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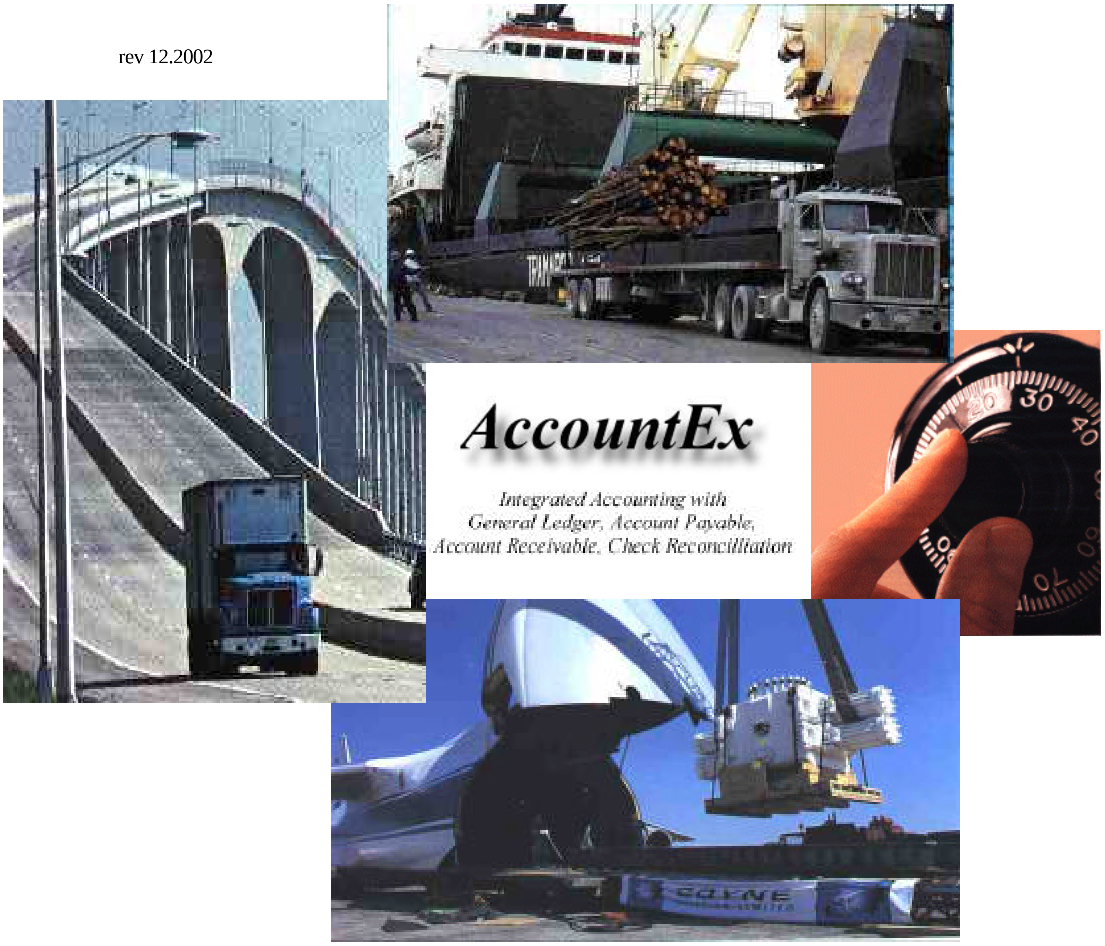

AccountEx

Integrated Accounting with
General Ledger, Account Payable,
Account Receivable, Check Reconcilliation

For The
OASIS v5.0
'Ocean Air Shipping Information System'

1998 - 2003
Proudly celebrating our 15th year of Service & Support to the Freight Forwarding, Steamship / Agency And Exporting Community.

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BEFORE YOU BEGIN

AccountEx has been specifically designed to integrate the billing \ invoicing capabilities of the **OASIS** v5.0 'Ocean Air Shipping Information System' via the OASIS <REPORTS> <Billing> <Transfer Invoices> procedure **and Micro Software Services, Inc.,** Miami, FL **EDITRADE â** Customs Link ABI software system.[1]

These procedures require that you have a chart of account properly defined and setup in the **AccountEx** GL "General Ledger"[2].

You will also need to have your "Invoice Charge Lines - Codes" defined and entered. These are located by accessing the OASIS "Main Menu", selecting the <Maintenance> menu option and the <Invoice Charge Lines> option. Please refer to the OASIS Reference Manual or the convenient <Help> button in OASIS for further instructions.

You are encouraged to review the contents of this reference manual in order to familiarize yourself with the overall system capabilities.

NAVIGATING SCREENS

The mouse is the easiest way to move around the screen. Simply position the mouse arrow onto the selection you want and "Click" the left mouse button. Some selections, such as Buttons, only require a single "Click" of the left mouse button. Other selections, like selecting an entry from a look up table, require a double click of the left mouse button.

Another common method of navigating screens is the Tab key. The Tab key is used to move forward, field by field, through the screen. Pressing the Tab key while holding down the Shift key will cause the cursor to move backward, field-by-field, through the screen.

FREQUENTLY USED KEYS

There are some special keys that are commonly used through the system.

They are:

Up Arrow **Down Arrow** **Page Up** **Page Down** **Home** **End**	These are the cursor movement keys and they are used to position the cursor on a form or to move the pointer bar on a table or menu. The pointer bar is a reversed bar used to indicate the current selection on tables and menus.
Enter	The Enter key is used to select the item under the

---

[1] Please refer to <DATA ENTRY> chapter and review applicable software system data import procedures.

[2] Please refer to <SYSTEM SETUP> for in depth instructions on Chart Of Account and System Setup.

	Pointer bar on menus and tables, and to complete a form.
Esc	The Escape key (Esc) is used to exit from tables, forms, and menus.
Ins	The Insert key (Ins) is used to request a form for entering new items to a table (file).
Del	The Delete key (Del), where allowed, is used to remove an entry from a table (file).
F1	The F1 function key is used to solicit help. Help is always available when processing screen entries.

BUTTONS AND THE ALT KEY

BUTTONS

Most screens include command buttons to execute procedures and complete screens. To press a button, position the mouse pointer over the selected button and then press the left mouse-button. If you are not using a mouse, tab to the button desires and then press the enter key. In most cases you can also use the **Alt key** method described below.

ALT KEY

Many screens utilize a highlighted character to uniquely identify menu items, entry fields, and command buttons. To select (execute) a control by its highlighted character, press and hold the **Alt key** while pressing the desired highlighted character.

TABLES AND FORMS

Tables and forms are the primary tools used to enter and display data.

Tables

Tables are used to view the contents of files. You can use the up and down arrow keys to scroll through a table. The **PgUp** and **PgDn** keys scroll through the table a full page at a time. The Home key is used to position to the beginning of the list and the End key is used to position to the end of the list. To select an entry, position the pointer over the desired entry and press the enter key. You can also use the mouse to point to the desired entry and then double-click the left mouse button to complete your selection.

Tables have buttons associated with them that allow you to perform an action (Insert, Change, Delete) on the selected record or exit the table.

FORMS

Forms are used to enter and modify data associated with a specific file.

FILE VALIDATION AND LOOK UP TABLES

Sometimes a data field on a form requires file validation, that is, only valid entries are allowed. In this case, the data entered into a field is validated against a file containing the allowable entries. If an entry is not in the validation file, or no entry is made, a look-up table is displayed showing the valid entries. You can then select an entry by using the mouse (or arrow keys) to position the pointer bar over the desired entry and then pressing the Select button or double-click the left mouse button.

SYSTEM STARTUP

The following steps describe how to start up the system from a manual (if your company has not been previously automated) or if your company is changing over from another non-integrated or other accounting system.

By following the outlined procedures, in the order specified, you will achieve a smooth transition from your manual or other computerized system into the "Integrated" environment of **AccountEx**.

GATHERING NECESSARY DATA

AccountEx will require some preliminary data in order for the system to operate properly. First and foremost, you should have already become familiar with the **O.A.S.I.S.** system.

IN O.A.SI.S YOU SHOULD HAVE ALREADY:

- ☐ ENTERED YOUR BASIC CONCTACT RECORDS SUCH AS SHIPPERS, CARRIERS, ETC. THIS WILL ALLOW YOU TO TRANSFER THIS INFORMATION AUTOMATICALLY INTO THE **ACCOUNTEX** SYSTEM
- ☐ DEFINED YOUR FORWARDER RECORD
- ☐ SELECTED YOUR INVOICE FORMAT
- ☐ DEFINED YOUR INVOICE LINE DESCRIPTION & CHARGES
- ☐ PREPARED SOME EXPORT DOCUMENTATION & INVOICES

And are generally ready to invoke an invoice transfer, which is accomplished by accessing in OASIS <MAIN MENU> then <Report> option and finally Billing.

IN ACCOUNTEX, THE FIRST STEPS ARE:

- ☐ SETTING UP, YOUR CHART OF ACCOUNTS
- ☐ SETTING UP YOUR BANK ACCOUNTS
- ☐ SELECTING YOUR CHECK FORMAT[3]
- ☐ DEFINED YOUR 'KEY ACCOUNTS'

It is strongly recommended that this input be done as part of the system setup, in order that is being specified.

Please refer to the **System Setup** chapter in order to review the steps outlined in the following section will lead you through these procedures.

---

[3] *Please see end of manual for Check Format Samples & ordering instructions.*

CHECKLIST

Description	Notes \ Completed
1. Gather beginning balance information for the latest end of month available. The outstanding invoices will also be needed. Verify proper balance of accounts before beginning.	
2. By now you should have entered all G/L Chart of Accounts required or desired	
3. Run Balance Sheet & Operating Statement to verify account grouping. If you need to re-enter or delete accounts you must do it before there are any transactions entered for those accounts.	
4. Define your Invoice Charge Line Items. Make sure that Income and Expense accounts have been properly defined and double check for accuracy. This is performed at the System Set Up menu, and selecting Invoicing Charge Codes.	
5. If outstanding invoice items are to be entered, create one account for **A/R Offset** and one for **A/P Offset**, at the chart of accounts located in System Set Up. These accounts should follow immediately after the A/R and A/P accounts you have established. They will be **Temporary** and only utilized to enter beginning balances for each client prior to your **Systems Start Up Month**.	
6. Enter each outstanding invoice through A/R or A/p Invoice Entry (Data Entry). Use the Offset Account rather than Income or expense items. For proper aging of outstanding A/R or A/P balances you must use the actual invoice date when entering the invoice. All dates used for open balances must be before the system activation date. (I.E.: DO NOT ENTER 03/01/ 02 IF THE DATE IS 01/01/02.)	
7. Enter balances or beginning balances for all other accounts via the Chart of Accounts Maintenance	
8. After entering all outstanding items, run a Monthly Close for the month prior to the system activation date. Delete the A/R and A/P Offset Accounts from the General Ledger	

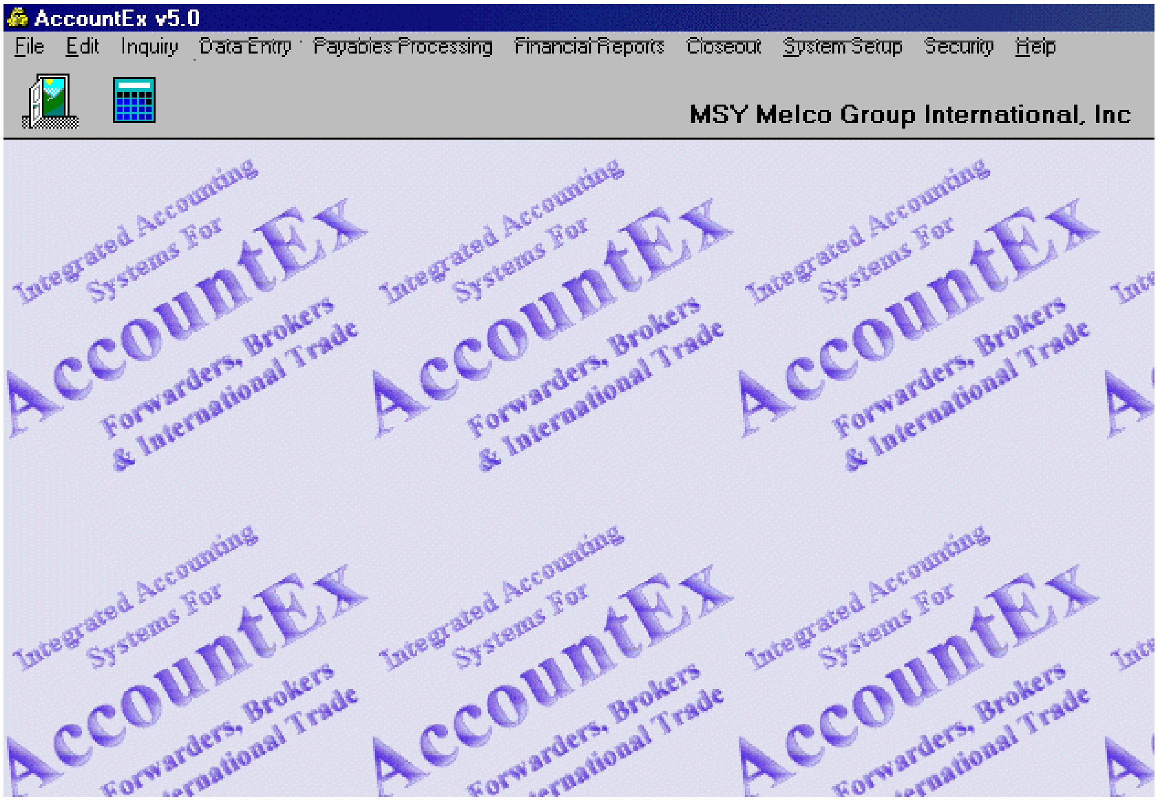
9. Run Balance Sheet & Operating Statement. Assets **must equal** Liabilities, Net Profit or Loss **must equal** Profit or Loss account. A/R and A/P Offset accounts should show Zero ending balance.	
10. Run A/R and A/P Detail Reports, and verify totals with balance sheet. Ending balances on A/R and A/P Detail Reports **must match** Balance Sheet balances.	

AT THIS POINT THE BEGINNING BALANCES ARE IN PLACE AND

THE SYSTEM IS READY FOR TRANSACTION PROCESSING.

MAIN MENU

The following sections describe **AccountEx** in a systematic fashion. The **AccountEx** program is completely menu driven. Depending on your menu selection, an action will be undertaken.


AccountEx v5.0
File
Edit
Inquiry
Data Entry
Payables Processing
Financial Reports
Closeout
System Setup
Security
Help
MSY Melco Group International, Inc
Integrated Accounting Systems For
AccountEx
Forwarders, Brokers & International Trade

This may be accomplished by moving your mouse cursor over the module you want to access. At the main menu you may access the following modules:

√ INQUIRY

√ DATA ENTRY

√ PAYABLES PROCESSING

√ REPORTS

√ CLOSEOUT

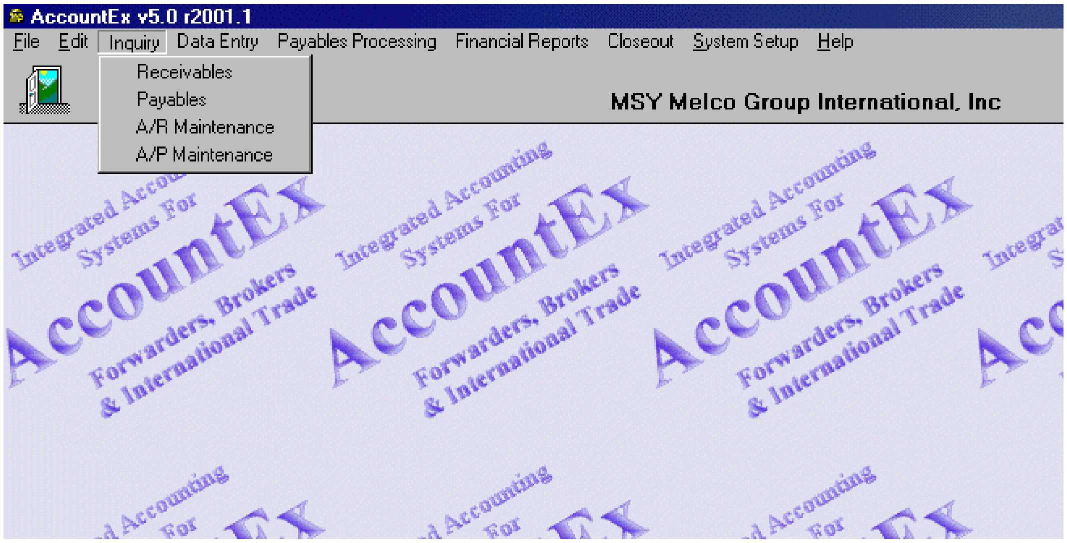
√ SYSTEM SET UP

√ HELP

The following pages will outline the choices available to you in each corresponding section.

INQUIRY

Inquiry allows the operator to review summarized data that has been either previously entered or transferred in the Data Entry module. These include:


AccountEx v5.0 r2001.1
File
Edit
Inquiry
Data Entry
Payables Processing
Financial Reports
Closeout
System Setup
Help
Receivables
Payables
A/R Maintenance
A/P Maintenance
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- √ RECEIVABLES
- √ PAYABLES
- √ A/R MAINTENANCE
- √ A/P MAINTENANCE

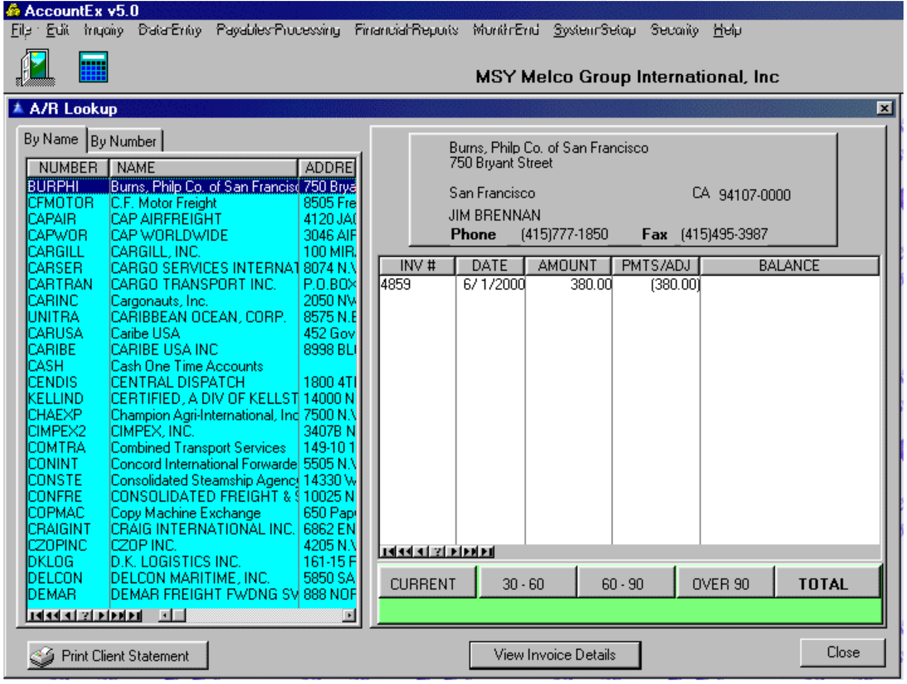
RECEIVABLES

Selecting this option allows you to review accounts receivables owed to your company by your clients. In order to process or review a receivable, you would do the following:

1) Double click on the Receivables option in order to access processing screens. A list of clients that have been either entered manually or transferred into the **AccountEx** program from the O.A.S.I.S. invoice module or **EDITrade** system will be displayed. You may review the Clients by utilizing the ***Arrow Keys***, ***PgUp***, ***PgDn*** or the ***Client Look up Number*** field to position the cursor on the selected client.

2) You may enter some letters i.e.: ME would display the first occurrence of a client starting with the name **Me**lco. You may also utilize the ***VCR controls*** located at the bottom left of the screen to move from record to record.

3) To select a specific client, double click or press the [Change] button.


AccountEx v5.0
File Edit Inquiry Data Entry Payables Processing Financial Reports Month End System Setup Security Help
MSY Melco Group International, Inc
A/R Lookup
By Name
By Number
Print Client Statement
View Invoice Details
Close

NUMBER	NAME	ADDRE
BURPHI	Burns, Philp Co. of San Francisc	750 Brya
CFMOTOR	C.F. Motor Freight	8505 Fre
CAPAIR	CAP AIRFREIGHT	4120 JA(
CAPWOR	CAP WORLDWIDE	3046 AIF
CARGILL	CARGILL, INC.	100 MIR.
CARSER	CARGO SERVICES INTERNAT	8074 N.\
CARTRAN	CARGO TRANSPORT INC.	P.O.BOX
CARINC	Cargonauts, Inc.	2050 NW
UNITRA	CARIBBEAN OCEAN, CORP.	8575 N.E
CARUSA	Caribe USA	452 Gov
CARIBE	CARIBE USA INC	8998 BL
CASH	Cash One Time Accounts	
CENDIS	CENTRAL DISPATCH	1800 4T
KELLIND	CERTIFIED, A DIV OF KELLST	14000 N
CHAEXP	Champion Agri-International, Inc	7500 N.\
CIMPEX2	CIMPEX, INC.	3407B N
COMTRA	Combined Transport Services	149-10 1
CONINT	Concord International Forwarde	5505 N.\
CONSTE	Consolidated Steamship Agency	14330 W
CONFRE	CONSOLIDATED FREIGHT & S	10025 N
COPMAC	Copy Machine Exchange	650 Pap
CRAIGINT	CRAIG INTERNATIONAL INC.	6862 EN
CZOPINC	CZOP INC.	4205 N.\
DKLOG	D.K. LOGISTICS INC.	161-15 F
DELCON	DELCON MARITIME, INC.	5850 SA
DEMAR	DEMAR FREIGHT FWDNG SV	888 NOF

Burns, Philp Co. of San Francisco
750 Bryant Street
San Francisco CA 94107-0000
JIM BRENNAN
Phone (415)777-1850 **Fax** (415)495-3987

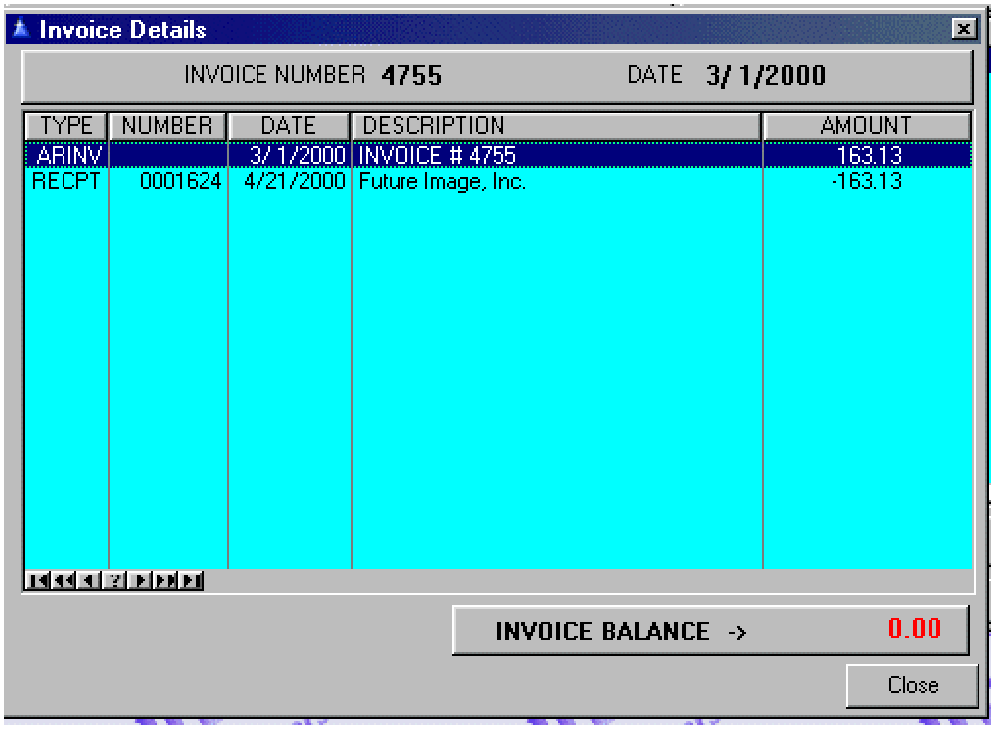
INV #	DATE	AMOUNT	PMTS/ADJ	BALANCE
4859	6/ 1/2000	380.00	(380.00)	

CURRENT	30 - 60	60 - 90	OVER 90	TOTAL

4) This will display the selected client record including a list of the open receivables or outstanding obligations (dues owed to your company) by them.

VIEW INVOICE DETAILS

By selecting this button, the system displays all current transactions and displays the entries made to produce the invoice.


Invoice Details
Close

INVOICE NUMBER **4755** DATE **3/ 1/2000**

TYPE	NUMBER	DATE	DESCRIPTION	AMOUNT
ARINV		3/ 1/2000	INVOICE # 4755	163.13
RECPT	0001624	4/21/2000	Future Image, Inc.	-163.13

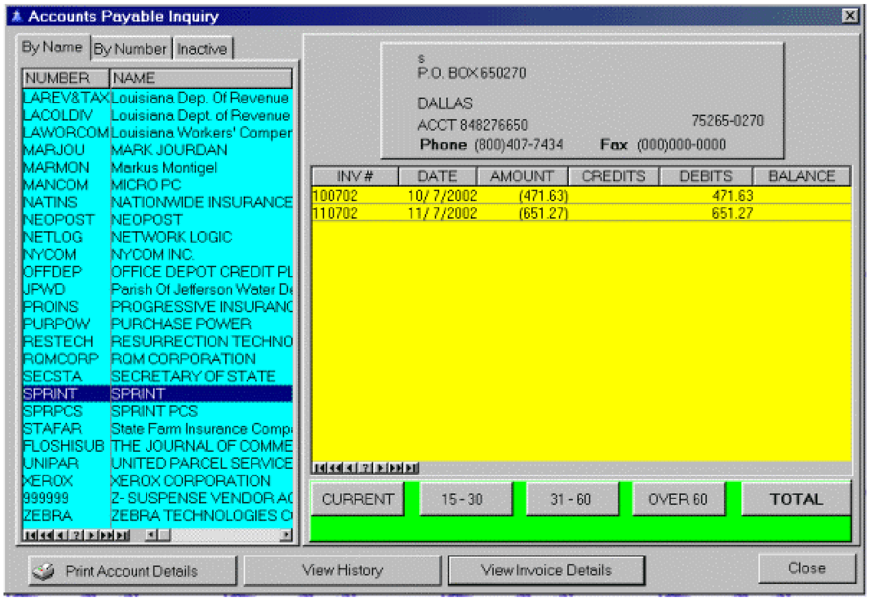
INVOICE BALANCE -> 0.00

STATEMENT OF ACCOUNT

If you require a hard copy of this client's activity, click on this button in order to view or print a statement of account. Prior to viewing the statement, you will have an opportunity of selecting the "Statement Message" that you wish printed on the Statement.

PAYABLES

This section keeps track of the vendors or companies with whom you do business that you owe money to. Selecting the Payable module option, will display a list of all active vendors such as Steamship Lines, Truck Lines and others your company does business with.



NUMBER	NAME
LAREV&TAX	Louisiana Dep. Of Revenue
LACOLDIV	Louisiana Dept. of Revenue
LAWORCOM	Louisiana Workers' Comper
MARJOU	MARK JOURDAN
MARMON	Markus Montigel
MANCOM	MICRO PC
NATINS	NATIONWIDE INSURANCE
NEOPOST	NEOPOST
NETLOG	NETWORK LOGIC
NYCOM	NYCOM INC.
OFFDEP	OFFICE DEPOT CREDIT PL
JPWD	Parish Of Jefferson Water De
PROINS	PROGRESSIVE INSURANC
PURPOW	PURCHASE POWER
RESTECH	RESURRECTION TECHNO
RQMCORP	RQM CORPORATION
SECSTA	SECRETARY OF STATE
SPRINT	SPRINT
SPRPCS	SPRINT PCS
STAFAR	State Farm Insurance Comp
FLOSHISUB	THE JOURNAL OF COMME
UNIPAR	UNITED PARCEL SERVICE
XEROX	XEROX CORPORATION
999999	Z- SUSPENSE VENDOR AC
ZEBRA	ZEBRA TECHNOLOGIES C

s
P.O. BOX 650270

DALLAS
ACCT 848276650 75265-0270
Phone (800)407-7434 **Fax** (000)000-0000

INV #	DATE	AMOUNT	CREDITS	DEBITS	BALANCE
100702	10/ 7/2002	(471.63)		471.63	
110702	11/ 7/2002	(651.27)		651.27	

1) Review the Vendors by utilizing the arrow keys **PgUp, PgDn** or the Vendor Look up Number field to position the cursor on the selected vendor. You can also look up a vendor by using the "**VCR Buttons**" located on the lower left hand corner of the screen.
2) By selecting a specific vendor, review all Account Payable data displayed for that particular vendor.

VIEW INVOICE DETAILS

To view the invoice details, select **View Invoice Details** button.

PRINT ACCOUNT DETAILS

In order to print a report of the AP account details, select the Print Account Details button.

A/R MAINTENANCE

You are able to Create, Delete and Modify your customer account data such as addresses when required.

You may review the Clients by utilizing the arrow keys **PgUp**, **PgDn** or the client Look up Number field to position the cursor on the selected client, also by using the **VCR Buttons** located on the lower left corner or the screen. The client address data will automatically be displayed on the screen, once you select it by pressing the < **ENTER**> key.

PRINT CLIENT LIST

This option prints a client list in alphabetical order containing:

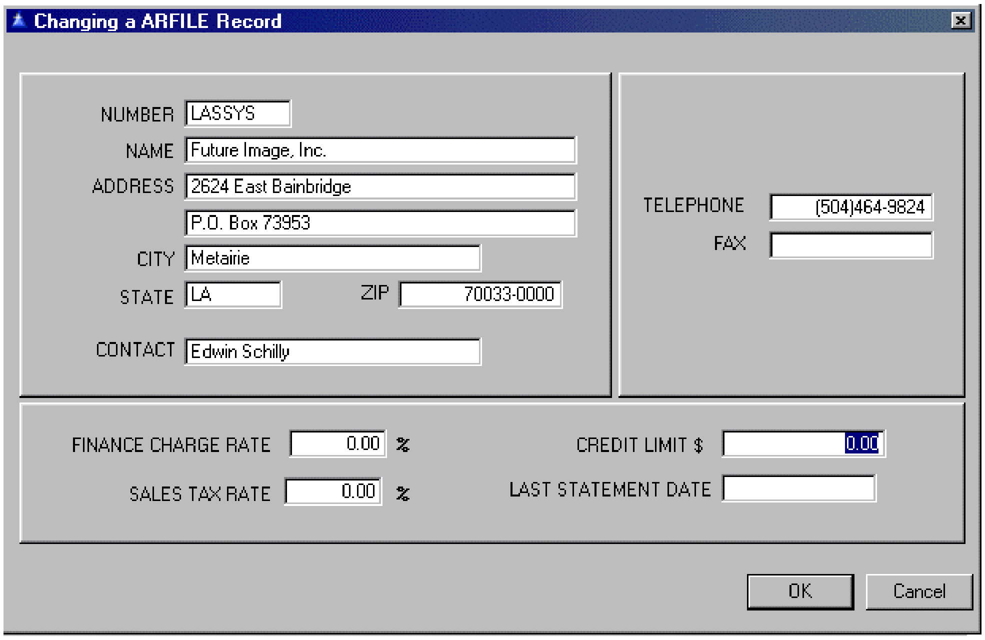
- CLIENT NUMBER
- ADDRESS
- CONTACT NAME
- PHONE
- FAX

PRINT NAME/NUMBER LIST

This option prints a client list in alphabetical order containing:

- CLIENT NUMBER
- CONTACT NAME
- PHONE
- FAX

It is suggested that periodically a new master is printed for verification purposes



NUMBER LASSYS
NAME Future Image, Inc.
ADDRESS 2624 East Bainbridge
P.O. Box 73953
CITY Metairie
STATE LA
ZIP 70033-0000
CONTACT Edwin Schilly
TELEPHONE (504)464-9824
FAX
FINANCE CHARGE RATE 0.00 %
SALES TAX RATE 0.00 %
CREDIT LIMIT $ 0.00
LAST STATEMENT DATE

A/P MAINTENANCE

This is the Vendor Maintenance Program. You are able to create, delete and modify your vendor accounts. **Note that if you delete a vendor, which contains current data, this information will be lost**. Please refer to the System Setup portion of this manual for a detailed explanation on how the transfer function automates O.A.S.I.S. or operational accounts in this portion of the program.

You may insert new vendors by pressing the <**INS**> key, or by using the **INSERT** option on the **A/P LOOK UP SCREEN**. At this level, non- O.A.S.I.S. or operational accounts such as utility company, phone company records may be added.

You may review the Vendors by utilizing the arrow keys **PgUp**, **PgDn** or the **Vendor Number's** tab to position the cursor on the selected client, also by using the **VCR Buttons** located on the lower left corner or the screen. The client address data will automatically be displayed on the screen, once you select it by pressing the < **ENTER**> key.

PRINT VENDOR LIST

This option prints a client list in alphabetical order containing:

- CLIENT NUMBER
- ADDRESS
- CONTACT NAME
- PHONE
- FAX

PRINT NAME/NUMBER LIST

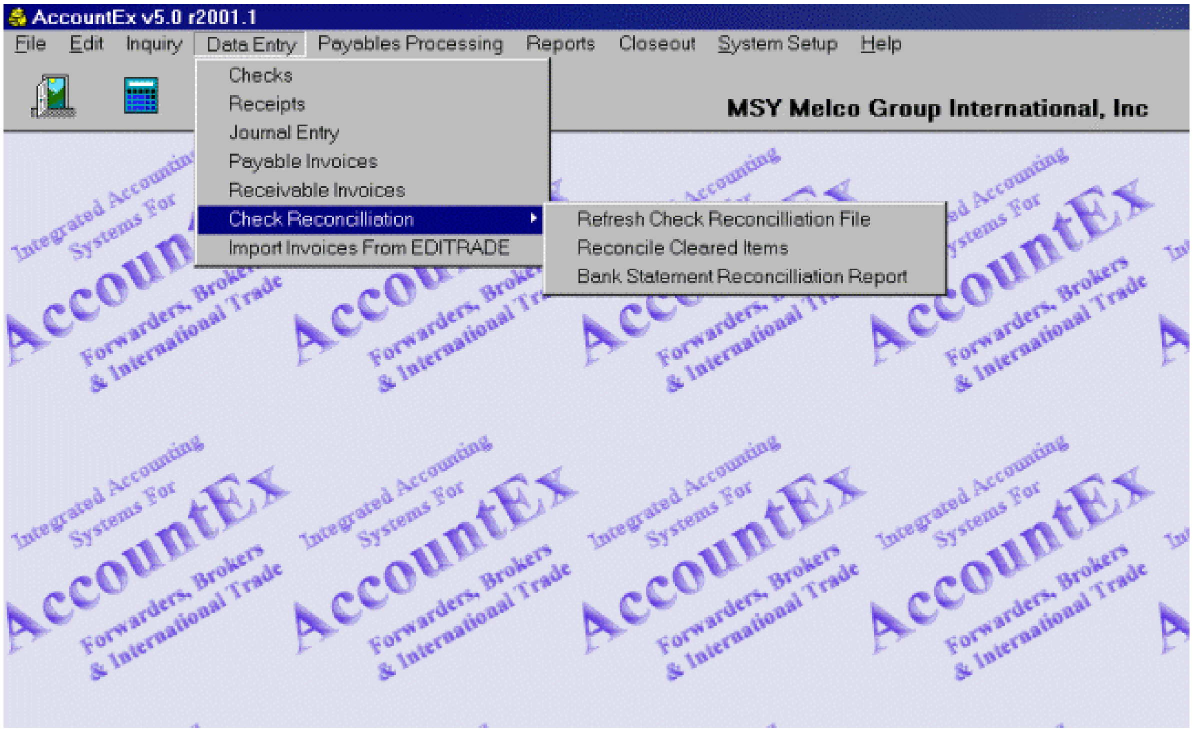
This option prints a client list in alphabetical order containing:

- CLIENT NUMBER
- CONTACT NAME
- PHONE
- FAX

It is suggested that periodically a new master is printed for verification purposes

DATA ENTRY

You reach the Data Entry menu by positioning the mouse cursor on this option and clicking on it. The Data Entry Pull Down Menu will be displayed on your screen.


AccountEx v5.0 r2001.1
File
Edit
Inquiry
Data Entry
Payables Processing
Reports
Closeout
System Setup
Help
MSY Melco Group International, Inc
Checks
Receipts
Journal Entry
Payable Invoices
Receivable Invoices
Check Reconcilliation
Import Invoices From EDITRADE
Refresh Check Reconcilliation File
Reconcile Cleared Items
Bank Statement Reconcilliation Report

You have seven options available to you in this section. You may process:

- √ CHECKS
- √ RECEIPTS
- √ JOURNAL ENTRY
- √ PAYABLE INVOICES
- √ RECEIVABLE INVOICES
- √ CHECK RECONCILIATION
- √ IMPORT INVOICES FROM EDITRADE

Depending on your menu selection, an action will be undertaken.

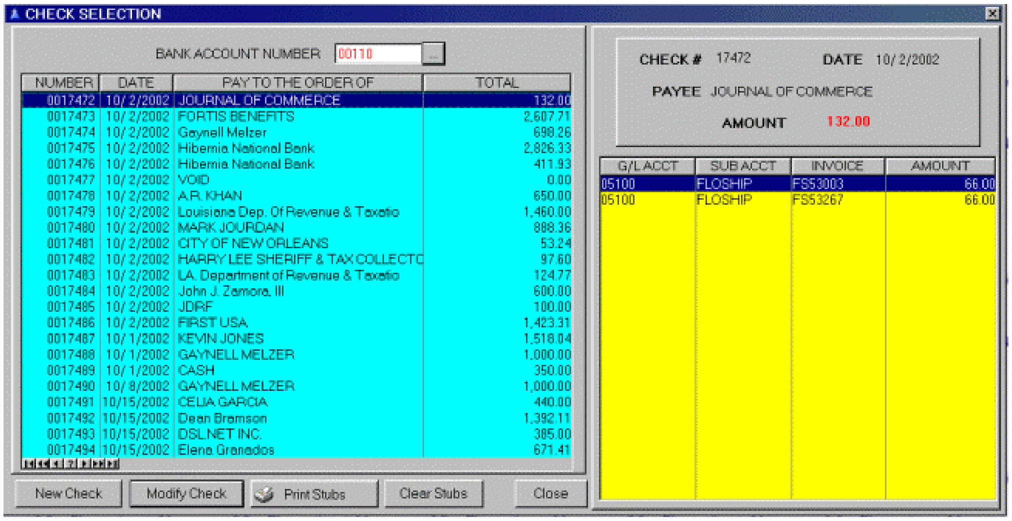
***** FIRST TIME USERS, MAKE SURE YOU HAVE YOUR BANK ACCOUNT (S), CHECK NUMBER AND CHECK FORM SETUP BY GOING TO SYSTEM SETUP/BANK ACCOUNTS AND FILLING UP YOUR BANK (S) ACCOUNT INFORMATION*****

CHECKS

Check entry allows you to process individual payable checks. If you wish to process multiple checks, please review the PAYABLES PROCESSING chapter for a complete discussion. The Check Entry module has Look Up tables that access the Chart Of Account G/L items and Subsidiary accounts such as Customer or Vendors.

SELECTING A BANK ACCOUNT

The first thing that will be displayed when you access this section of the program will be a screen where you will have to select the Bank Account from which this check will be drawn from. If you require help in adding a Bank Account refer to the SYSTEM SETUP section in this manual.



BANK ACCOUNT NUMBER 00110

NUMBER	DATE	PAY TO THE ORDER OF	TOTAL
0017472	10/ 2/2002	JOURNAL OF COMMERCE	132.00
0017473	10/ 2/2002	FORTIS BENEFITS	2,607.71
0017474	10/ 2/2002	Gaynell Melzer	698.26
0017475	10/ 2/2002	Hibernia National Bank	2,826.33
0017476	10/ 2/2002	Hibernia National Bank	411.93
0017477	10/ 2/2002	VOID	0.00
0017478	10/ 2/2002	A.R. KHAN	650.00
0017479	10/ 2/2002	Louisiana Dep. Of Revenue & Taxatio	1,460.00
0017480	10/ 2/2002	MARK JOURDAN	888.36
0017481	10/ 2/2002	CITY OF NEW ORLEANS	53.24
0017482	10/ 2/2002	HARRY LEE SHERIFF & TAX COLLECTC	97.60
0017483	10/ 2/2002	LA. Department of Revenue & Taxatio	124.77
0017484	10/ 2/2002	John J. Zamora, III	600.00
0017485	10/ 2/2002	JDRF	100.00
0017486	10/ 2/2002	FIRST USA	1,423.31
0017487	10/ 1/2002	KEVIN JONES	1,518.04
0017488	10/ 1/2002	GAYNELL MELZER	1,000.00
0017489	10/ 1/2002	CASH	350.00
0017490	10/ 8/2002	GAYNELL MELZER	1,000.00
0017491	10/15/2002	CELIA GARCIA	440.00
0017492	10/15/2002	Dean Bramson	1,392.11
0017493	10/15/2002	DSLNET INC.	385.00
0017494	10/15/2002	Elena Granados	671.41

CHECK # 17472 DATE 10/ 2/2002

PAYEE JOURNAL OF COMMERCE

AMOUNT 132.00

G/L ACCT	SUB ACCT	INVOICE	AMOUNT
05100	FLOSHIP	FS53003	66.00
05100	FLOSHIP	FS53267	66.00

To select a Bank Account, click the Ellipsis button and a list of them will be displayed, once the list is displayed you can use your arrow keys or VCR buttons until you are in the proper bank account. At this point you can either press down the <ENTER> key or you can use the SELECT option located on the lower left corner of the screen. Once selected, the Check Selection screen will be displayed. You can also enter a new check, modify an existing one, print check stubs or clear the stub file from this screen.

CHECK SELECTION

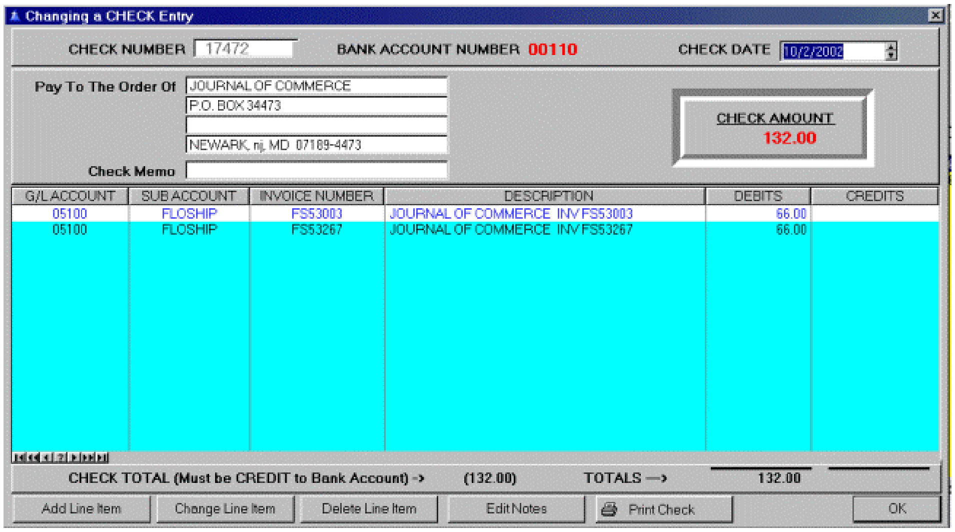
If you have previously processed check against this account, the Check Selection Screen will display them.

You may review any previously processed checks by utilizing the arrow keys, **PgUp**, **PgDn** or the **VCR** buttons. By pressing **<ENTER>**. Key all activity relating to the check will be displayed.

You can also enter a new check or modify an existing one from this screen.

PROCESSING A CHECK

To process a new check press the**<INS>** key or use the **NEW CHECK ENTRY** button at the lower left corner of the screen. The **CHANGING A CHECK ENTRY** screen will be displayed.


Changing a CHECK Entry
Add Line Item
Change Line Item
Delete Line Item
Edit Notes
Print Check
OK

CHECK NUMBER 17472
BANK ACCOUNT NUMBER 00110
CHECK DATE 10/2/2002

Pay To The Order Of JOURNAL OF COMMERCE
P.O. BOX 34473

NEWARK, nj, MD 07189-4473
Check Memo

CHECK AMOUNT 132.00

G/L ACCOUNT	SUB ACCOUNT	INVOICE NUMBER	DESCRIPTION	DEBITS	CREDITS
05100	FLOSHIP	FS53003	JOURNAL OF COMMERCE INV FS53003	66.00	
05100	FLOSHIP	FS53267	JOURNAL OF COMMERCE INV FS53267	66.00	

CHECK TOTAL (Must be CREDIT to Bank Account) -> (132.00) TOTALS —> 132.00

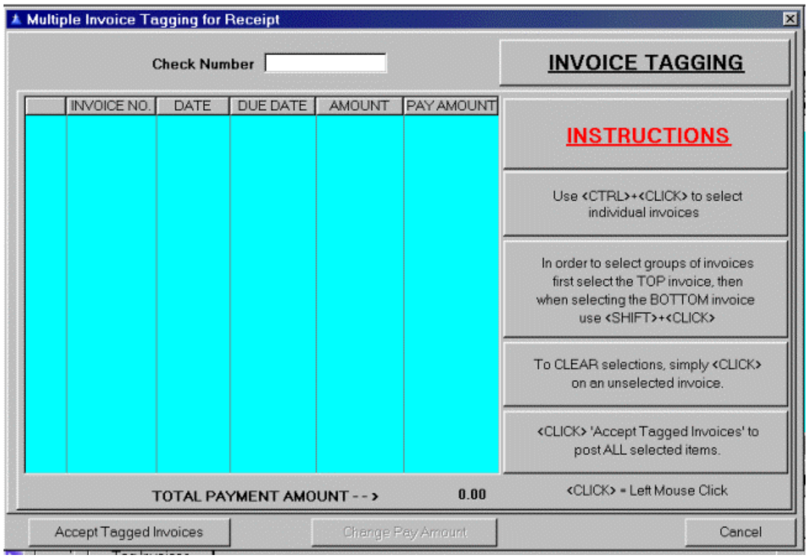
1. Once in the **CHANGING A CHECK ENTRY** screen, the check will be added to the corresponding check selection screen showing a Zero amount.
2. To **<INSERT>** a line item, click on the **ADD LINE ITEM** button. An overlay window will be displayed over the check entry screen.

   The overlay window will display your ACCOUNTS PAYABLE/TRADE account under GL ACCOUNT. The SUB ACCOUNT will let you select your vendor.

   a. I f invoices are present you may select the invoices you want to process by pressing down the ELLIPSIS button by the INVOICE entry field.

   b. If you have several invoices to process from same vendor then **DO NOT** go to the INVOICE entry field, use the **TAG INVOICES** tab instead. To tag the invoices just follow instruction on right hand side of screen, do not forget to write the check number on top.

TAGGING MULTIPLE ITEMS SCREEN


Multiple Invoice Tagging for Receipt
INVOICE TAGGING
INSTRUCTIONS
Accept Tagged Invoices
Change Pay Amount
Cancel

Check Number

	INVOICE NO.	DATE	DUE DATE	AMOUNT	PAY AMOUNT

TOTAL PAYMENT AMOUNT - - > 0.00

Use <CTRL>+<CLICK> to select individual invoices

In order to select groups of invoices first select the TOP invoice, then when selecting the BOTTOM invoice use <SHIFT>+<CLICK>

To CLEAR selections, simply <CLICK> on an unselected invoice.

<CLICK> 'Accept Tagged Invoices' to post ALL selected items.

<CLICK> = Left Mouse Click

3. If you need to process a regular GL account i.e.: EXPENSES-RENT>, the system will allow you to override ACCOUNTS PAYABLE /TRADE account number by clicking the ELLIPSIS button (your General Ledger/Chart of Accounts will be displayed.)

WHEN IN THE AMOUNT FIELD USE THE **< + >** SIGN OR THE**< ENTER>** KEY TO **DEBIT** THE AMOUNT TO YOUR ACCOUNT!!!

The system will not allow an out of balance entry to be accepted. This means that the check amount **Must Be A Credit to the Bank (however, a Debit to your account)** in order to be accepted.

In an out of balance situation if you try to exit out of the system or accept your entry the following message would appear:

CHECK MUST BE A BANK CREDIT TOTAL!!!

PAY TO THE ORDER OF

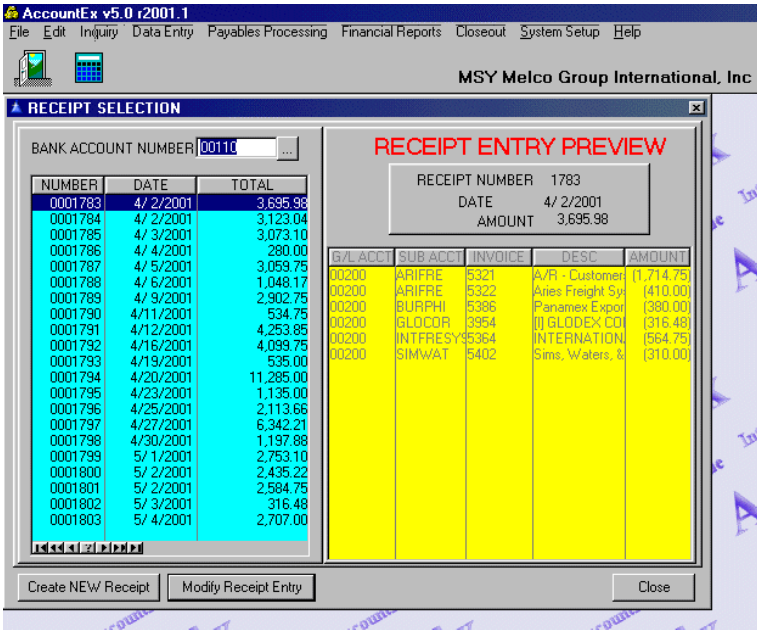
This field will transfer over once you have chosen the payable account you are going to process. However, if you have a check that is not going to be processed through accounts payable you will have to fill this area.

CHECK MEMO

A memo type field is for display and information purposes only. This field will print on the checks but will not appear on any reports.

RECEIPTS - (DEPOSITS)

Allows the operator to record receipts or A/R checks against clients' accounts (these are your company's deposits). As receipts are applied, **AccountEx** automatically updates the client's accounts against each applied outstanding invoice. Account aging, summary and OASIS/RECEIVABLE INQUIRY would be also updated.



BANK ACCOUNT NUMBER 00110

NUMBER	DATE	TOTAL
0001783	4/ 2/2001	3,695.98
0001784	4/ 2/2001	3,123.04
0001785	4/ 3/2001	3,073.10
0001786	4/ 4/2001	280.00
0001787	4/ 5/2001	3,059.75
0001788	4/ 6/2001	1,048.17
0001789	4/ 9/2001	2,902.75
0001790	4/11/2001	534.75
0001791	4/12/2001	4,253.85
0001792	4/16/2001	4,099.75
0001793	4/19/2001	535.00
0001794	4/20/2001	11,285.00
0001795	4/23/2001	1,135.00
0001796	4/25/2001	2,113.66
0001797	4/27/2001	6,342.21
0001798	4/30/2001	1,197.88
0001799	5/ 1/2001	2,753.10
0001800	5/ 2/2001	2,435.22
0001801	5/ 2/2001	2,584.75
0001802	5/ 3/2001	316.48
0001803	5/ 4/2001	2,707.00

RECEIPT NUMBER 1783
DATE 4/ 2/2001
AMOUNT 3,695.98

G/L ACCT	SUB ACCT	INVOICE	DESC	AMOUNT
00200	ARIFRE	5321	A/R - Customer	(1,714.75)
00200	ARIFRE	5322	Aries Freight Sy	(410.00)
00200	BURPHI	5386	Panamex Expor	(380.00)
00200	GLOCOR	3954	[I] GLODEX CO	(316.48)
00200	INTFRESYS	5364	INTERNATION	(564.75)
00200	SIMWAT	5402	Sims, Waters, &	(310.00)

SELECTING A BANK ACCOUNT

1) Choose Receipts from the Data Entry pull down menu. Then select the bank account to which this receipt will be credited.
2) If you require help in adding a bank account, refer to the System Set Up section in this manual
3) To select a bank account, click on the Ellipsis button and the Browse the Banks file' screen will appear. Scroll down until you are on the proper bank account. Once selected, the receipt selection screen will be displayed.

RECEIPT SELECTION

If you have process receipts for this account since the last close out, the receipt selection screen will display them.

Review any previously processed receipts by utilizing the ***Arrow keys***, ***PgUp***, ***PgDn***, or the ***VCR*** buttons, by pressing the ***<ENTER>*** key, pressing down the ***<Modify Receipt Entry>*** button or clicking twice with your mouse, all activity relating to this receipt will be displayed.

PROCESSING A RECEIPT

To process a new receipt press down the ***New Receipt Entry*** button located on the lower left hand corner of the Receipt Selection screen, The Changing a Receipt Entry screen is displayed. To process the receipt, click the ***Add Line Item*** button.

Immediately an overlay window will be displayed over the Changing a Receipt Entry screen. The overlay window will display your ACCOUNTS RECEIVABLE/TRADE account under GL ACCOUNT. The SUB ACCOUNT will let you select your customer.

If you need to process a regular GL account i.e.: <OTHER INCOME>, the system will allow you to override the ACCOUNTS RECEIVABLE/TRADE account number by clicking the ELLIPSIS button (your General Ledger/Chart of Accounts will be displayed.)

SUBSIDIARY ACCOUNTS

TO SELECT THE SUBSIDIARY ACCOUNTS TO BE PROCESSED

- ☐ Click the **Sub-Account** ellipsis button; this action will bring you to the **A/R Lookup** screen.
- ☐ Select the sub-account by clicking the **SELECT** tab or by **double clicking with your mouse.**
- ☐ Once selected, the subsidiary account number and corresponding description will be automatically inserted and displayed on the screen. To further edit the description field, use the **<INS>**(before the description) or the **<END>** (after the description) keys
- ☐ Depending on your action, you may add other brief information to the account description if required.

- ❑ Choose the invoice to apply t he receipt entry to. The amount will be transferred over automatically. If you have several invoices to process from same customer then **DO NOT USE** the INVOICE entry field, use the **TAG INVOICES** tab instead. To tag the invoices just follow instruction on right hand side of screen, do not forget to write the check number on top.
- ❑ If multiple entries are to be processed with this receipt, you may press the **<INS>** key to repeat the process.

The system will not allow an out of balance entry to be accepted. This means that the receipt amount must be a debit in order to be accepted. In the event that an out of balance situation exists and you try to **<OK>** save and accept your entry, the following message would appear

ENTRY MUST BE A DEBIT TOTAL/ USE

JOURNAL ENTRY FOR ADJUSTMENTS

JOURNAL ENTRY

Journals are used to record all general transactions that need to be adjusted, i.e.:

- Invoices needed to be credited.
- Invoices with amounts needed to be adjusted.
- Invoices assigned to the wrong sub-account.
- Wire transfer (out of your bank account)
- Adjustments made to cash on bank statement charges.
- Recording of depreciation of automobiles and office equipment, etc.

It keeps a permanent record of all transaction and updates the appropriate account balances. Before a transaction can be recorded, the transaction must be analyzed into its debit and credit parts. Each transaction changes at least two account balances.

- √ **EACH ASSET ACCOUNT HAS A DEBIT BALANCE**
- √ **EACH LIABILITY ACCOUNT HAS A CREDIT BALANCE**
- √ **EACH CAPITAL ON EQUITY ACCOUNT HAS A CREDIT BALANCE**
- √ **EACH REVENUE ACCOUNT HAS A CREDIT BALANCE**
- √ **EACH EXPENSE ACCOUNT HAS A DEBIT BALANCE**

JOURNAL ENTRY SELECTION

If you have previously processed Journal Entries, the journal Entry selection Screen will display them. You may review any previously processed Journal Entries by utilizing the arrow keys, **PgUp**, **PgDn**, or the **VCR** buttons. By pressing the **<ENTER>** key, doing a double click with your mouse or by using the **MODIFY JOURNAL ENTRY** option, all activity relating to this entry will be displayed.

PROCESSING A JOURNAL ENTRY

1) To process a new entry either press the **<INS>** key or use the **NEW JOURNAL ENTRY** button in the lower left corner of the Journal Entry Selection screen. A display verifying that a new entry is to be processed will be displayed.
2) To create the entry, press the **ADD LINE ITEM** button on the lower left corner of the screen.
3) Immediately an overlay window will be displayed over the journal entry screen. To select the account you are going to be processing press the Ellipsis button under GL Account Number, and the Look Up general Ledger Account Number screen will be displayed.

SUBSIDIARY ACCOUNTS

To select the subsidiary accounts to be processed:

1. Click the **Sub-Account** ellipsis button; this action will bring you to the **A/R** or **A/P Lookup** screen.
2. The subsidiary account number and corresponding description will automatically be inserted and displayed on the screen, select it by pressing the **SELECT tab or by double clicking with your mouse.**
3. To further edit the description field, use the **<INS>** (before the description) or the **<END>** (after the description) keys.
4. Depending on your action, you may add other brief information to the account description if required.
5. Choose the invoice to apply the journal entry to. The amount will be transferred over automatically. If you have several invoices to process from the same customer/vendor then **DO NOT** go to the INVOICE entry field, use the **TAG INVOICES** tab instead. To tag the invoices just follow instruction on right hand side of screen, do not forget to write the check number on top.
6. If multiple entries are to be processed with this journal, you may press the **<INS>** key to repeat the process.

The system will not allow an out of balance entry to be accepted. To be accepted, the entry amounts must offset each other resulting in a zero balance. In the event that an out of balance situation exists, the following error message would appear:

ENTRY NOT BALANCED!!!

CREDITS MUST MATCH DEBITS

PAYABLE INVOICES

Payable invoices are processed for items that will not be transferred from the OASIS system such as rents, utilities and office expenses.

The entry screens allows selection of the date, vendor, vendors reference number, amount due date of the particular A/P invoice being processed.

TO PROCESS A PAYABLE INVOICE

1. Access the A/P Data Entry screen by selecting this option from DATA ENTRY on the main menu
2. Once inside the A/P Data Entry option, select the vendor you want to be process. From this screen you will be able to:
    - View the History of a particular vendor
    - Add a new invoice
    - View/modify an existing invoice

TO PROCESS A NEW INVOICE

1. Access the A/P Data Entry screen by selecting PAYABLE INVOICES from DATA ENTRY on the main menu.
2. Select the vendor you want to add a new invoice and click the ADD new Invoice tab.
3. To start processing of the invoice, click the ***Add Line Item*** button. Immediately an overlay window will be displayed.
4. Next press down the Ellipsis button under "***GL Account Number***", and the "***Look Up General Ledger Account Number*** "screen will be displayed. Review the accounts by utilizing the ***Arrow keys***, ***PgUp***, ***PgDn***, or the **VCR** buttons.

ADVANCE INVOICES

These are invoices that are not yet transferred from OASIS and need to be paid.

To process an Advance Invoice:

- Follow the same guidelines of processing a new invoice leaving the amount blank.
- Process the check for this invoice then put the amount directly into the check.

When the invoice is ready to be transferred from OASIS, it will "attach" itself to the invoice already open in the accounting system as an adjustment.

The A/P Data Entry screen will also allow you to view and print any history you may have.

*****HISTORY WILL SHOW ON ACCOUNTS WITH CLOSED MONTHS ONLY*****

RECEIVABLE INVOICES

AccountEx has the ability of processing invoices outside of the O.A.S.I.S. environment. Usually this is required when:

1) An invoice that is not related to an export transaction, but requires an invoice anyway
2) You have purchased **AccountEx** Without Having The O.A.S.I.S. system to perform documentation and billing functions.

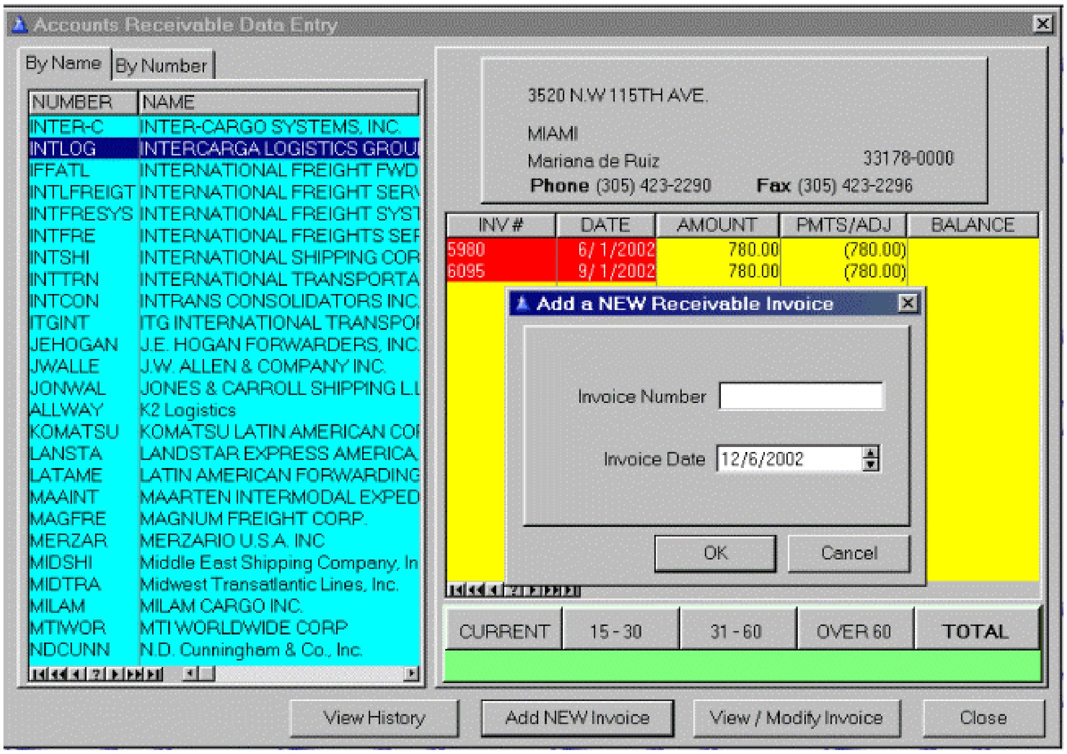
3) You want to keep a record of any other income coming your way.

CREATING AN INVOICE WITHOUT OASIS

Access the A/R Data Entry screen by selecting Receivable Invoices from DATA ENTRY on the main menu.

TO PROCESS A NEW INVOICE

1. Click the < <Add a NEW Receivable Invoice>> tab. Insert the invoice number; if you do not have an invoice number you can use the date as the invoice number.
2. To start processing of the invoice, click the Add Line Item tab. Immediately an overlay window will be displayed.
3. Next press down the Ellipsis button under GL ACCOUNT NUMBER, and the " Look Up General Ledger Account Number" screen will be displayed. Review the accounts by utilizing the Arrow Keys, PgUp, PgDn, or the VCR buttons.
4. Once you have selected the accounts the description will automatically appear. Insert the amount to be credited to that account. Remember to use the (-) minus sign in front or end of the amount.



NUMBER	NAME
INTER-C	INTER-CARGO SYSTEMS, INC.
INTLOG	INTERCARGA LOGISTICS GROU
IFFATL	INTERNATIONAL FREIGHT FWD
INTLFREIGT	INTERNATIONAL FREIGHT SER
INTFRESYS	INTERNATIONAL FREIGHT SYS
INTFRE	INTERNATIONAL FREIGHTS SE
INTSHI	INTERNATIONAL SHIPPING CO
INTTRN	INTERNATIONAL TRANSPORTA
INTCON	INTRANS CONSOLIDATORS INC.
ITGINT	ITG INTERNATIONAL TRANSPO
JEHOGAN	J.E. HOGAN FORWARDERS, INC.
JWALLE	J.W. ALLEN & COMPANY INC.
JONWAL	JONES & CARROLL SHIPPING L.L
ALLWAY	K2 Logistics
KOMATSU	KOMATSU LATIN AMERICAN CO
LANSTA	LANDSTAR EXPRESS AMERICA,
LATAME	LATIN AMERICAN FORWARDING
MAAINT	MAARTEN INTERMODAL EXPED
MAGFRE	MAGNUM FREIGHT CORP.
MERZAR	MERZARIO U.S.A. INC
MIDSHI	Middle East Shipping Company, In
MIDTRA	Midwest Transatlantic Lines, Inc.
MILAM	MILAM CARGO INC.
MTIWOR	MTI WORLDWIDE CORP
NDCUNN	N.D. Cunningham & Co., Inc.

3520 N.W 115TH AVE.
MIAMI
Mariana de Ruiz 33178-0000
Phone (305) 423-2290 **Fax** (305) 423-2296

INV #	DATE	AMOUNT	PMTS/ADJ	BALANCE
5980	6/ 1/2002	780.00	(780.00)	
6095	9/ 1/2002	780.00	(780.00)	

Invoice Number
Invoice Date 12/6/2002

CURRENT	15 - 30	31 - 60	OVER 60	TOTAL

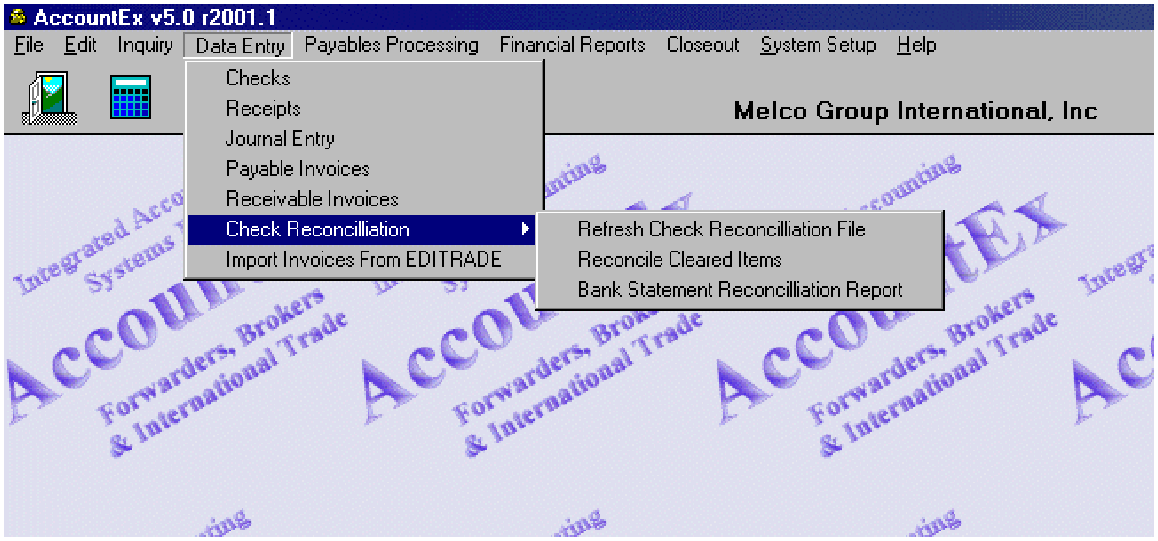
The A/R Data Entry screen will allow you to View/Modify an invoice as long as the date is from an open month. It will also allow you to view and print any history you may have on a particular customer.

*****HISTORY WILL ONLY SHOW ON ACCOUNTS WITH CLOSED MONTHS*****

CHECK RECONCILIATION

The Check Reconciliation process allows a company to determine which previously processed or written checks, receipts and journal entries cleared from the company's bank account. In order to determine which Checks, Receipts and Journal Entries have been verified as being processed through your bank, you will require a banks " Statement of Account."

The CHECH RECONCILIATION option is fairly straightforward. Selecting the DATA ENTRY menu and then selecting the CHECK RECONCILIATION option displays additional selections.


AccountEx v5.0 r2001.1
File
Edit
Inquiry
Data Entry
Payables Processing
Financial Reports
Closeout
System Setup
Help
Melco Group International, Inc
Checks
Receipts
Journal Entry
Payable Invoices
Receivable Invoices
Check Reconcilliation
Import Invoices From EDITRADE
Refresh Check Reconcilliation File
Reconcile Cleared Items
Bank Statement Reconcilliation Report

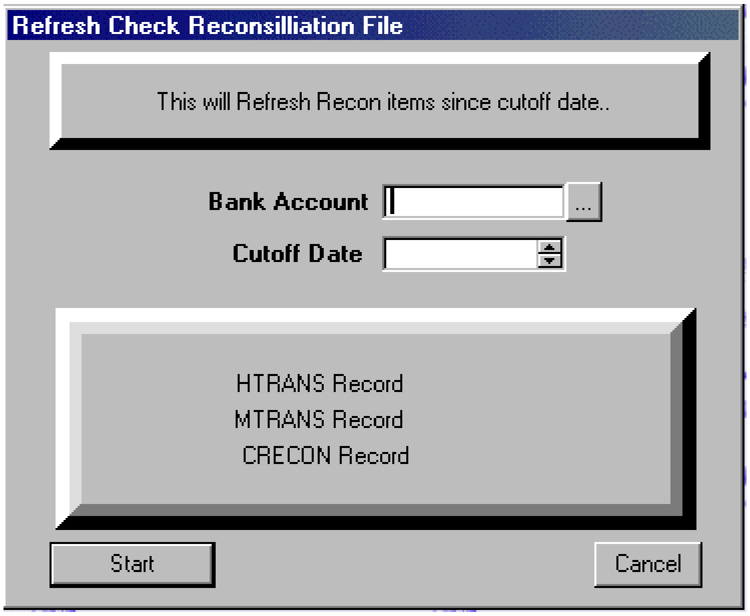
CHECK RECONCILIATION has three maim options. These are:

1) Refresh Check Reconciliation file.
2) Reconcile Cleared Items.
3) Bank Statement Reconciliation Report.

REFRESHING THE CHECK RECONCILIATION FILE

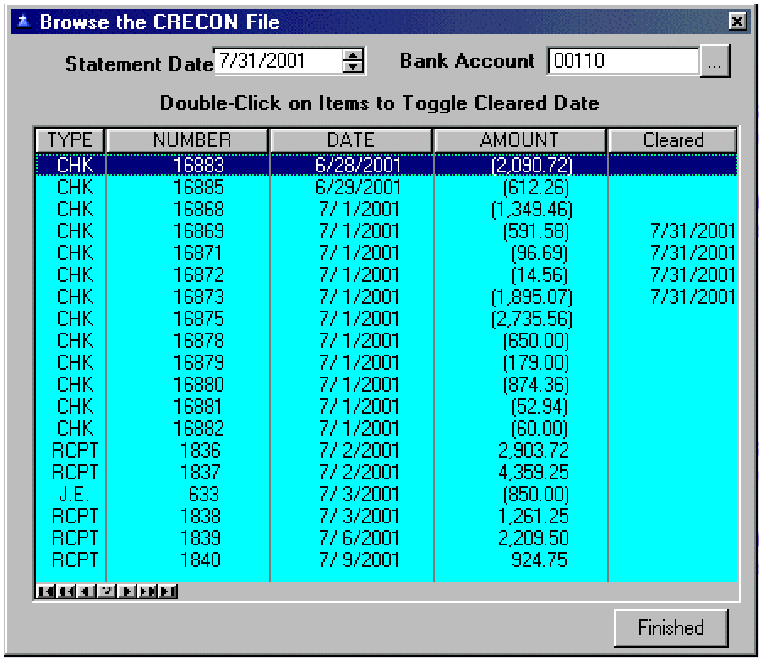
It is essential that you perform this option before reconciling the cleared items, since this option will build the items to be reconciled.

Once selected, you will be asked to choose the bank account and a specific CUT –OFF date which will be the date of previous Bank Statement i.e.: if you are closing February 28th then your Cut Off date should be sometime in January.


Refresh Check Reconsilliation File
This will Refresh Recon items since cutoff date..
Bank Account
...
Cutoff Date
HTRANS Record
MTRANS Record
CRECON Record
Start
Cancel

RECONCILE CLEARED ITEMS

1) Once selected, you have the option of the statement date and of choosing the Bank Account for which the CHECKS/RECEIPTS/JOURNAL ENTRIES are going to be reconciled against.
2) Once the Bank account has been selected, a list of all available CHECKS/RECEIPTS/JOURNAL ENTRIES written against that account is displayed. Even if you have only one bank account and it shows on window, you need to select the Bank Account.
3) The process is straightforward. Select those CHECKS/RECEIPTS/JOURNAL ENTRIES on the Statement by the corresponding entry on the screen and clicking the left side of your mouse twice will move the items to the CLEARED column. The last entries of the Browse the Crecon file may be several entries with dates for the next month. The reason for this is to account for checks or receipts that are dated on the first of the month but were deposited at the end of the previous month.


Browse the CRECON File
Double-Click on Items to Toggle Cleared Date
Finished

Statement Date 7/31/2001
Bank Account 00110

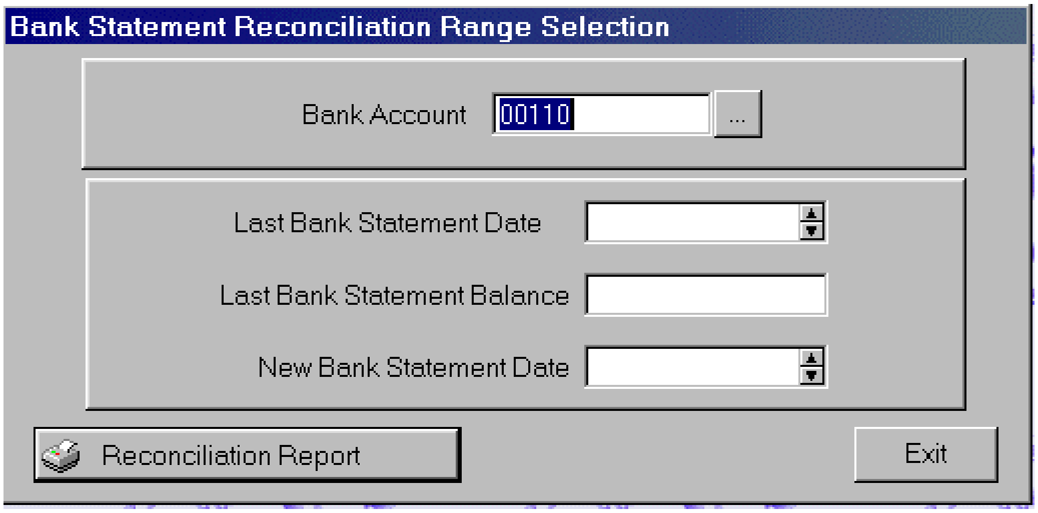
TYPE	NUMBER	DATE	AMOUNT	Cleared
CHK	16883	6/28/2001	(2,090.72)	
CHK	16885	6/29/2001	(612.26)	
CHK	16868	7/ 1/2001	(1,349.46)	
CHK	16869	7/ 1/2001	(591.58)	7/31/2001
CHK	16871	7/ 1/2001	(96.69)	7/31/2001
CHK	16872	7/ 1/2001	(14.56)	7/31/2001
CHK	16873	7/ 1/2001	(1,895.07)	7/31/2001
CHK	16875	7/ 1/2001	(2,735.56)	
CHK	16878	7/ 1/2001	(650.00)	
CHK	16879	7/ 1/2001	(179.00)	
CHK	16880	7/ 1/2001	(874.36)	
CHK	16881	7/ 1/2001	(52.94)	
CHK	16882	7/ 1/2001	(60.00)	
RCPT	1836	7/ 2/2001	2,903.72	
RCPT	1837	7/ 2/2001	4,359.25	
J.E.	633	7/ 3/2001	(850.00)	
RCPT	1838	7/ 3/2001	1,261.25	
RCPT	1839	7/ 6/2001	2,209.50	
RCPT	1840	7/ 9/2001	924.75	

BANK STATEMENT RECONCILIATION REPORT

This report will show all the cleared items and the outstanding items in your bank reconciliation file. You will be asked to choose:

- Bank Account
- Last Bank Statement date (previous month)
- Last Bank Statement balance (taken from your Bank Statement)
- New Bank Statement date (month you are reconciling.)

Once this is accomplished click on the Reconciliation Report tab and the report will be ready to be printed or just viewed on the screen.


Bank Statement Reconciliation Range Selection
Reconciliation Report
Exit

Bank Account 00110
Last Bank Statement Date
Last Bank Statement Balance
New Bank Statement Date

IMPORT OASIS BILLING EXPLANATION

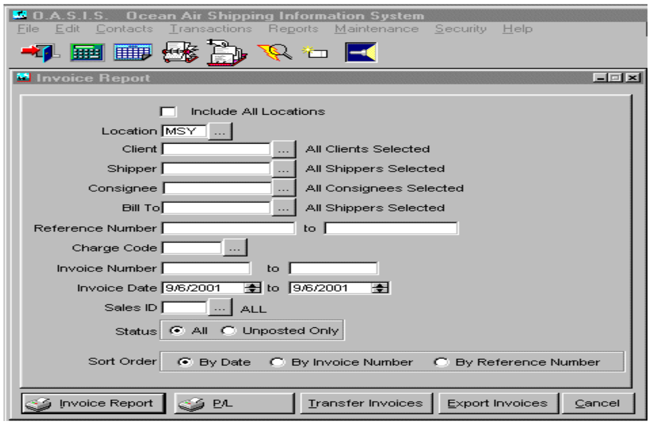
AccountEx has been developed to allow the transfer of financial data from two Transportation Industry leading software products:

OASIS 'Ocean Air Shipping Information System' by Melco Group International, Inc., Metairie, LA (New Orleans, LA)

&

EDITRADE® Customs Link ™ by Micro Software Services, Inc., Miami, FL.
Generally, the transfer of financial data is accomplished by selecting the Invoice report from either of the above specified software systems and once the data is determined to be accurate, executing the transfer option.

In the case of the OASIS system, executing the transfer option, places the information in a holding file which when selected by the above displayed option, updates the AccountEx system.

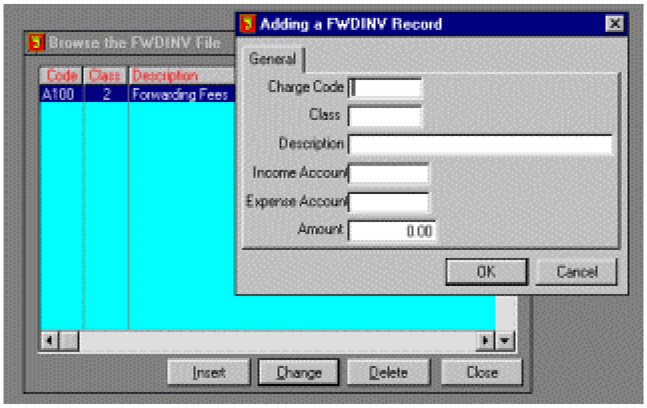

O.A.S.I.S. Ocean Air Shipping Information System
File Edit Contacts Transactions Reports Maintenance Security Help
Invoice Report
Invoice Report
P/L
Transfer Invoices
Export Invoices
Cancel

☐ Include All Locations
Location MSY
Client All Clients Selected
Shipper All Shippers Selected
Consignee All Consignees Selected
Bill To All Shippers Selected
Reference Number to
Charge Code
Invoice Number to
Invoice Date 9/6/2001 to 9/6/2001
Sales ID ALL
Status ● All ○ Unposted Only
Sort Order ● By Date ○ By Invoice Number ○ By Reference Number

Once you:

1. Have produced your Forwarder's Invoicing \ Brokerage Invoicing.
2. Executed a <Billing> report in OASIS (according to the options selected there).
3. Printed a copy of the Billing report and analyzed it for accuracy.
4. Made any corrections & required changes to invoices if necessary

You are then ready to <Transfer Invoices> to the Accounting system, AccountEx.


Browse the FWDINV File
Adding a FWDINV Record
General
OK
Cancel
Insert
Change
Delete
Close

Code	Class	Description
A100	2	Forwarding Fees

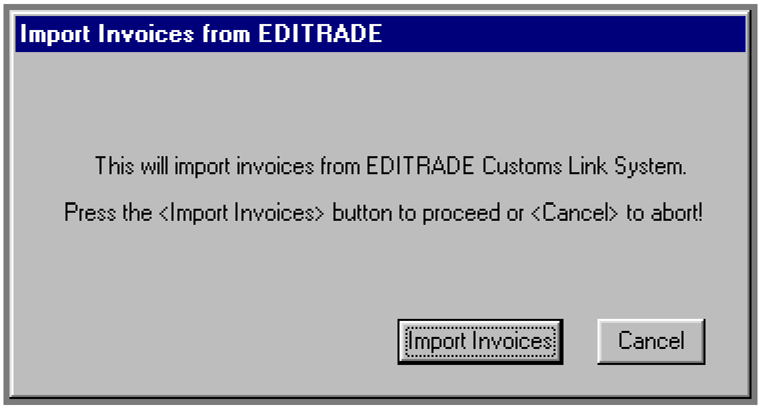
Charge Code
Class
Description
Income Account
Expense Account
Amount 0.00

However, prior to this you should have defined your 'Invoice Charge Lines - Codes' in OASIS, which may be accessed through the OASIS <Maintenance> option, then accessing \ selecting the <Invoice Charge Lines> option.

IMPORT INVOICES FROM EDITRADE

To transfer invoice information from the EDITRADE Customs Link to AccountEx, follow the instructions in the Customs Link manual to create an invoice transfer. The invoice transfer will produce a listing of the accounts receivable invoices and the payables that are placed in the "holding file." A condensed version of the Editrade Customers Link is provided in the next section for your convenience.

Then select "Import EDITRADE Customs Link Billing" from the Import Data Import Menu. A screen will be displayed informing the operator of the action about to be processed. You may either proceed by selecting the <Import Invoices> button or canceling the action by selecting the <Cancel> button.



Import Invoices from EDITRADE

This will import invoices from EDITRADE Customs Link System.

Press the <Import Invoices> button to proceed or <Cancel> to abort!

Importing Invoices will produce a file containing the imported entries.

When the invoices are imported from either Oasis or Micro Software you must go to the AP and AR modules to process them. They are treated just like you had entered them in manually through either the AP or AR system. You have to go through the procedures for each module to create the input file for the GL module before they can be posted against the GL system.

BILLING INVOICE EXTRACT FOR OASIS-ACCOUNTEX BY MELCO GROUP

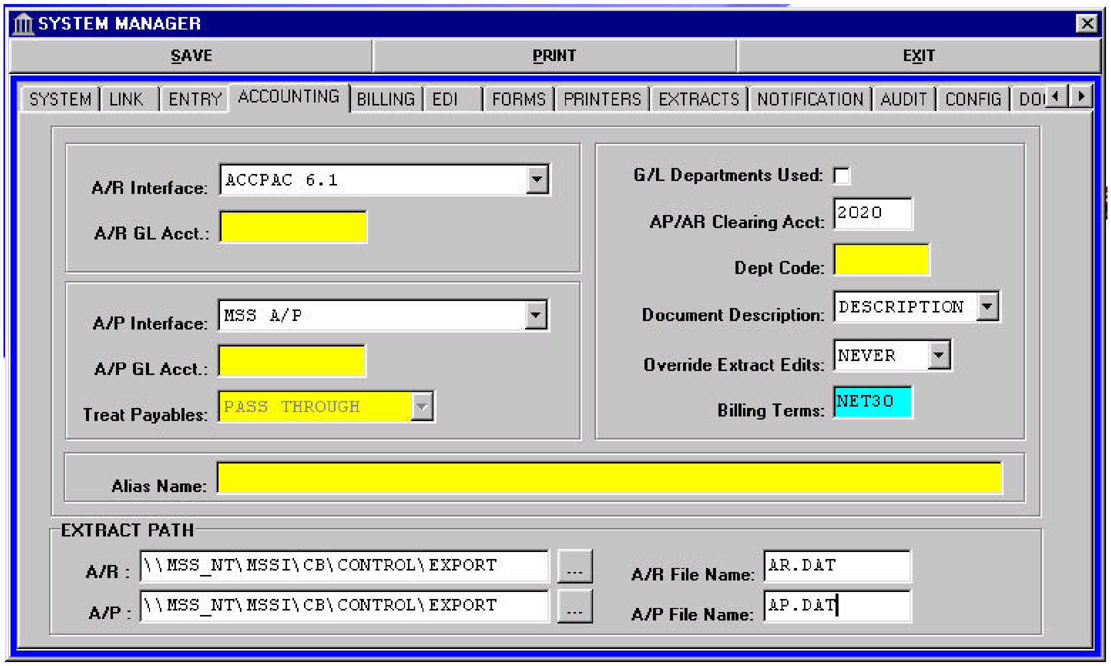
The *EDITRADE CUSTOMS LINK* provides the means to transfer vendor accounts, customer accounts, and invoice transactions, both accounts receivable and accounts payable, to Accountex.

The explanation below will assist you with the following:

1. **To configure the *EDITRADE CUSTOMS LINK* to format billing invoice extracts.**
2. **To create billing invoice extracts and import them to the accounting modules.**

SETTING UP THE EDITRADE CUSTOMS LINK:

System Manager, Accounting tab:



A/R Interface: ACCPAC 6.1
A/R GL Acct.:
A/P Interface: MSS A/P
A/P GL Acct.:
Treat Payables: PASS THROUGH
G/L Departments Used: ☐
AP/AR Clearing Acct: 2020
Dept Code:
Document Description: DESCRIPTION
Override Extract Edits: NEVER
Billing Terms: NET30
Alias Name:

EXTRACT PATH
A/R : \\MSS_NT\MSSI\CB\CONTROL\EXPORT
A/P : \\MSS_NT\MSSI\CB\CONTROL\EXPORT
A/R File Name: AR.DAT
A/P File Name: AP.DAT

A/R Interface:	Choose ACCPAC 6.1.
A/R GL Acct:	This field will not be accessible.
A/P Interface:	Leave blank if you do not have AP, or choose AP Tracker or ACCPAC.
A/P GL Acct:	This field will not be accessible.
Treat Payables:	This field will not be accessible.
AP/AR Clearing Acct:	Enter your AP/AR Clearing general ledger account.
Dept. Code:	Check this field if you use department codes.
Document Description:	Choose the value you would like to pass to the Document Description field.
Override Extract Edits:	When you extract invoice information to a file, the system checks the invoices you selected for valid accounting information. If the system detects a possible error on any of the invoices, it will notify you. This selection allows you to decide if and when a user can override an error and continue to create an extract. If set to *NEVER*, the user can never create an extract if errors on any invoices within the selection are detected.

If set to *CONFIRM*, the user will be advised that there are invoices with errors. The user can decide to continue with the extract. Only the invoices that passed the edits will be placed in the extract file. Those with errors will be excluded. They will require correction in order to be included in a subsequent extract.

If set to *ALWAYS*, the system will advise the user of any invoices containing errors which will be excluded from the extract, but will continue to create an extract file of those invoices which pass the edits. Those with errors will require correction in order to be included in a subsequent extract.

Billing Terms:	From your Billing Terms Code file, select the terms code, which will be the default terms for your customers.
Extract Path:	Select or enter the same path as displayed on the System Manager/EDI tab for Export. In the File Name for AR, enter AR.DAT; for AP, enter AP.DAT.

VENDOR REFERENCE FILE:

To create payables on the Billing Invoice Charges screen, you must create Vendors. From the Billing option on the Reference File Menu Bar, choose Vendor. Assign the Vendor the code you will use in Accountex, and complete the name address information.

BILLING CODES:

Follow the instructions provided in Chapter 13 for the Billing Code file setup. Make sure that the general ledger numbers you enter also exist in your accounting modules. In the Bill Code file, when you select the Income Applies check box, you must supply the general ledger income code for that bill code. If you select the Payable Applies check box, the general ledger codes are protected because the AP/AR Clearing account is used. For all bill codes, which have "Payable Applies", checked, complete the following fields:

Vendor No:	If the vendor for this bill code is always the same, select the vendor code. Otherwise, leave this field blank.
Vendor Ref No.	Choose a default value from the drop-down list. This will allow the system to automatically fill the Vendor Reference field on the billing charges screen.

Be sure to print the Bill Code file, and verify that it has been set up properly before you begin creating invoices and extracts.

CREATING THE TRANSFERS

Create the Vendor and Customer Extracts:

From the **Reference File Menu**, select EDI. Then:

Address Extract

Click on Comma-Quote Delimited

Click on New and Modified (If you're doing the first transfer, choose ALL.)

Click Process.

Click on Address.

Click Process. If a message appears to Append or Replace, choose Replace.

VENDOR EXTRACT

Click on Comma-Quote Delimited

Click on New and Modified (If you're doing the first transfer, choose ALL.)

Click Process. If a message appears to Append or Replace, choose Replace.

Create the Billing Invoice Extract:

From the **Customs Link** Menu, select EDI. Then:

Billing Invoice Extract

Extract

In the Extract Selection dialog box, select the method you wish to use by clicking on the down arrow in the Selection Method field. You can choose among the following:

Invoice Date:

Allow you to enter the beginning and ending date range of the invoices you want to extract. This choice extracts only printed invoices not previously extracted.

File Number:

Presents a list of the invoices that were printed but not previously extracted. You select the invoices individually by file number.

Auto All:

Automatically extracts all of the invoices that have been printed but not previously extracted.

Reselect:

Selects the same invoices from a previous batch. You are presented with a list of the batches that exist with the date, time, and user who created the batch.

After you make your selections, click Process. If errors are detected, an error report will appear on the screen. Print the error batch so that you may use it to correct the errors.

- **If there are errors**, what happens next depends upon your choice on the **System Manager/Accounting tab** for the **Override Extract Edits** field.
- If you selected **Never,** and you get an error report, you must correct the errors on the invoices and then repeat the Extract process.

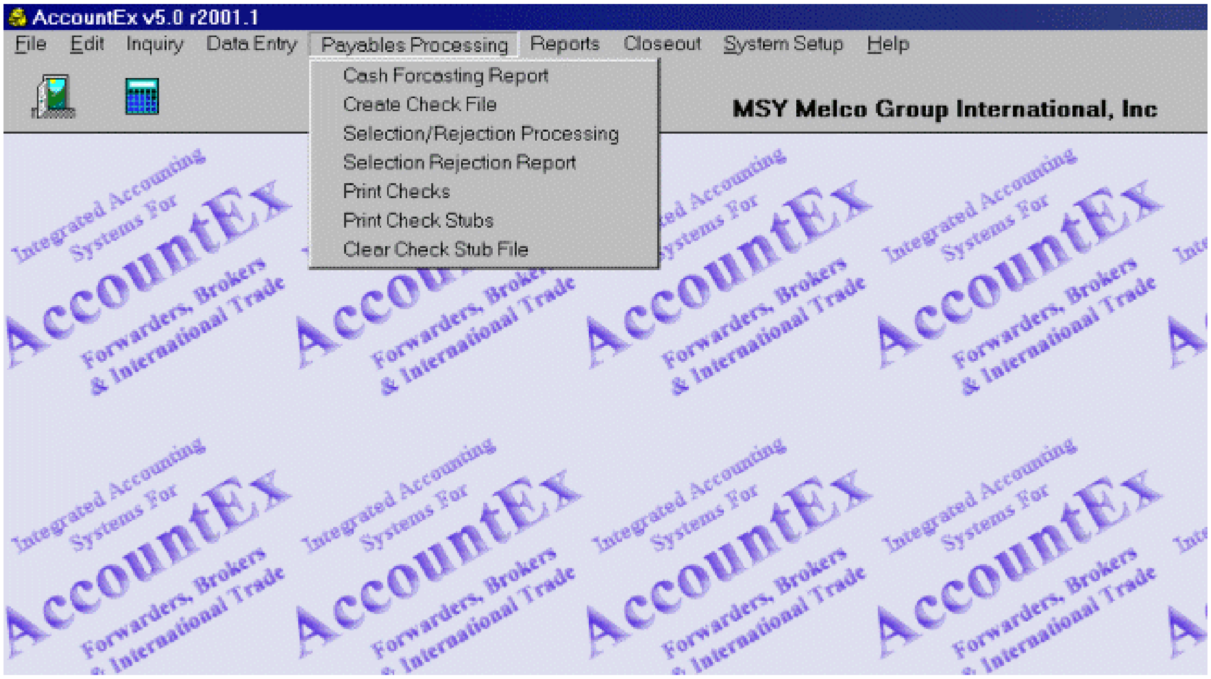
- If you selected **Always,** the error report simply reports to you those invoices excluded from the extract. Print the error report, set it aside, and press Exit. You must continue the process for the invoices that are extracted before you correct the errors. The invoices with errors should be included in the next extract.
- If you selected **Confirm**, you will be prompted to continue creating the batches. This allows you to decide whether to stop the process, fix the errors and rerun the extract, or print and set the error report aside, and allow the creation of the extracts with those invoices, which are okay.
- **If there are no errors**, **or you are continuing as described for Always or Confirm above**, the AP Batch Report will display showing you the accounts payable transactions that were extracted. You can print this report, or note the total. Click Exit, and the AR Batch Report will display, showing you the accounts receivable transactions that were extracted. Again, you can print this report, or note the total.

When you have completed the Customer, Vendor and Billing Invoice Extracts, proceed to Accountex to Import.

PAYABLES PROCESSING

This option allows for the automatic review, control and processing of transferred payable vendor items from the O.A.S.I.S. system and EDITrade.

Items would have been first processed, as shipment transactions and finally, an invoice would have been produced for each transaction. **Selecting this option at the AccountEx main menu accesses payable processing**. The following screen displays the available options.


AccountEx v5.0 r2001.1
File
Edit
Inquiry
Data Entry
Payables Processing
Reports
Closeout
System Setup
Help
Cash Forcasting Report
Create Check File
Selection/Rejection Processing
Selection Rejection Report
Print Checks
Print Check Stubs
Clear Check Stub File
MSY Melco Group International, Inc
Integrated Accounting Systems For
AccountEx
Forwarders, Brokers & International Trade

QUICK REVIEW

In O.A.S.I.S. each party to the transaction i.e.; Shipper, Carrier, Truck Line, etc., is recognized as being a unique record. As items are processed at the invoicing screen level, the system ties each shipment record to each of the parties processed. The process works like this:

IN OASIS

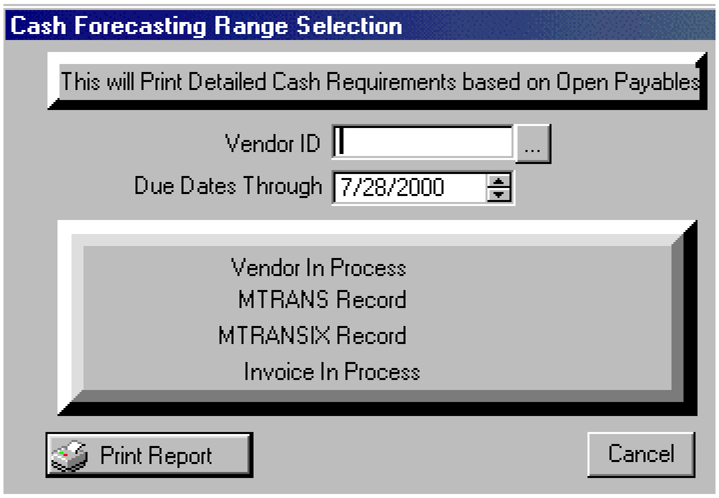
1. O.A.S.I.S. shipment transactions are processed
2. Transactions are invoiced
3. At management report level the invoice report is run for a specific date range
4. The report is examined for accuracy
5. If inaccurate those items are re accessed and corrected. The invoice(s) are then re issued
6. Steps **3-5** are done again until the report reflects accurate and complete information
7. When satisfactory, the invoices are posted by pressing down the **TRANSFER INVOICES** button located in OASIS invoice report.
8. At this level, the **AccountEx** system takes over

IN ACCOUNTEX

The invoices once transferred will be posted to the General Ledger/ Accounts Receivable / Accounts Payable modules.

CASH FORECASTING

The system gathers all the vendor information either for a single vendor or for all vendors for which any due date range defined activity exists.



Cash Forecasting Range Selection

This will Print Detailed Cash Requirements based on Open Payables

Vendor ID:

Due Dates Through: 7/28/2000

Vendor In Process
MTRANS Record
MTRANSIX Record
Invoice In Process

AccountEx processes each vendor record and accumulates the information in a holding file, which may be printed *(to have a hard copy for processing and archive purposes).*

When the cash forecasting vendor range and date range options have been selected, the system begins to process each vendor record.

Next, you must have a hard copy printout of the report. Do this by selecting the print report tab located on the lower hand corner of the "**CASH FORCASTING RANGE SELECTION** " screen, the report will be printed.

The report will contain the following fields:

- √ VENDOR NUMBER & NAME
- √ INVOICE NUMBER
- √ DATE
- √ DATES UNTIL DUE
- √ DUE DATE
- √ DATES PAST DUE
- √ INVOICE AMOUNT
- √ PREVIOUS PAYMENTS / ADJUSTMENTS
- √ REMAINING AMOUNT DUE

√ DATE PAID BY ACCOUNT RECIEVABLE '

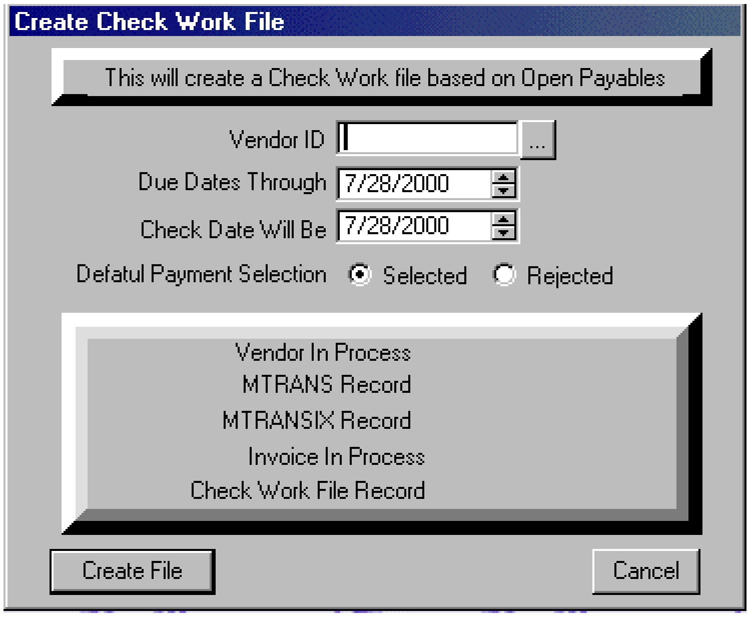
√ TOTAL AMOUNT DUE FOR ALL VENDORS FIELD

Notice the **AccountEx** even reports if the vendor payment that is due, has been cleared for payment t to the receipt of the corresponding account receivable. A question needs to be answered here. **If the funds for the scheduled vendor payment have not been received, does your company want to advance these funds?**

All the printed information may be reviewed when accessing the Selection Rejection Processing option discussed later.

CREATE CHECK FILE

This option creates a check file for the vendors and date range selectors. The following screen displays the options available at this module level.



Create Check Work File

This will create a Check Work file based on Open Payables

Vendor ID

Due Dates Through 7/28/2000

Check Date Will Be 7/28/2000

Defatul Payment Selection ● Selected ○ Rejected

Vendor In Process

MTRANS Record

MTRANSIX Record

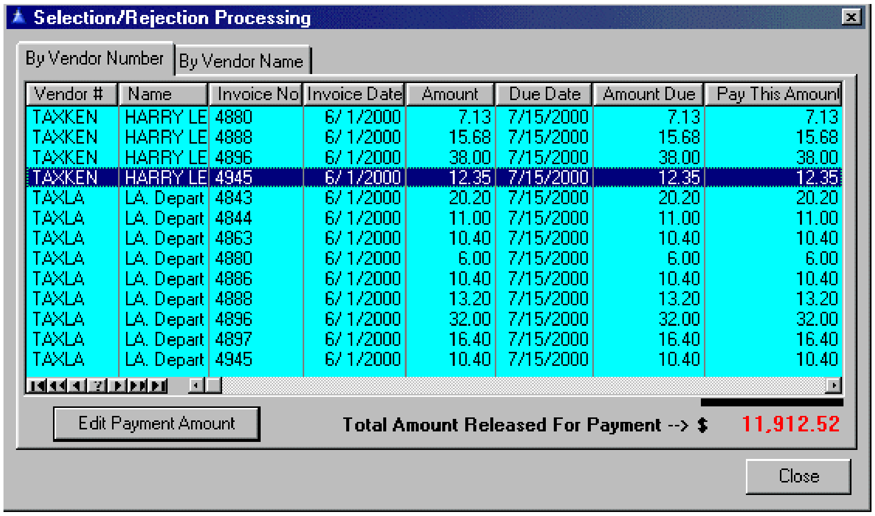
Invoice In Process

Check Work File Record

1) First, you select the **VENDOR RANGE**. (If not all will be selected)
2) Next, fill the **DUE DATES THROUGH** button
3) The payment date will be the field that the system will utilize in the **CHECK DATE** field
4) **DEFAULT PAYMENT SELECTION / SELECTED / REJECTED** fields are items that might be selected or rejected in the Selected / Rejected processing option.

SELECTION / REJECTION PROCESSING

At this level of account payable processing, the system is able to display on screen those items that have been profiled at the **CASH FORECASTING REPORT** or **CREATE CHECK FILE / VENDORS RANGE** field. Here is where the operator is able to decide which items will be scheduled for release, and which items are being rejected or excluded from processing. The following screen is an example of what the operator may see.



Vendor #	Name	Invoice No	Invoice Date	Amount	Due Date	Amount Due	Pay This Amount
TAXKEN	HARRY LE	4880	6/ 1/2000	7.13	7/15/2000	7.13	7.13
TAXKEN	HARRY LE	4888	6/ 1/2000	15.68	7/15/2000	15.68	15.68
TAXKEN	HARRY LE	4896	6/ 1/2000	38.00	7/15/2000	38.00	38.00
TAXKEN	HARRY LE	4945	6/ 1/2000	12.35	7/15/2000	12.35	12.35
TAXLA	LA. Depart	4843	6/ 1/2000	20.20	7/15/2000	20.20	20.20
TAXLA	LA. Depart	4844	6/ 1/2000	11.00	7/15/2000	11.00	11.00
TAXLA	LA. Depart	4863	6/ 1/2000	10.40	7/15/2000	10.40	10.40
TAXLA	LA. Depart	4880	6/ 1/2000	6.00	7/15/2000	6.00	6.00
TAXLA	LA. Depart	4886	6/ 1/2000	10.40	7/15/2000	10.40	10.40
TAXLA	LA. Depart	4888	6/ 1/2000	13.20	7/15/2000	13.20	13.20
TAXLA	LA. Depart	4896	6/ 1/2000	32.00	7/15/2000	32.00	32.00
TAXLA	LA. Depart	4897	6/ 1/2000	16.40	7/15/2000	16.40	16.40
TAXLA	LA. Depart	4945	6/ 1/2000	10.40	7/15/2000	10.40	10.40

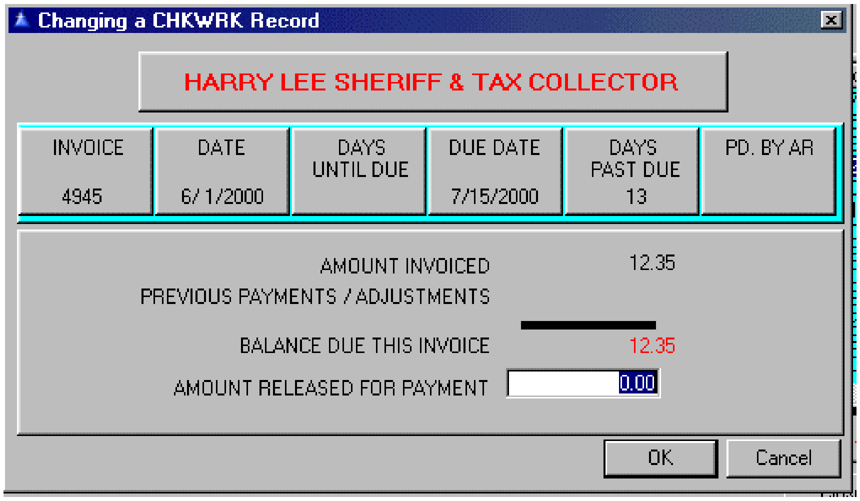
Total Amount Released For Payment --> $ 11,912.52

Each individual item may be accessed for review. The following screen will be displayed.

The fields displayed are:

1) Vendor Name
2) Invoice Number
3) Invoice Date
4) Days Until Due
5) Days Past Due
6) Paid By A/R Field
7) Amount Invoiced
8) Previous Payments Or Adjustments
9) Balance Due this Invoice Field
10) Amount Released for Payment

Each individual item may be accessed for approval, adjustments or exclusion.



HARRY LEE SHERIFF & TAX COLLECTOR

INVOICE	DATE	DAYS UNTIL DUE	DUE DATE	DAYS PAST DUE	PD. BY AR
4945	6/ 1/2000		7/15/2000	13	

AMOUNT INVOICED	12.35
PREVIOUS PAYMENTS / ADJUSTMENTS	
BALANCE DUE THIS INVOICE	12.35
AMOUNT RELEASED FOR PAYMENT	0.00

Once this process has been completed, you are then ready for the next step, which is the SELECTION / REJECTION REPORT.

SELECTION / REJECTION REPORT

Once the processing has been completed, print a Selection / Rejection Report. This is a verification of the SELECTION / REJECTION process, explained previously. The following screen displays the available options.

It is always a good rule to have a paper or audit trail in the form of reports that can always be reviewed at a later time.

PRINT CHECKS

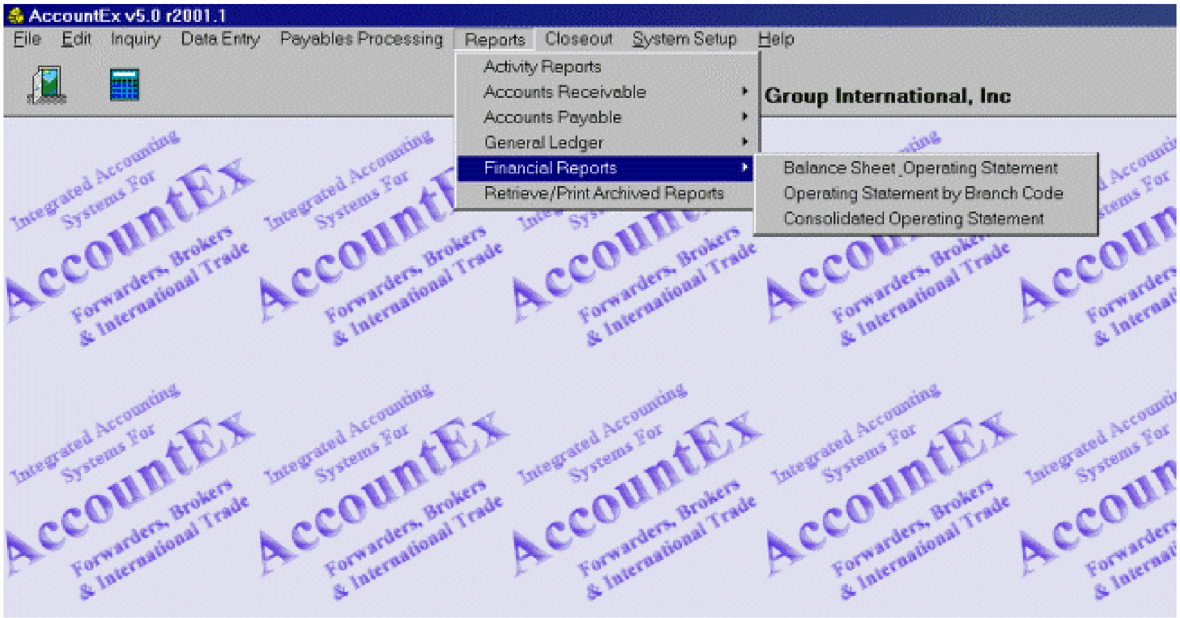
The system is now ready to process the actual checks that have selected processing. **AccountEx** will not only print the checks themselves but will update the General Ledger and all subsidiary accounts affected by this process.

Note: *The system will create the actual check entries for the vendor accounts. There should be no users entering checks during this process!*

REPORTS

Position the mouse cursor over the Financial Reports option on the main menu, the drop down menu will show you all the reports options:

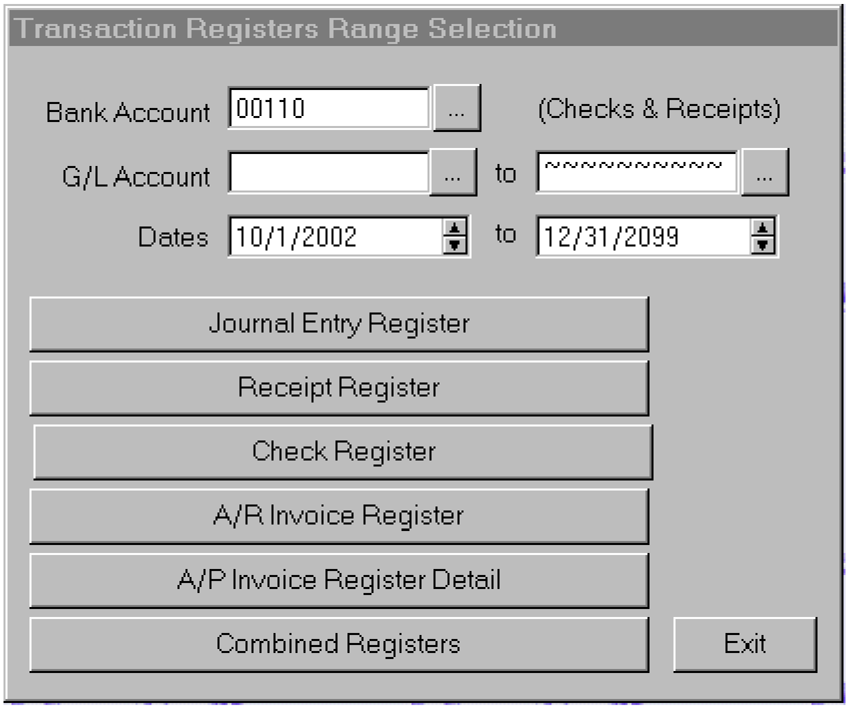
- √ Activity Reports
- √ Accounts Receivable
- √ Accounts Payable
- √ General Ledger
- √ Financial Reports
- √ Retrieve/Print Archived Reports


AccountEx v5.0 r2001.1
File
Edit
Inquiry
Data Entry
Payables Processing
Reports
Closeout
System Setup
Help
Activity Reports
Accounts Receivable
Accounts Payable
General Ledger
Financial Reports
Retrieve/Print Archived Reports
Balance Sheet Operating Statement
Operating Statement by Branch Code
Consolidated Operating Statement
Group International, Inc

ACTIVITY REPORTS

In the menu you will have the option to print reports for:

- √ Journal Entry Register
- √ Receipt register
- √ Check Register
- √ A/R Invoice Register
- √ A/P Invoice Register Detail
- √ Combined Registers (which allows you to print all reports one after the other without having to select them.)


Transaction Registers Range Selection
Bank Account
00110
...
(Checks & Receipts)
G/L Account
...
to
~~~~~~~~~~~
...
Dates
10/1/2002
to
12/31/2099
Journal Entry Register
Receipt Register
Check Register
A/R Invoice Register
A/P Invoice Register Detail
Combined Registers
Exit

JOURNAL ENTRY REGISTER

This option will allow the review of all processed journal entries in the system.

1. The range selector will allow you to set the parameters that will determine which account or range of accounts that will be included in the journal entry register activity report.
2. To review the activity of more than one account, enter the lowest account number in the field on the left and press the **<tab>** key.
3. Once you are in the number field on the right, enter the highest account number in this field.

You can also run this report using a **DATE** range. The report will include all of the journal entries that have been processed with the parameters specified.

RECEIPT REGISTER

This allows you to view all A/R receipts or deposits processed in **AccountEx**.

1. THE RECEIPT REGISTER RANGE SELECTOR WILL ALLOW YOU TO SET THE PARAMETERS THAT WILL DETERMINE WHICH ACCOUNT OR RANGE OF ACCOUNTS THAT WILL BE INCLUDED IN THE RECEIPT REGISTER ACTIVITY REPORT.
2. TO REVIEW THE ACTIVITY OF MORE THAN ONE ACCOUNT, ENTER THE LOWEST ACCOUNTING NUMBER IN THE FIELD ON THE LEFT AND PRESS THE **<TAB>** KEY.
~~~~~~~~~~~

3. THE CURSOR WILL THEN MOVE TO THE NUMBER FIELD ON THE RIGHT. ENTER THE HIGHEST ACCOUNT NUMBER IN THIS FIELD. THE REPORT WILL INCLUDE ALL OF THE RECEIPTS THAT HAVE BEEN PROCESSED WITHIN THE PARAMETERS SPECIFIED.
4. USE THE **DATE** RANGE BY SPECIFYING THE STARTING DATE OF THE REPORT, THEN USING THE <**TAB**> KEY TO MOVE TO THE RIGHT SIDE AND SPECIFY THE ENDING DATE OF THE REPORT.

After the report generates, it will give a preview of how the report will look before printing it, and you will have the opportunity of canceling it, if it is not what you require.

CHECK REGISTER

This option allows you to review all the checks processed in **AccountEx**.

1. THE RANGE SELECTOR WILL ALLOW YOU TO SET THE PARAMETERS THAT WILL DETERMINE WHICH ACCOUNT OR RANGE OF ACCOUNTS THAT WILL BE INCLUDED IN THE CHECK REGISTER ACTIVITY REPORT.
2. To review the activity of more than one account, enter the lowest account number in the left field and press the <**TAB**> key.
3. The light bar will then move to the number field on the right.

Enter the highest account number in this field. The report will include all of the checks that have been processed within the parameters specified.

A/R INVOICE REGISTER

This option reports on all invoicing activity generated through **AccountEx**.

The A/R Invoice Register range selector will allow you to set the parameters that will determine which account or range of accounts that will be included in the register activity report.

1) To review the activity of more than one account enter the lowest account number in the field on the left and press the <**TAB**> key.
2) The mouse cursor will then move to the number field on the right. Enter the highest account number in this field.
3) Print a DATE range report by using the date field.
4) The report will include all of the A/R Invoices that have been processed within specified parameters

A/P INVOICE REGISTER DETAIL

The A/P Invoice Register Detail range selector will set the parameters that will determine which account or range of accounts will be included in the register activity report.

1) To review the activity of more than one account enter the lowest account number in the field on the left and press the <**TAB**> key.

2) The mouse cursor will then move to the number field on the right. Enter the highest account number in this field.
3) Print a **DATE** range report by using the date field.

ACCOUNTS RECEIVABLE

This section of the Reports module allows the user to prints A/R reports using different criteria:

- Accounts Receivable Detail.
- Accounts Receivable Aged
- Print Client Statement

A/R DETAILS

Allows the user to print a report detailing a specific customer, or if left blank all customers information base on a particular through date.

A/R AGED

Allows you the options of printing aging reports using dated criteria. With this option you can print aging reports by:

✓ A/R Aged Summary-60 days
✓ A/R Aged Summary-90 days
✓ A/R Aged Detail

This report will also allow the user to exports this reports, i.e.: as an EXCELL spreadsheet.

A/R PAYMENT AGING

Allows you the option of printing a report that will show the average time-span it takes an invoice to be paid from the moment you issued the invoice until you receive payment for it.

PRINT CLIENT STATEMENT

This option lets you do a "STATEMENT RUN" of your entire customers base on a specific through date.

ACCOUNTS PAYABLE

This section of the Reports module allows the user to prints A/P reports using different criteria:

- Accounts Payable Detail.
- Accounts Payable Aged

A/P DETAILS

Allows the user to print a report detailing a specific vendor, or if left blank all vendors information base on a particular through date.

A/P AGED

Allows you the options of printing aging reports using dated criteria either using the invoice date or the invoice due date. With this option you can print aging reports by:

- ✓ A/P Aged Summary
- ✓ A/P Aged Detail
- ✓ A/P Aged Summary By account number

GENERAL LEDGER

From this option you will have the ability to print three reports:

- ✓ General Ledger
- ✓ General Ledger Trial Balance
- ✓ General Ledger History

GENERAL LEDGER

The General Ledger Report will give you a description of all your G/L Chart of Accounts by summarizing them and giving you ending balances for each account.

The General Ledger Range selector will allow you to set a parameter that will determine which accounts or range of accounts will be included in the G/L Report. You can set this parameter by:

- General Ledger Account Range
- Client/Vendor range
- Date range
- Transaction type, i.e. Journals, Checks, Payables, etc.

GENERAL LEDGER TRIAL BALANCE

The General Ledger Trial Balance Report will give you a description of all your G/L Chart of Accounts by summarizing them and giving you ending balances for each account.

The General Ledger Trial Balance Range selector will allow you to set a parameter that will determine which accounts or range of accounts will be included in the G/L Trial balance Report. You can set this parameter by:

- General Ledger Account Range
- Date range

You can also include or exclude the "inactive accounts" (accounts with zero balances).

GENERAL LEDGER HISTORY

The General Ledger History Report will give you a description of all your G/L Chart of Accounts history line item by line item.

The General Ledger History Range selector will allow you to set a parameter that will determine which accounts or range of accounts will be included in the G/L Report. You can set this parameter by:

- General Ledger Account Range
- Client/Vendor range
- Date range
- Transaction type, i.e. Journals, Checks, Payables, etc.

*****HISTORY WILL ONLY SHOW ON ACCOUNTS WITH CLOSED MONTHS*****

FINANCIAL REPORTS

Under the Financial Reports options you will have the ability to print:

- ✓ Balance Sheet and operating Statement
- ✓ Operating Statement by Branch Code
- ✓ Consolidated Operating Statement

BALANCE SHEET & OPERATING STATEMENT

The balance sheet & operating statement range selector will set the parameters that will determine which dates will be included in the Balance Sheet & Operating Statement report. The report will include totals for all the transactions that have been processed with the parameters specified.

***** THE YEAR TO DATE TOTALS OF YOUR BALANCE SHEET/OPERATING STATEMENT WILL NOT BE ACCURATE IF YOU RUN IT FOR A SPECIFIC MONTH WITHOUT HAVING CLOSED OUT THE MONTH BEFORE i.e. I F YOU RUN IT FROM FEBRUARY 1ST TO FEBRUARY 28TH PRIOR TO CLOSING JANUARY *****

OPERATING STATEMENT BY BRANCH CODE

This report is only for Companies that have set up their CHART OF ACCOUNTS with BRANCH CODES since the beginning.

CONSOLIDATED OPERATING STATEMENT

Will print an operating Statement Report combining accounts from all different branches.

RETRIEVE/PRINT ARCHIVED REPORTS

Before retrieving or printing the reports you need to archive them first.

You do this by opening your report as if you were going print it and then selecting the second print icon and then selecting ARCHIVE. Once this option has been activated this tab provides entry field to describe the current report for archiving. Archived reports may be retrieved at a later time and viewed and printed as usual. The purpose for this option may be many fold:

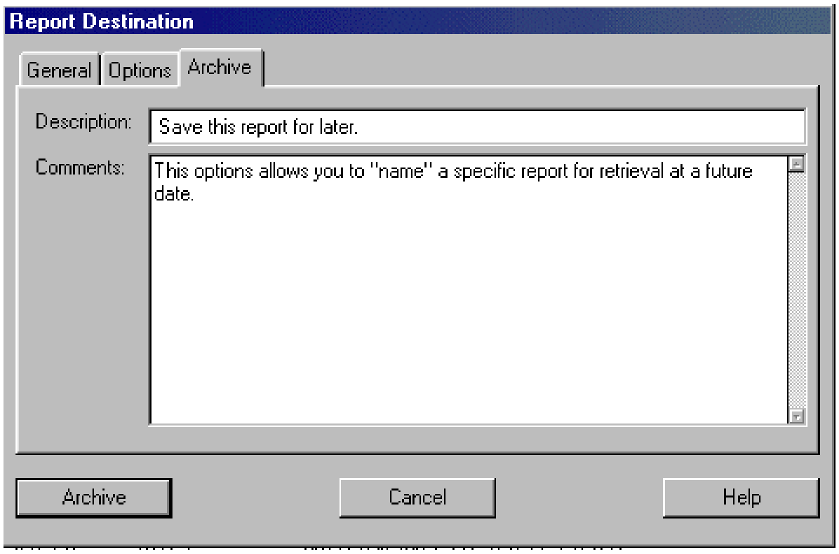
- Reports, which take long periods to generate but may be needed again can be archived and then retrieved as required.
- Reports, which are very timely oriented, may be archived.
- Reports that must be distributed to other locations ... the list is long.

➔ The Description entry is the entries, which you will see listed in the retrieval browse, so keep it clear and short.

➔ The Comments can be used to expand on this description as required and they too will be displayed on the retrieval browse.

Once you have described your report, press Archive to store it ... once completed you will be returned to the GENERAL tab.

After this has been accomplished, you are ready to retrieve or print your reports by going to **REPORTS/ RETRIEVE/PRINT ARCHIVED REPORT**. Once there select the Report Type you want to retrieve by utilizing the Arrow Keys, PgUp, PgDn, or the VCR buttons. Then follow the on screen instruction to retrieve/print report.



Description: Save this report for later.

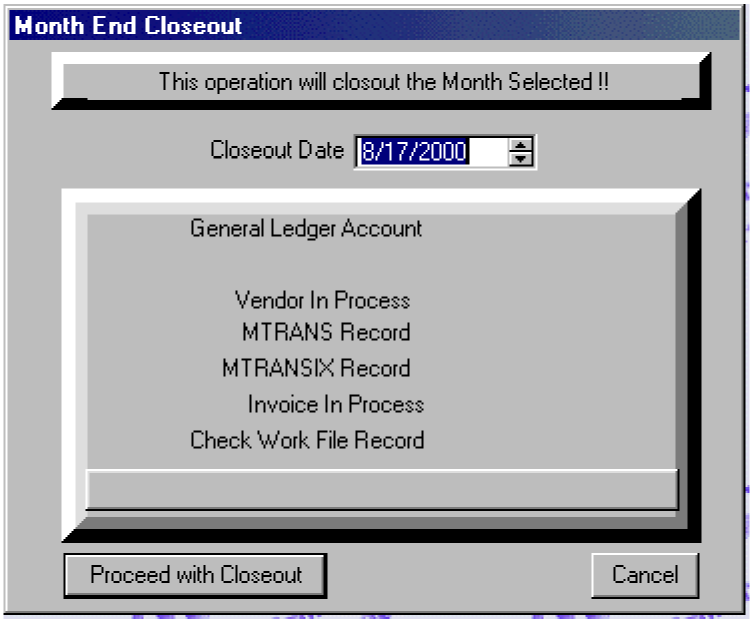
Comments: This options allows you to "name" a specific report for retrieval at a future date.

CLOSEOUT

MONTHLY CLOSEOUT

NOTE!!! Prior to accomplishing a Monthly Close Out, YOU SHOULD HAVE A CURRENT BACK UP OF YOUR ACCOUNTING FILES.

You reach the End of Month Procedures by positioning the mouse cursor on this option and clicking on it at the Main Menu. The Monthly Closeout Screen will be displayed.



Month End Closeout

This operation will closout the Month Selected !!

Closeout Date 8/17/2000

General Ledger Account

Vendor In Process
MTRANS Record
MTRANSIX Record
Invoice In Process
Check Work File Record

You will be prompted for the Closeout date. This date **MUST** be the last day of the month to be closed. After selecting the date, you will be asked to confirm that you want to run the Closeout.

Before you run the End of Month closeout, you will want to have accomplished the following steps:

1) All data for the month in question would have been processed I.E.; **Invoice Transfers**, **Receipts**, **Journal Entries**, etc.

2) By accessing the Activity reports menu, one of the following reports can be printed: **Check Register**, **Receipt Register**, **Journal Entry Register**, **A/R Invoice Register**, or the **A/P Invoice Detail Register**.

3) Once the reports are printed, they should be checked for accuracy. All Debits and Credits **MUST MATCH** by line item and the totals **SHOULD BE COMPLETELY IN BALANCE**. If out of balance the items must be found and corrections made.

4) Once this is accomplished a **General Ledger** for the Month or Period in question should be printed and examined.

5) Finally you will want to have on hand **a Balance Sheet** & **Operating (P/ L) Statement**.

The reports should be bound in a computer type binder, which are readily available from any office supply store. These should be marked by month by attaching self-adhesive tabs to the first page of the report. We suggest that the reports be always organized in some sort of consistent and chronological order such as:

1) **Balance Sheet & Operating Statement**
2) **General Ledger**
3) **Check Register**
4) **Receipt Register**
5) **Journal Entry Register**
6) **A/R Invoice Register**
7) **A/P Invoice Detail Register**

THE END OF MONTH CLOSEOUT WILL PRODUCE A BALANCE SHEET & OPERATING STATEMENT THAT WILL CLEARLY SHOW THAT IT IS A CLOSE OUT! THIS REPORT SHOULD BE ALSO ATTACHED TO YOUR BINDER.

ONCE THE CLOSE OUT HAS BEEN ACTIVATED, THE SYSTEM WILL CLEAR ALL OF THE SELECTED MONTHS ACTIVITY AND WILL NO LONGER DISPLAY IN ACCOUNTEX. OFTEN THIS SPEEDS UP TRANSACTION PROCESSING. THIS INFORMATION MAY BE REVIEWED HOWEVER, WHEN SELECTING THE **HISTORY** OPTION AT THE **INQUIRY** MENU LEVEL.

WHEN THE MONTHLY CLOSE IS COMPLETED, YOU WILL BE RETURNED TO THE MAIN MENU

YEAR END CLOSE OUT

Before you close out:

*******YOU MUST CLOSE OUT THE LAST MONTH OF THE YEAR BEFORE CLOSING OUT THE ENTIRE YEAR*******

Once the last month of the year has been close you just have to select the YEAR END CLOSEOUT option located in the CLOSEOUT module.

Accountex at that time:

1. Will zero out all your INCOME and EXPENSE in your Chart of Accounts
2. Add your Profit & Loss balance to your Retained Earnings balance
3. Zero out the profit & Loss account.

When the year-end close out is completed, you will be returned to the Main Menu.

RUN A BALANCE SHEET & OPERATING STATEMENT FOR THE FIRST DAY OF THE NEW YEAR TO THE SAME DAY (01/01/02 TO 01/01/02) TO INSURE THAT ALL OPERATING STATEMENT ACCOUNTS BEGIN THE YEAR WITH ZERO BALANCES.

SYSTEM SETUP

You reach the System Setup menu by positioning the mouse cursor on this option and "clicking" on it. The System Setup menu will be displayed on the screen. You will have 12 options available to you. These are:

- ✓ CHART OF ACCOUNTS MAINTENANCE
- ✓ BANK ACCOUNTS
- ✓ KEY ACCOUNTS MAINTENANCE
- ✓ INVOICING CHARGE CODES
- ✓ STATEMENT MESSAGES
- ✓ BRANCH DESCRIPTIONS
- ✓ FIND AND CORRECT ERRORS
- ✓ DUPLICATE INVOICE SEARCH
- ✓ DELETE A/R OR A/P INVOICES
- ✓ CHANGE INVOICE NUMBER
- ✓ MOVE INVOICE TO DIFFERENT CLIENT/VENDOR
- ✓ RESET CHECK RECONCILIATION FILE

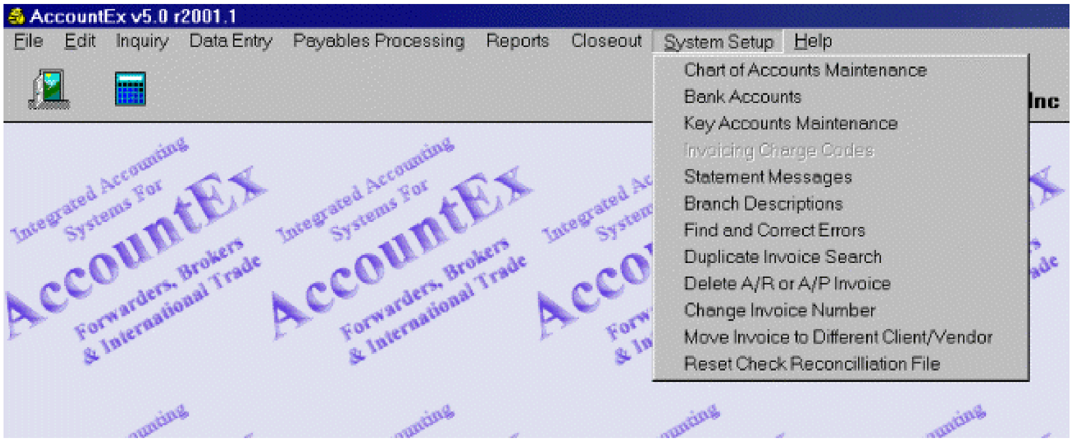
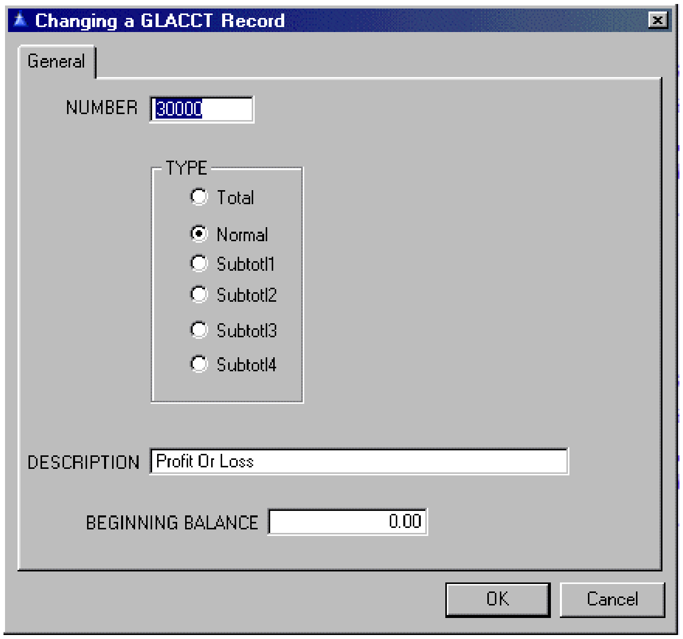

AccountEx v5.0 r2001.1
File
Edit
Inquiry
Data Entry
Payables Processing
Reports
Closeout
System Setup
Help
Chart of Accounts Maintenance
Bank Accounts
Key Accounts Maintenance
Invoicing Charge Codes
Statement Messages
Branch Descriptions
Find and Correct Errors
Duplicate Invoice Search
Delete A/R or A/P Invoice
Change Invoice Number
Move Invoice to Different Client/Vendor
Reset Check Reconcilliation File
Integrated Accounting Systems For
AccountEx
Forwarders, Brokers & International Trade

CHART OF ACCOUNTS MAINTENANCE

At this point, enter and build your Chart Of Accounts. Give thought to the numbering scheme to be implemented with your system. Your accountant or CPA should be able to help you with this very important first step.

Generally, a chart of accounts classifies a company's Assets, Liabilities, Income and Expense categories. By closely examining the various components that make up your General Ledger (individual items that make up the Chart Of Account), a business is able to closely monitor and control the financial progress of the company.



NUMBER 30000

TYPE
- ○ Total
- ● Normal
- ○ Subtotl1
- ○ Subtotl2
- ○ Subtotl3
- ○ Subtotl4

DESCRIPTION Profit Or Loss

BEGINNING BALANCE 0.00

ACCOUNT NUMBER

AccountEx can accept up to 99,999 numbers. You may at this time:

- √ ENTER YOUR EXISTING NUMBER RANGE
- √ OR DEFINE A NEW NUMBERING SCHEME

A good example of a numbering convention is the following (Other samples may be found at the end of the manual under document samples)

CATEGORY	**NUMBER**	**TYPE**
Assets	**00998**	**TOTAL**
Current Assets	*00999*	*Subtotal 1*
Banks	10500	Normal
Receivables	*11899*	*Subtotal 2*
A/R Customers	11905	Normal
Fixed assets	*12099*	*Subtotal 3*
Rent Deposit	13040	Normal
Computer Sys.	13045	Normal
Liab & Cap	**20098**	**TOTAL**
Current Liab.	*20099*	*Subtotal 1*
A/P Trade	21000	Normal
Liabilities	*22099*	*Subtotal 1*
Accrued Liab	22125	Normal
Long Term Liab.	*22299*	*Subtotal 2*

Lng. Trm. Nots. Pay .	22300	Normal
Capital	*22499*	*Subtotal 1*
Retained Earngs.	22515	Normal
Net Profit. & Loss	22520	Normal
Income	**30000**	**Total**
Forw. Income	*30099*	*Subtotal 1*
Documentation	30100	Normal
Brokerage Inc.	30105	Normal
Air Freight Exp.	*30299*	*Subtotal 2*
Air Freight. Exp. Inc.	*30400*	*Subtotal 3*
Handling Fees	30405	Normal
A/F. Expt. Ex.	*30499*	*Subtotal 3*
Ocean Fr. Export	*30599*	*Subtotal 2*
Ocn. Fr. Expt. Incm.	*30699*	*Subtotal 3*
Miscellaneous	30825	Normal
Expenses	**40000**	**Total**
Payroll Expense	*40099*	*Subtotal 1*
Salaries	40100	Normal

And so on… All sub accounts will follow in numerical sequence, below each noted TOTAL accounts.

Enter the Account Number inside the space provided. Press the <TAB> key to move down to the next field.

TYPE

Move the tab key or keyboard arrows to select from:

√ TOTAL
√ NORMAL
√ SUBTOTAL 1
√ SUBTOTAL 2
√ SUBTOTAL 3
√ SUBTOTAL 4

These selections determine what **Totals** for each category in your General Ledger will be.

1. The Subtotals (1- 4) are total break amounts for all **Norma**l accounts, within each Total category in your P/L 'Profit & Loss' or 'Operating Statement and Balance Sheet .
2. The various subtotals accounts 1- 4 also control the printout, nesting or layout of your Balance Sheet, as the next sample demonstrates.

CATEGORY	**NUMBER**	**TYPE**
Assets	**00998**	**TOTAL**
Current Assets	*00999*	*Subtotal 1*
Banks	10500	Normal
Receivables	*11899*	*Subtotal 2*

A/R Customers	11905	Normal	
Fixed Assets	*12099*		*Subtotal 3*
Ofc. Mach. & Eqmt.	13000		Normal
ACC/ Deprec. -	13005		Normal

In order to enter additional accounts as previously demonstrated, press the insert option on the Browse The GLACCT File screen or press the **<INS>** key in your keyboard.

DESCRIPTION

This description will correspond to the above-entered number. All categories such as Assets, Liabilities, Sales Expense, etc., are entered here.

BANK ACCOUNTS

The **AccountEx** program has Multi- Bank Capability. You may build as many bank accounts as you require. This allows for all cash transactions for each individual bank account to be tracked.

The method to accomplish this is similar to the steps undertaken to enter the Chart of Accounts.

Access the SYSTEM SETUP at the **AccountEx** MAIN MENU, there you select

BANK ACCOUNTS

Since no accounts exist, select the insert option, an insert screen will appear saying

Adding a BANK record

ACCOUNT NUMBER

Click the Ellipsis Button and select the Account Number as defined in your Chart of Accounts. Press the <SELECT> option or Double click to select it.

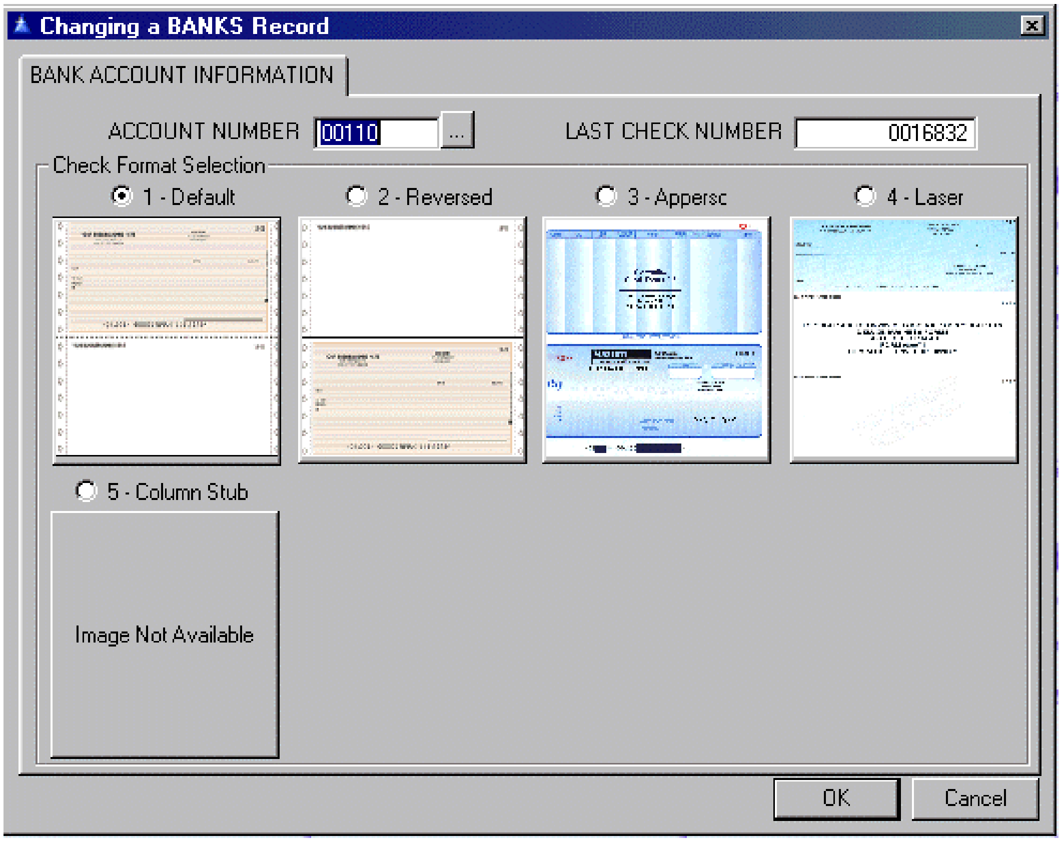
LAST CHECK NUMBER

Enter the number of the last check written to this account. The system will automatically number your checks as you enter them. You do not have to enter a number at this time if not ready to activate the system. You may always access this option again and enter the check number, once ready to start processing checks in the system. The numbering sequence will always be in increments of one.

Once you have processed your bank accounts, the bank account screen will display the accounts that have been entered.

CHECK FORMAT

AccountEx has four available check formats to be use with DOT MATRIX printers and one format to be used with a LASER printer. Once you have selected the format you wish to utilize, you would enter the format number (1 - 5) here. When processing checks, **AccountEx** will automatically default to the selected format. [4]



ACCOUNT NUMBER 00110

LAST CHECK NUMBER 0016832

Check Format Selection

- ● 1 - Default
- ○ 2 - Reversed
- ○ 3 - Appersc
- ○ 4 - Laser
- ○ 5 - Column Stub

KEY ACCOUNTS MAINTENANCE

Access this option by selecting KEY ACCOUNTS MAINTENANCE at the System Set up menu. These accounts are:

√ ACCOUNTS RECEIVABLE

√ ACCOUNTS PAYABLE

√ FINANCE CHARGE INCOME

√ AUTOMATIC WRITE OFF

√ CURRENT PROFIT OR LOSS

√ RETAINED EARNINGS

√ FIRST OPERATING ACCOUNT

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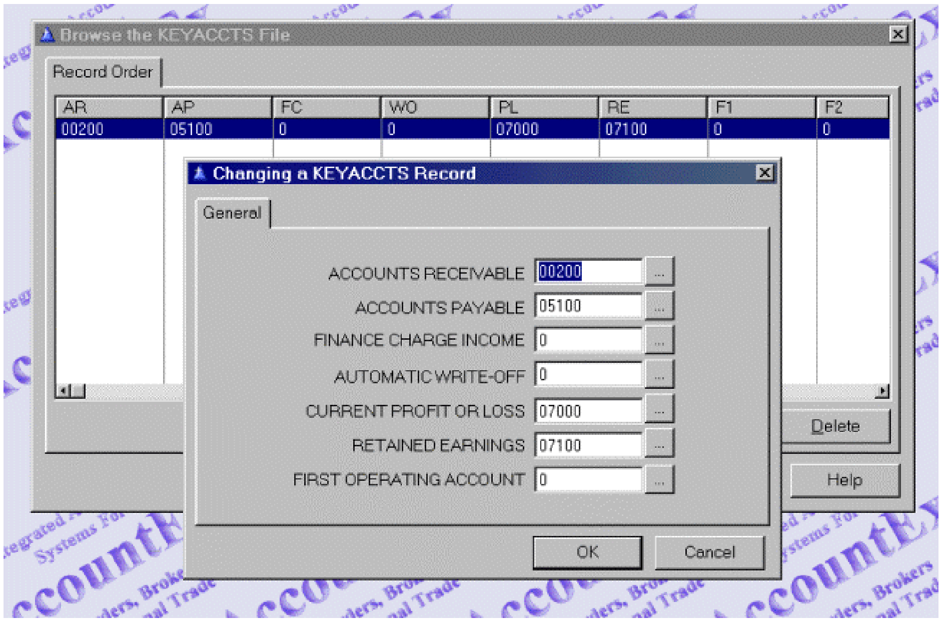
[4] *See samples and ordering instructions at end of manual.*

1) Enter your Account Numbers in **Adding a KEYACCTS record** screen, within the space provided

2) If a particular Category Is Unsuitable or not Required, Skip The Same

3) When The Categories Have Been Entered, Press The <OK> option To Save Your Key Accounts Definitions

4) To Re-Define An Account Number, Follow The Previously Defined Steps To Make Corrections Or Additions to The Key Accounts Definition



AR	AP	FC	WO	PL	RE	F1	F2
00200	05100	0	0	07000	07100	0	0

ACCOUNTS RECEIVABLE 00200
ACCOUNTS PAYABLE 05100
FINANCE CHARGE INCOME 0
AUTOMATIC WRITE-OFF 0
CURRENT PROFIT OR LOSS 07000
RETAINED EARNINGS 07100
FIRST OPERATING ACCOUNT 0

INVOICE CHARGE CODES

When invoicing is executed in O.A.S.I.S., the available options will have defined at this level. These are income categories items such as:

- √ FORWARDING & DOCUMENTATION FEE
- √ CONSULAR PREPARATION
- √ BANKING & L/C PREPARATION
- √ ETC.

And expense categories such as:

- √ OCEAN FREIGHT CHARGES
- √ DRAYAGE CHARGES
- √ PORT FEES

To enter your forwarding invoice charge lines, select this option at the System Set up menu. A summary screen will display available line items if previously defined.

CODE

This code may be either alpha or numeric such as (a, b, c, etc.) Or (1, 2, 3, etc.) or a combination of both, such as **A100** which could designate ***Airfreight- documentation fees*** or whatever you have designed it to be.

The **important point here** is that **you should consider your existing income and expense categories: add to them if you wish at this point; and not change them when the system has become operational**. You may at any time however, add CODES whenever necessary.

DESCRIPTION

A brief description of the code such as *Certificate Of Origin Processing* or other category that will be displayed on the customer's invoice, and at the O.A.S.I.S. invoice screen, once invoices are process in O.A.S.I.S.

INCOME

The Income Account is the account that has been defined in your Chart Of Accounts for this item.

EXPENSE

Same as above, but for your GENERAL LEDGER Expense accounts. This category is intended more for an item such as Ocean Freight charges which will have a corresponding Vendor account such as a Steamship Line and for which payable will have to be tracked & processed in the automated A/P module of **AccountEx**.

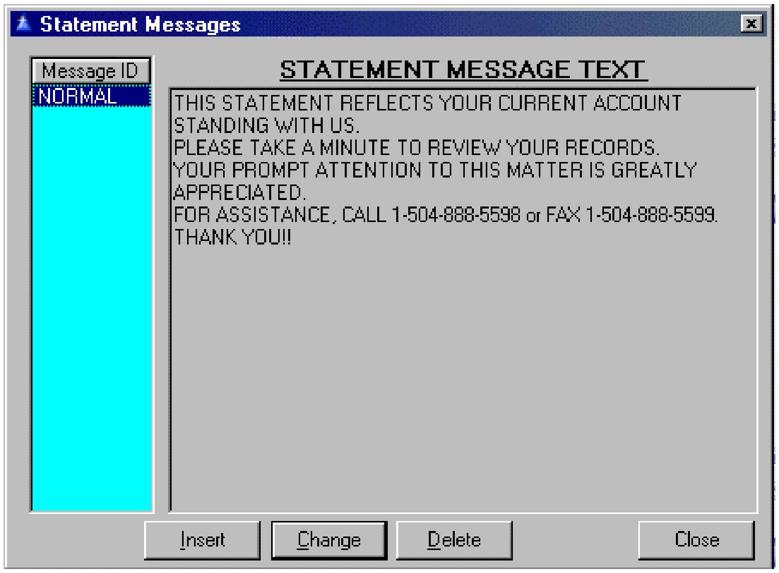
AMOUNT

You may enter a default amount here.

If you do not, then every time the invoice charge line item is selected, the operator will have to enter an amount. In any event you may have a default amount and still overwrite it, when processing the invoice in O.A.S.I.S.

STATEMENT MESSAGES

As the title implies, you may insert and edit your system statement messages, which you wish displayed and printed, when producing statements.



NORMAL

THIS STATEMENT REFLECTS YOUR CURRENT ACCOUNT STANDING WITH US.
PLEASE TAKE A MINUTE TO REVIEW YOUR RECORDS.
YOUR PROMPT ATTENTION TO THIS MATTER IS GREATLY APPRECIATED.
FOR ASSISTANCE, CALL 1-504-888-5598 or FAX 1-504-888-5599.
THANK YOU!!

BRANCH DESCRIPTIONS

This option will allow you to set up description for the different branches if you set up your Chart of Accounts to work with branches.

FIND AND CORRECT ERRORS

This option refreshes invoice header records that are used for "lookups" by recalculating totals from the detail records.

DUPLICATE INVOICE SEARCH

This option searches for and corrects multiple line items for A/R & A/P occurring within an invoice.

DELETE A/R OR A/P INVOICES

With this option you would be able to delete invoices that were entered by mistake and there is really no need for them and you do not want to do a Journal Entry.

CHANGE INVOICE NUMBER

This option will allow you to change an invoice number that was assigned by mistake.

MOVE INVOICE TO DIFFERENT CLIENT/VENDOR

This option will allow you to move invoices that were assigned to the wrong client or vendor.

RESET CHECK RECONCILIATION FILE

This option will allow you to reset your Check Reconciliation file and reopen all your items as outstanding.

*******THIS OPTION WILL OPEN ALL YOUR ITEMS ACCORDING TO THE CUT OFF DATE THAT YOU USE. IF YOU JUST NEED TO REFRESH THE FILE USE THE OPTION LOCATED IN DATA ENTRY/CHECK RECONCILIATION*******

SECURITY

Please review the extensive "Security" chapter in the OASIS help system. All options are the same.

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