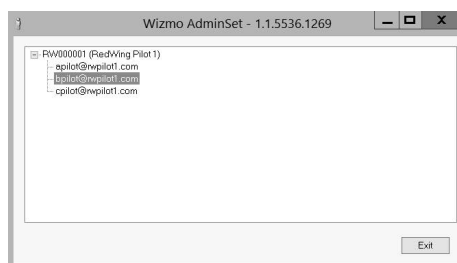
1. Double-click the **Wizmo Support Set** icon on your Desktop.
2. If prompted, login with your username and password.
3. Right-click on the highest level (main node) of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



4. Select **Send Messages to All Company Users**.
5. Enter the message you wish to send and then click **OK**. At the *Are you sure you want to send the message* prompt, click **Yes**
6. Each user displayed under the main node will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.
7. You will receive a Results window that will display which users received the message. Click **Close**.

**To send a message to a specific user:**

1. Double-click the **Wizmo Support Set** icon on your Desktop.
2. If prompted, login with your username and password.
3. Right-click on the user you want to send a message to. For example, right-click on bpilot@rwpilot1.com.



4. Select **Send Message**.
5. Enter the message you wish to send and then click **OK**. At the *Are you sure you want to send the message* prompt, click **Yes**
6. The user will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.
7. You will receive a Results window that will display the user that received the message. Click **Close**.

**Q: Are there scheduled maintenance periods for the Red Wing Software Cloud Service?**

**A:** Yes, there is scheduled general maintenance every day from 11:00pm - 1:00am Central Standard Time.

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