

DIGITAL ACCOUNTING BOOKS

by Jackson Computer Center

Basic Features Guide

D.A. BOOKS

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Introduction

Digital Accounting Books (D.A. Books) was developed over a 5 year period to replace an existing multi-user accounting package that was becoming obsolete quickly. It was apparent early on that we should build the software as a web-based application. This has allowed us to develop the product quickly, make modifications, correct bugs, and enhance the product to better fit the needs of our customers. Several of our customers used D.A. Books during the development time. Their input has given D.A. Books a rich set of options that are available right “out of the box”. Several custom enhancements have also been created for customers who have special industry needs. New features and enhancements are added regularly based on the needs and requests of our customer base.

Being that D.A. Books is a web-based application, customers have the option of running the software on a single stand-alone machine or on an office network. Customers can implement VPN's between the office and the homes of employees, officers, accountants, or owners to allow them access from outside of the office. D.A. Books can also be put on an internet server to allow access from virtually any machine that is on the internet.

D.A. Books has a built in security model allowing users access to only modules and features which are deemed necessary by the system administrator. Additional security can be implemented on the actual “web application” if the server is accessible over the internet.

General Ledger Module

The Ledger is the heart of D.A. Books. All modules feed the Ledger in “batches”. Every batch has a “picture” taken before actual writing to the databases so that errors can be easily identified if any occur. This model of posting also allows for easy auditing of the books. Several reports in the Ledger allow the user to display more details about an item allowing Ledger users to track down errors or find other information easily. Several options exist to configure the Ledger to suit the needs of any customer.

General Ledger Features

- Enter Transactions – Manual journal entries.
- Repeating Transactions – Manual journal entries to occur every month for a specified number of months; also has the ability to add payables every month.
- Check Finder – Find accounts payable, payroll or ledger check detail based on number or description, and/or date range.

- Check Reports – Lists all checks. Lists voided checks. Lists canceled/open checks.
- Reconcile Checking Accounts – Reconcile accounts easily against a bank statement.
- Void Checks – When a check is destroyed or can otherwise not be used in the future, it can be marked void so that the check number is not accidentally used in the future.
- Reverse Check – Reverse checks posted using the Ledger module ‘enter transactions’ feature.
- Start A New Month – Start a new month. Company options will also allow for months to automatically start and to automatically close prior months.
- Company Maintenance – Clean up and shrink databases to optimize data.
- Chart Of Accounts – View the current chart of accounts which is accessible from any screen in D.A. Books using a keyboard shortcut so that you can find an unknown account number; may also view activity.
- Account Activity – View or print detail of any account for the current or any prior period.
- Deposit Tickets – Print a bank deposit ticket for cash receipts entered in Ledger or Accounts Receivable cash receipts. A scanned image is required to display required MICR strip used by your bank.
- Trail Balance – Ledger trial balance reports may be previewed or printed for the current or any prior period.
- Cash Receipts Journal – View all cash receipts for a given range.
- Transactions Journal – View all entries into the Ledger as they happened.
- Income Statement – Several income statement options are available.
- Balance Sheet – Several balance sheet options are available.
- Edit Accounts – Add balance holding, sum, and header accounts. All accounts are based on a 7 digit number. The first 4 are the account number. The 5th number is the division. 6th & 7th are the department.
- Default Accounts – Specify where assets, liabilities, income, and expenses begin and end in your chart of accounts. Specify default account numbers for other modules.
- Identify Cash Accounts – Specify which asset accounts are your checking accounts so that checks can be written, accounts reconciled, and deposit tickets printed.
- Check Ledger Data – Verify that all Ledger data is balanced and that Accounts Payable and Accounts Receivable match the Ledger.

Payables Module

The Payables module will allow you to enter your vendors, post payables, and write checks for entered payables. Several options exist to tailor the module to the needs of your company.

Payables Features

- Vendor Maintenance – Add/edit vendor details. Print envelopes. View vendor status. View vendor history. View payments to vendor. Specify terms and 1099 type. Choice to auto-generate invoice numbers when posting payables, and the choice to make payments electronically so that a check is not printed for a vendor by mistake.
- Post Payables
- Query/Edit Payables Invoices – View details of posted invoice. Edit details. Reverse payable and/or check paying payable.
- Pay Payables – Create a check run that will write check(s) for several vendors and invoices.
- Manual Checks – Pay payables invoices for a vendor that enters a check into the check file but does not actually print a check. Used for handwritten checks or for electronic payments.
- Reverse Check – Reverse checks written in Payables module.
- Payables Aging Report – View your Payables aging summary or detail.
- Prior Period Aging – View your Payables aging summary or detail as it was at the end of the last month.
- Vendor Status Report – View vendor invoices that have not been paid.
- Vendor History Report – View vendor invoices that have not been paid and any invoices that are in the date range specified.
- Vendor Payments – View checks written to a vendor.
- Vendor YTD Purchases Report – View total of all checks written to vendors.
- Vendor List
- Vendor List With Notes

- Expected Payments Forecast – View payments that the system might expect you to make based upon past payment history.
- Print IRS form 1099's
- Print IRS form 1096's

Accounts Receivable Module

The Accounts Receivable module is the main area for creating, adding, and editing customers and for running receivables reports. The Quote, Order, and Invoice modules use the customers specified in accounts receivable. Several options are available to configure Accounts Receivable to fit the needs of your company.

Accounts Receivable Features

- Customer Maintenance – View/edit customer details. View customer status. View customer history. View cash receipts application. View customer purchase history. View customer balance history. View sales analysis. Print envelopes or labels. Specify notifications customers will receive. Specify customer routes and customer route items.
- Hold Utility – Place customers on sales or credit hold. Use wizard to assist in determining which customers should be on hold. Remove customers from hold. List customers on hold.
- Route Editor – Define system routes.
- Notification Maintenance – Define system notifications.
- Create Notifications – Create notification cards for customers who meet notification criteria.
- Enter Cash Receipts – Apply cash received to invoices on customers account or apply deposits made on an account. Also used for writing off accounts.
- Reverse Cash Receipts – Reverse cash receipts entered in error.
- Run Finance Charges – Add finance charges to specified accounts.
- Reverse Finance Charges – Remove finance charges applied.
- View/Print Deposit Ticket – Print a bank deposit ticket for cash received. A scanned image is required to display required MICR strip used by your bank.

- Accounts Receivable Aging – View current aging summary or detail.
- Prior Period Aging – View the aging summary as it was at the end of the last period.
- Customer Status – View customers open invoices.
- Customer Sales History – View invoices billed to a customer.
- Customer Balance History – View a customer’s balance history starting at a specified time.
- Statements Of Account – Print statements for customers with a balance that is not zero. All open invoices are displayed on statement. Several options exist for statement formatting.
- Monthly Statements – Print a monthly style statement that only displays activity for the current month.
- Summary Sales Analysis – List of customers and their sales for specified range.
- Details Sales Analysis – List of customers and their invoices for specified range.
- All Customer’s Sales Totals – Lists all customers and their sales totals for current year and prior year.
- Customers With Sales – List sales totals for customers with sales in specified range.
- Customer Listing
- Customer With Notes Listing
- Cash Receipts Application – View cash receipts applied to a customer.
- Auto-Billing Listing – List all customers with auto-billing specified.
- Customers Who Have Skipped Payment Of Invoice – List customers who have made payments but have skipped payment of previous invoices.
- Aging With Warnings For Accounts Over XX Days – Detailed aging of customers who have invoices that are over the specified number of days.
- Customer Purchase History – View customer item sales for a specified date range.
- Summary Salesman Analysis – View salesman sales
- Salesman Commission Report – View salesman sales for invoices that have been paid.
- Salesman Gross Margin – View margin by salesman.
- Confidential Sales Analysis – View margin by invoice.

- Profitability Report By Item – View margin by items sold.
- Invoice Register – Listing of invoices for a date range.
- Total Sales Report – View customer totals by date-range.
- ‘Use Tax’ Invoice Register – View listing of invoices and their ‘use-tax’.
- Sales Tax Report
- Expected Payments Forecast – Forecast of payments that are expected based on customers past payment history.

Inventory Module

The Inventory module is the module in which all inventory maintenance is done in D.A. Books. Item lookup is available from the Inventory main screen. Inventory items are required by default to create Quotes, Orders, and Invoices.

Inventory Features

- Item search is located on the Inventory main screen. When an item is found and loaded, the Inventory Editor will allow item detail modification. The Inventory Item Editor is also where assemblies, bill of materials, and special pricing is modified. On-hand inventory amounts are also specified here.
- Add Inventory Item
- Edit Inventory Group – Tool allows bringing up a group of items and editing basic details of all of the items in that group.
- Assign Item Build List – Assign an order a number < 1000 which treats the order as an item build list. When the on-hand amount is changed in the Inventory Editor the build list is queried to determine if any other stock needs to be relieved.
- Reorder Report
- View/Edit/Print Purchase Orders – Create purchase orders for vendors entered in payables. View all entered purchase orders. Options are available to add items to a purchase order from the re-order report.

- Receive From Purchase Order – Receive items that are specified on a purchase order.
- Validate Inventory Receiving Costs – Verify cost that was used when receiving items is correct.
- Modified Specified Pricing For A Group Of Items – Enter/edit special pricing details for a group of inventory items.
- View/Modify Customers Special Pricing – View all items and their special price for a customer. Copy special pricing to another customer.
- Inventory Listing By Class
- Onhand Inventory By Class
- Value Of Inventory
- Inventory Worksheet - Used for physical inventory.
- Print Price Labels – Print labels for items received on PO.
- Item Activity – View item sales, receiving, and adjustments to onhand.
- Sales Analysis By Item – View sales totals by item
- Inventory Receiving Report – List of items that should be reordered based on open orders and current onhand amounts.
- Inventory On Order Report – List of items on a purchase order
- Received Items On Order – List of received items and which orders they are for.
- Customers With Special Pricing – Lists all customers that have special pricing specified.

Invoicing Module

Invoicing module will allow you to convert orders to invoices and view invoice details. Options are available to configure the way in which invoices are printed.

Invoicing Features

- Mark Orders As Shipped – Allows tagged orders to be invoiced. Partial shipments are allowed.
- Convert Work Order To Shipped Order – Add items to work order for billing purposes and tag for invoicing.
- Edit Shipped Orders – Allows modification of tagged orders.
- Invoice Shipped Orders – Invoices tagged orders as shipped.
- View/Print Single Invoice – Print invoice. View invoice status.
- Print Multiple Invoices – Print invoice range or all unprinted.
- Confidential Job Report – View invoice margin.
- Find By Content – Search invoice detail by comment, address, item, or job.
- Modify Invoice Messages – Change the messages that can be displayed on an invoice when printed.
- Edit Auto Billing Statements – Change the title of the auto billing codes.
- Auto Billing – Run monthly auto billing for customers that have auto billing specified in their customer record.
- Reverse Invoice – Reverse an invoice posted to the system.

Orders/Quotes Modules

All invoices in D. A. Books begin as an order. Many options are available to tailor the Quote and Orders Editors to fit the needs of your company. Several 'forms' exist for quote and order printing as well as other printing options that can be configured to fit the needs of your company.

Orders Features

- Add Sales Order – Add sales order for a customer.
- Edit Sales Order – Edit sales orders already entered.

- Scan Open Orders – Find order in system to be edited.
- Create New Work Order – Add work order for a customer.
- Modify Work Order – Edit work order already entered.
- Route Orders – Automatically generate orders for customers on routes. View list of day’s route orders.
- View/Print/Copy – View or print an order. Copy an order to a quote or another order. Ship or invoice order. Print shippers.
- Confidential Job Report – View order margin.
- Find By Content – Search order detail by comment, address, item, or job.
- Find By Number – Search order file and invoice file for order number.
- Open Orders Report – View open orders with filters.
- Recall Orders From Transfer File – Recall orders that have been prepped for transfer to remote site.
- Move Order To Transfer File – Specify orders that are ready to be transferred to remote site.
- Import Transferred Orders – Import orders that have been transferred from remote site.
- Prepare Order Transfer File For Transfer – Transfer prepped orders to remote site.
- Find Missing Orders In Transfer History – Locate orders that may not have been imported at remote.
- Delete Order - Remove order from order file if it is no longer needed.
- Create Order From Invoice – Create a new order by copying items from an invoice.
- Find/Recall Deleted Order – Recall order that was deleted by mistake

Quotes Features

- Add Quote – Add quote for a customer.
- Edit Quote – Edit quote already entered.
- Convert – Convert entered quote into an order.
- Scan Open Quotes – Find quote in system to be edited.

- View/Print/Copy - View or print a quote. Copy a quote to another quote. Convert quote to order.
- Confidential Job Report – View quote margin.
- Find By Content – Search quote detail by comment, address, item, or job.
- Open Quotes Report – View quotes with filters.
- Delete Quote – Permanently delete quote from system.
- Create Quote From Invoice – Create new quote by copying items from an invoice.

Payroll Module

The payroll module boasts a large set of features and options that can fit most businesses payroll practices. Employees can have 5 payroll deductions, 4 pre-tax flex deductions, 1 exempt earnings deduction, and 4 direct deposit accounts specified. Each employee can also have 2 banks set up for vacation/sick pay hours.

Payroll Features

- View/Modify/Add Employees – Setup employee payroll details including: deductions, tax exemptions, exempt earnings, vacation banks, and flex deductions.
- View/Modify Entries – Enter piece-rate payroll.
- Auto Enter Salary – Add salary details for all salary employees.
- Enter Payroll Hours – Enter hourly or salary payroll.
- View/Modify Hours – View entered payroll. Edit entries. Enter hours for one employee.
- View/Print Hours Detail – Print entered hours.
- Calculate Payroll – Calculate entered hours, salary, or piece-rate entries.
- Edit Calculated Deductions – Modify employee deductions after calculation.
- View/Print Edit Run – Print calculated payroll edit run.

- Write Payroll Checks – Print and post calculated payroll onto checks. Generate payable or ledger entry for the payment of federal taxes.
- Manual Payroll – Enter 3rd party payer detail. Adjustments to employee payroll. Hand written checks.
- Reverse Payroll Check – Reverse payroll check that has been written and posted
- Employee Earnings – Display employee earnings for a range.
- Employee Withholdings – Display employee tax withholdings for a range.
- Employee Deductions – Display employee after tax deductions for a range.
- Employee Flex Deductions – Display employee flex deductions for a range.
- Exempt Earnings Report – Display employee exempt earnings and company matching.
- Pay History Detail – Display detailed pay history for a range.
- Hours History Detail – Display detailed hour’s history for a range.
- Hours Paid – Display summary of hours paid for a range.
- Direct Deposits Report – Display list of direct deposits. Export direct deposits to file for importing into banking software.
- Quarterly 941 – Print federal 941’s
- Quarterly State Tax – Print unemployment liability info for quarter.
- Annual 940ez – Print federal 940ez
- Vacation Banks – View vacation hour’s details for employees.
- Vacation Bank Value – View value of employee vacation banks.
- Local Withholdings Summary – View local withholdings for a range.
- State Withholdings – View state withholdings for a range.
- Workers Compensation – Report for work comp auditors.
- Piece Rate Hourly Average – Display details on paid piece rate payroll for a range.
- View/Print Employee Notes
- Current Employee List – List of employees that have not been terminated.

- Complete Employee List – List of all employees entered in the system.
- Employee Information List – List of employees and most of their specific detail.
- Time Card Labels – Print labels to be put on timecards.
- Edit Piece Rate Jobs – Enter details about piece rate jobs that are used in piece rate entry.