

OSAS v7.52 Banking

Introduction of Enhancements

Beginning with version 7.52, OSAS Accounting Software now provides the Banking enhanced Bank Reconciliation application.

The Banking enhancement does require Bank Reconciliation be installed and that the installation media originally installed with was version 7.52 media (the 7.50 media with maintenance will not work).

The primary features that Banking enables include:

Credit Card Authorizations – This is an Accounts Receivable/Sales Order enhanced feature, which will allow the user to set a limit for credit card payments. If a credit card payment exceeds that set amount, it must be authorized before posting.

Recurring Cash Receipts – This feature enhancement will affect the recurring entry/order process in either Accounts Receivable or Sales order and allows the use of a credit card or debit card method of payment to pay in full the recurring entry/order.

NOTE: The credit card authorization feature will affect Recurring Cash Receipts if the amount exceeds the limit defined and the option is used.

ACH File Creation – Previously this functionality was limited to Payroll with Direct Deposit, now you can create 1 of 4 different types of ACH files for your Accounts Payable/Purchase Order payments or your debit card payments in Accounts Receivable/Sales Order applications.

NOTE: Formats available are ADV(Automated Accounting Advice), CCD (Corporate Credit or Debit), CTX (Corporate Trade Exchange), or PPD (Prearranged Payment or Deposit Entry).

Reconciliation Import File – Functionality exists now to create an import file definition for bank reconciliation in OSAS allowing the user to more quickly flag transactions as cleared and expedite the reconciliation process.

Positive Pay File Usage – With information from the bank, the user can define the fields required and apply the definition of a positive pay export file for either Accounts Payable or Payroll. After defining the export file, apply it to a bank and then create the file after the posting of payments. When the file reaches the bank, they will process the file to authorize check payments.

Credit Card Authorizations

The Credit Card Authorization feature, now available as a Banking enhancement, will allow the user to set a minimum charge amount so that any charge exceeding that amount must be authorized by the user.

The setup consists of:

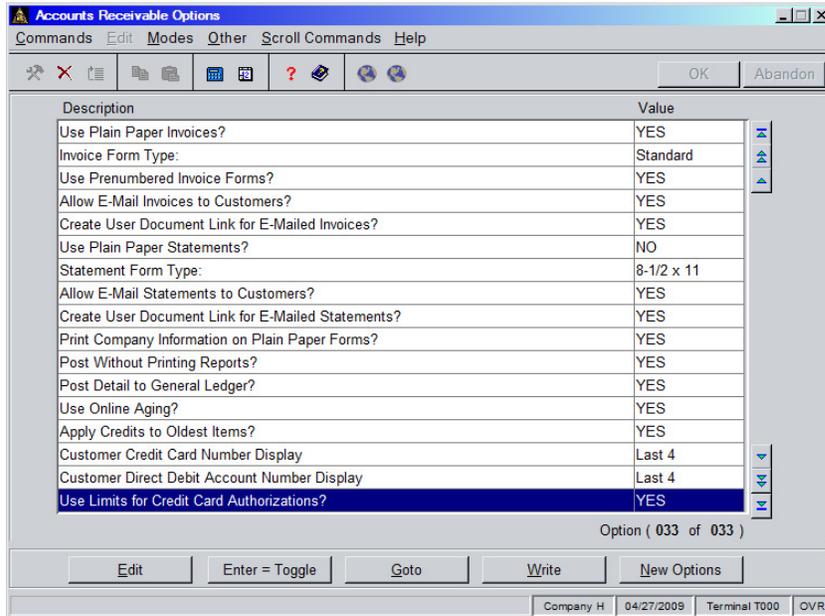
1. Turning on the new option to **“Use Limits for Credit Card Authorizations?”**
When set to YES allows the user access to the Credit Card Authorization feature. This option is available in both AR and SO depending upon the application used.
2. Creating one or more Payment Methods using Credit Card or Debit Card types.
3. Creating the CAUTHxxx table in either AR or SO to set up the limit used for authorizing.

The process will typically flow as shown below.

1. Enter **Transactions** per normal steps and post.
NOTE: If the invoice is prepaid using a credit card method of payment you will skip step 2.
2. Enter **Cash Receipts** and using a credit card method of payment, apply the payment to the invoice(s).
NOTE: If the credit card payment is already authorized then skip step 3.
3. Use the **Credit Card Authorization** function to apply authorizations to the needed credit card payments.
4. Use the **Credit Card Authorization Report** to verify the necessary transactions have authorizations and then post your receipts.

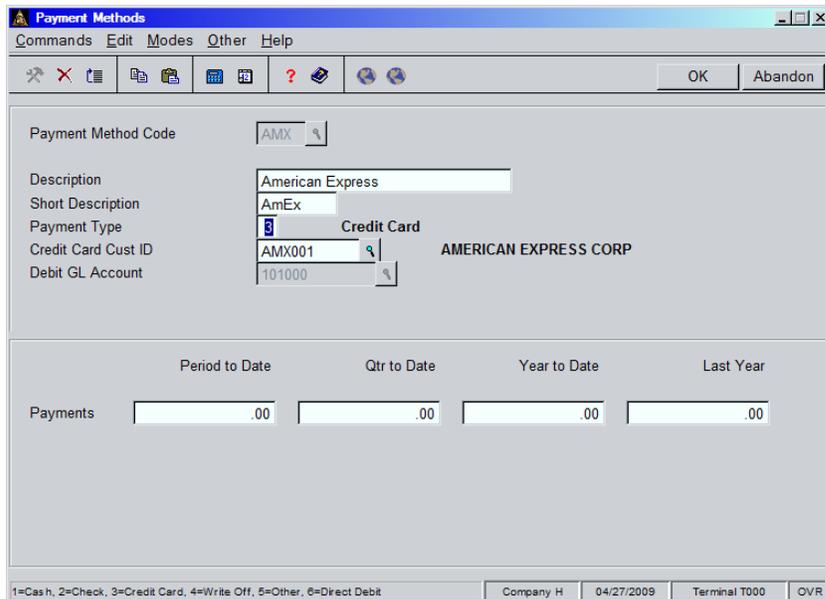
The Setup

Options:



To use the Credit Card Authorization feature and functionality then set the option “Use Limits for Credit Card Authorizations?” to YES.

Payment Method Setup:



When entering a Credit Card method of Payment, be aware of the following fields:

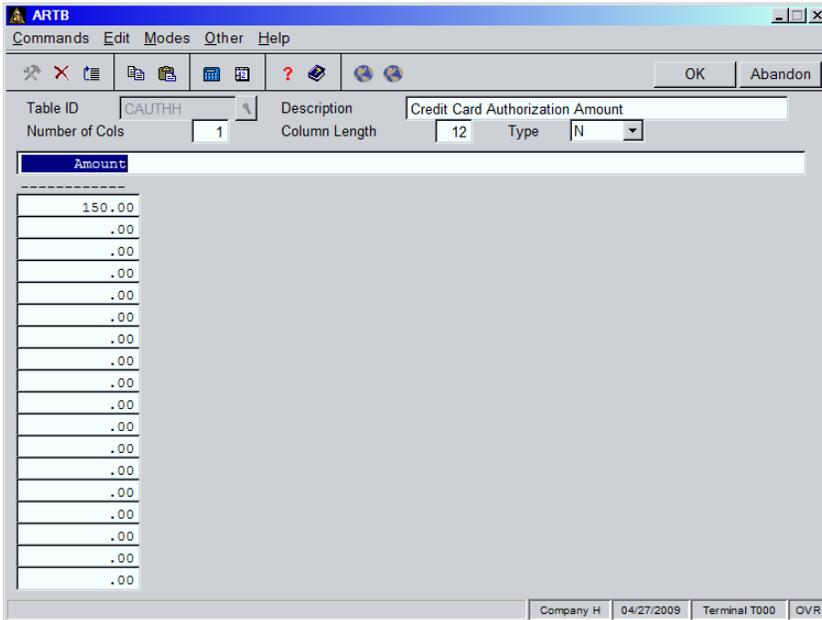
Payment Type		Use type 3 or 6. Type 6 will only be available with the Banking enhancement installed.
Credit Card Cust ID		Enter the Credit Card Customer the payment will be associated with.

Debit GL Account	This account will default based upon the Accounts Receivable account in the Distribution Code being used by the Credit Card Customer.
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Setting up the CAUTHxxx table

If you intend to authorize credit card payments, determine what dollar amount your company would like to require for credit card authorization. Create your company specific table by copying from the CAUTH table.

NOTE: If the credit card limit is set too high it may not insure validity to critical credit card payments made. If the limit is set too low then the authorization of some payments may become more of a nuisance in your everyday processing.



Recurring Cash Receipts

The Banking application now allows the user to define a credit card method of payment for a recurring transaction to expedite the processing of that entry.

The setup will be:

The user must edit an existing recurring entry (order) or create a new recurring entry (order). Proceed to the Totals screen of the recurring entry (order) and enter the credit card payment method, the credit card number and the expiration period and year.

The steps that will follow are:

1. Use the Copy Recurring Entries function to copy your recurring entries to the transaction files for processing.
2. Process the entries to an invoice status (if Sales Order).
3. Run the Credit Card Authorization function from the Cash Receipts menu and apply any authorizations if needed.
4. Run all appropriate reports prior to posting including the Credit Card Authorization Report if the option to use authorizations is set to YES.
5. Post Transactions.

Bank Reconciliation Imports

Using the Bank reconciliation Import function with the Banking Enhancement will allow the user to more quickly and accurately reconcile their monthly bank statement.

The setup requires:

1. The user will review their bank statement electronically and then use some form of download or save feature from their bank to a file on their operating system.
2. In Open Systems, the file downloaded must be defined for the information OSAS will use. This will require the user to identify the field and the length of information in that field of the downloaded file and apply it to the proper field in the OSAS file BRTRxxx.

The process:

1. Save the Bank Statement data to a file accessible by OSAS software.
2. Determine the type of records that are created in the file and setup a Layout ID in the Reconciliation Import function from the Bank Reconciliation application.
3. The Layout ID will define:

Field Type	Most commonly this will be Comma Delimited, but additionally Quote Comma Delimited, Field Fixed Width, or Record Fixed Width can be defined.
File Name	Enter the directory path and filename that will be interpreted by the software.
Field Definitions	Review the fields of the file and setup means to interpret each relevant field. Note: Not all fields in the download file need to be interpreted.

4. When using the **Cleared Transactions** Function from the **Reconciliation** menu, the user will have the ability to **Import** a Layout ID to provide a means of expediting the reconciliation process and save their selections.

The Setup:

The Download file:

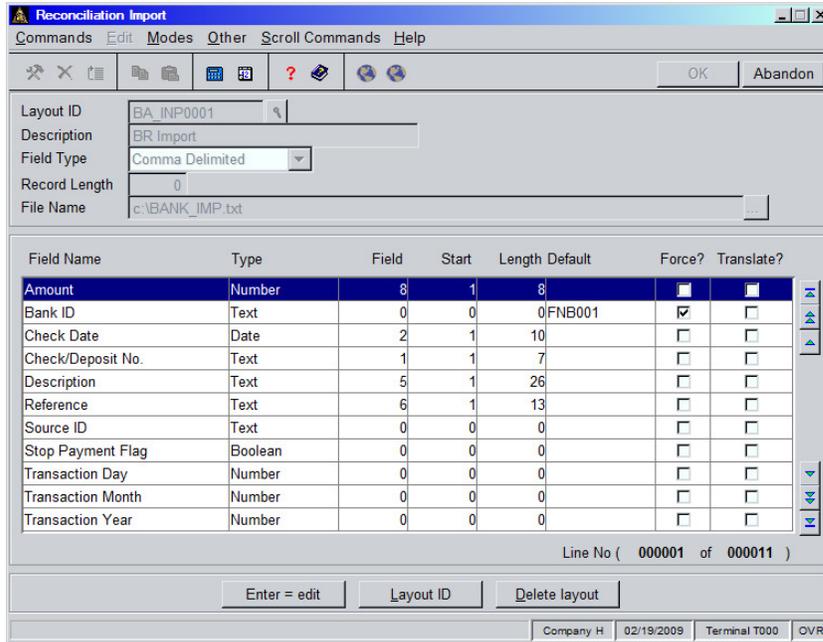
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52796,04/27/2008,2,0,Deposit Transactions,Deposit,BR,1000
1000001,04/27/2008,-1,0,Disbursement Transactions,Disbursement,BR,-50
1001,04/27/2008,-1,0,Disbursement Transactions,Disbursement,BR,-5.3
FNB001,04/27/2008,-3,0,Transfer From Transactions,Transfer From,BR,60
1002,04/27/2008,-1,0,Advanced Circuit Boards Plus,Adv008,AP,-884.07
FNB001,01/06/2009,-3,0,TRANSFER FROM SNB001,Transfer From,BR,16500.00
1009,04/27/2008,-1,0,Ace Builders,Ace001,AR,984.07
1054,04/27/2008,-1,0,Linda Bourne,BOU001,PA,-1084.07
1554001,05/11/2008,-1,0,Ace Builders,ACE001,,24.98
0400207,03/03/2008,-1,0,Ace Plumbing Supply,ACE001,AP,-208697.37
0400208,03/03/2008,-1,0,Atlantis Telephone Co,ATT001,AP,-212.00
0400213,03/03/2008,-1,0,Plasatics and Metal Fab,PLA001,AP,-18208.15
0400216,03/03/2008,-1,0,Timberline Windows Inc.,TIM001,AP,-54297.16
0400220,03/01/2009,-1,0,Maria Jonchim,JON001,PA,-225.48
0400221,03/01/2009,-1,0,George Lukas,LUK001,PA,-2289.67
0400222,03/01/2009,-1,0,Andrew Stockard,STO001,PA,-281.44
FNB001,02/10/2009,2,0,Deposit Transaction,Deposit,AR,82762.88
FNB001,02/10/2009,2,0,Deposit Transaction,Deposit,AR,30062.72
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After saving the Bank Statement information to a file you must review the file to determine its record type. In the file above it is easy to determine that it is a comma delimited file as each field is separated by a comma.

Setting up a Reconciliation Import:



Field	Description
Layout ID	Enter the Layout ID to be created. The Layout ID can be up to 10 characters in length and is what will be referenced when importing data into the reconciliation process.
Description	Description should be descriptive enough for the user to understand. The bank and company might be good examples of information to include.
Field Type	How are the fields defined in each record in the file. The most common will probably be comma delimited (xxxxxx,xxx,xxxxxx,etc...) Others might include Quote Comma delimited ("xxxxxx","xxx","xxxxxx",etc...) Fixed Field Width (xxxxxxxxxxx,xxxxxxxxxxx,xxxxxxxxxxx,etc...) Fixed Record Width (every record is the same length however the field widths may vary).
Record Length	Use this field if your file is a fixed record width.
File Name	Enter the filename for the file to be imported. You must include the directory path to the file and you will need to make sure you have permissions to the file as well.

Use the **Verify command (PGDN)** key after entering through the header information. All of the fields which were defined will be available and displayed.

The fields in the text file are separated by commas to determine the field number in the import file that will be applied.

If you look at one records of the file, you are able to define the Amount field.

0400216,03/03/2008,-1,0,Timberline Windows Inc.,TIM001,AP,-54297.16

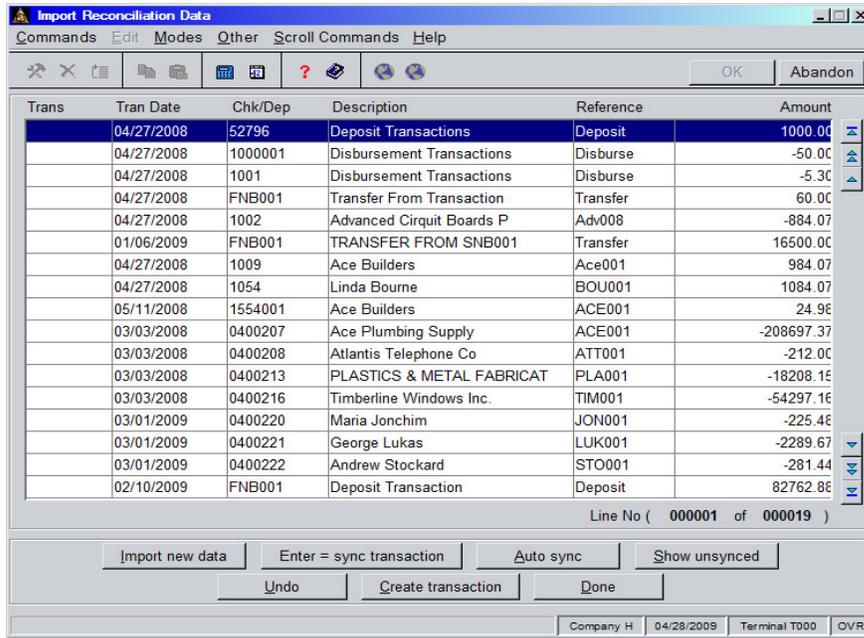
The screenshot shows the 'Edit Field Information' dialog box. The title bar reads 'Edit Field Information'. The menu bar includes 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. The toolbar contains icons for back, forward, search, and other functions, along with 'OK' and 'Abandon' buttons. The main area is divided into sections: 'Field Name' (Amount), 'Type' (Number), 'Field' (8), 'Start' (1), 'Length' (10), 'Default' (empty), and 'Force Default?' (checkbox). Below this is a 'Translate From' and 'Translate To' table with five rows and two columns. At the bottom, there are buttons for 'Enter = edit', 'Append', 'Header', 'Done', and 'Goto'.

We can see that the 8th field in this record is the amount. In this record it is 9 characters (you need to include the negative sign). If you have other records that have more characters, then you need to define the field by the longest string available. In the example above the length is set to 10 (see other records in the file listed above).

For other field definitions after defining the field, you can optionally set up a default value (Bank Account ID is a good example i.e. FNB001) and you can force this default if the situation might dictate it by checking the “Force Default?” check box.

You will also have an option, depending upon your downloaded file, to translate a field value in the downloaded file to a more appropriate value as it is used by OSAS software.

Using the Bank Reconciliation Import



When the Bank Reconciliation Import file is used with the Cleared Transaction function it will allow the user to do the following:

Button	Description
Import new data	Re-import the same Layout ID or Import from a different Layout ID
Enter=sync transaction	Sync the selected transaction by applying it to already written transactions in Bank Reconciliation.
Auto sync	Let the system try and automatically sync the transactions that it can from those in the ASCII file to those that already exist in your Bank Reconciliation files.
Show (unsynced/synced/all)	Display only the unsynced or synced transactions, or display all to allow for further actions, such as the Create transaction option.
Undo	Undo any synced up selections.
Create transaction	For those transactions that are not already in the Bank Reconciliation application you may use this function to create an unposted transaction, which can later be synced from the import file.
Done	Use this option to remove the connection to the import file. Any previous actions have already affected the Bank Reconciliation files.

NOTE: Syncing a transaction will automatically flag the transaction as cleared.

ACH Processing

The OSAS Banking enhancement has ACH functionality built in to the software to allow the user to accept direct debit types of payments from customers and the ability to create an ACH file for the processing of those payment types. The payables side of the software, when enhanced by the Banking application, will allow for electronic type of payments to your vendors and for the creation of the ACH file for the processing of those payments.

To use this functionality the user must:

1. Review the Bank Account setup function and be sure the appropriate flags and information are setup for that Bank Account.

For Accounts Receivable / Sales Order:

2. For AR/SO be sure that a Payment Method exists with a direct debit type.

	Period to Date	Qtr to Date	Year to Date	Last Year
Payments	206530.59	206530.59	206530.59	.00

1=Cash, 2=Check, 3=Credit Card, 4=Write Off, 5=Other, 6=Direct Debit

Company H 04/28/2009 Terminal T000 OVR

3. For AR/SO, each customer that will be using the direct debit payment method must have that payment method added to the customer file under the payment information screen.

Payment Information
 Commands Edit Modes Other Scroll Commands Help
 OK Abandon

Customer ID **ACE001** **ACE BUILDERS** **Open Invoice**
 Validate Credit Cards?
 Validate Debit Accts?

Pymt Method	Card Number	Cardholder's Name	Expires	
AMX	AmEx	XXXXXXXXXXXX0122	Ace Builders, Inc.	7/2008
MC	MasterCd	XXXXXXXXXXXX9022	Ace Builders, Inc.	9/2009
VIS	VISA	XXXXXXXXXXXX9920	Ace Builders, Inc.	4/2008

Pymt Method	Account Number	Bank Name	Routing No	
WIR	Wire	XXXXXXXX3566	Little Bank Letter	000000026

Enter = edit Append Header Next screen Prev screen Switch Goto
 Company H 04/28/2009 Terminal T000 OVR

For Accounts Payable / Purchase Order:

4. For AP/PO be sure that a Method of Payment exists with a type of electronic.

Methods of Payment
 Commands Edit Modes Other Help
 OK Abandon

Method of Payment: ACH
 Description: Voucher Usage
 Payment Type: 5 Electronic
 Bank ID: SNB001 2nd National Bank
 GL Account: 100100 CASH IN BANK - 2nd NATIONAL

1 - Cash, 2 - Check, 3 - Credit Card, 4 - Other, 5 - Electronic
 Company H 04/28/2009 Terminal T000 OVR

5. For a vendor you send payments to electronically, you will need to specify the electronic type of method of payment including the account number and the routing code for the bank.

The screenshot shows the 'Vendor Codes' window for Vendor ID BOR001, BORIS CONSTRUCTION COMPANY. The window includes a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, search, and other functions. The main area contains the following fields:

- Terms Code: AP0005
- Distribution Code: 01
- Method of Payment: ACH (Electronic Payments)
- Account Number: 52336546002450
- Routing Code: 000000039
- Vendor Class: PROD
- Payment Priority: 0
- Vendor Hold?:
- Tax Group: CA
- GL Account: (empty)
- Order Delivery: Paper
- Voucher Delivery: None
- 1099: Form Code: No form
- Recipient ID: (empty)
- Field Indic: (empty)
- Foreign Addr?:
- 2nd TIN Not?:

At the bottom, the status bar shows 'Company H', '04/28/2009', 'Terminal T000', and 'OVR'.

Accounts Receivable ACH Usage

After confirming the Setup of a Bank Account (Bank only), a Direct Debit type payment method and a direct debit card must be recorded in the customer file.

1. Enter transactions using any of the standard methods and make them as prepaid using the direct debit payment method.
2. Run the appropriate reports prior to posting.
3. Post transactions.
4. Run the Create ACH File function to create the appropriate type of ACH file.

The screenshot shows the 'Create ACH File' window. It includes a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains the following fields:

- Bank Account ID: SNB001
- Batch Number: 0000024
- Generate ACH Format: PPD
- Untransmitted:
 - Number of Receipts: 0
 - Total Receipts: .00
- Output File Name:
- Recreate from Prior ACH Run?:
- Prior ACH Date/Time Run: (empty)

At the bottom, the status bar shows 'Determining untrans mitted totals', 'Company H', '04/28/2009', 'Terminal T000', and 'OVR'.

Manually retrieve the ACH file created and send to the appropriate financial institution. By default, you will find this file in the data directory.

Accounts Payable ACH Usage

After confirming the Setup of a Bank Account (Bank only), an Electronic type method of payment, and the proper account and routing code information is recorded in the vendor file.

1. Enter invoiced transactions and on the totals screen be sure the method of payment is set to the electronic method.

NOTE: You may not use an electronic type method of payment for a prepayment.

	Current	Class	Posted	Total Invd
Taxable	2296.90		.00	2296.90
Nontaxable	.00		.00	.00
Subtotal	2296.90		.00	2296.90
Freight	.00		.00	.00
Misc	.00		.00	.00
Sales Tax	91.88		.00	91.88
Total	2388.78		2388.78	2388.78

Prepayment: .00
Discount: .00

Method of Payment: ACH

Payment Date: 05/28/2009

Payment 1: 2388.78, MOP: ACH, Due Date 1: 05/28/2009
Payment 2: .00
Payment 3: .00

2. Run the appropriate transaction reports for your records and post transactions.
3. Proceed to Pay invoice processing and be sure to include the electronic type method of payment in the selection criteria.

NOTE: If done correctly you should see a dollar amount for Vouchers to Print in the Prepare Payments log.

4. Proceed through the process of printing checks if needed, as well as vouchers.
5. Select the Create ACH File function to create your ACH file to be sent. Include in your picks the electronic type method of payment, the ACH format you wish to use and the filename, if you wish to change the default displayed.

Commands Edit Modes Other Help

Invoices Due 05/28/2009

Vendor ID From
Thru

Take Discounts Due 04/28/2009
Date on Vouchers 04/28/2009

Post to GL Period 4

Method of Payment to build ACH for ACH

Generate ACH Format PPD

ACH Output Filename:
/data/APACHFIL.H

Company H 04/28/2009 Terminal T000 OVR

NOTE: After this process you may review your ACH file if desired. If you find problems you will need to repeat the Pay Invoice process at a point that will allow you to correct the issue.

6. Finish by utilizing the Post Payments function.

Positive Pay Processing

Another feature provided when applying the Banking enhancement to your Bank Reconciliation application is the creation and transmittal of positive pay files to provide your bank information for check payment authorization. This feature is available for both the Accounts Payable and Payroll applications.

The process to implement this feature and functionality would typically be:

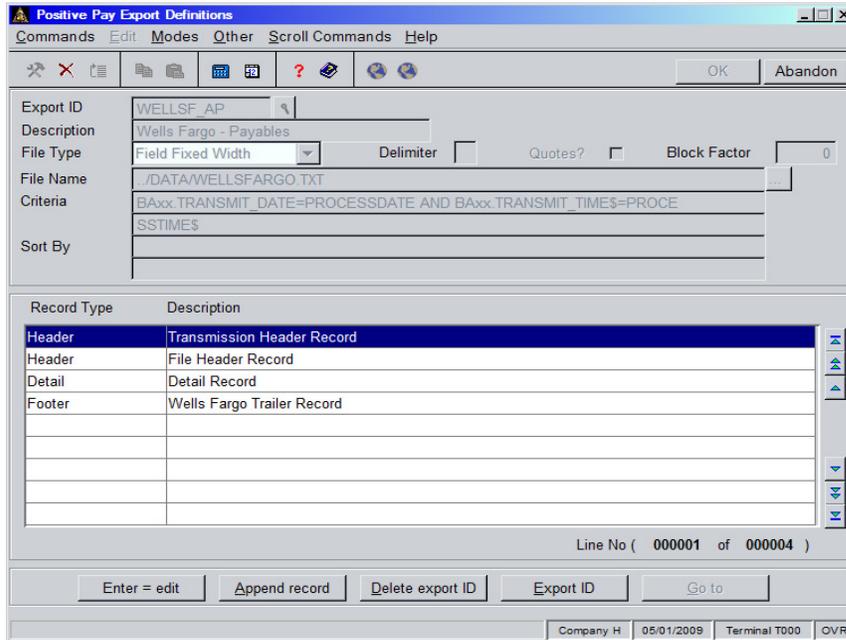
1. Get information from the bank before trying to implement that includes:
 - Minimum required information needed for file transmission.
 - Standard transmission input file specifications, defining the File Total record, the Account Total record, and the Detail records to be creates in the file.
2. Interpret the file definitions for information. This information may be bank file specific data, bank record specific data and detail record specific data information. In each type of record some of the information may originate from the bank, but most of the information will be coming from specific OSAS files. You will need to determine the location of the information before defining your file.
3. Based upon your interpretation of the file information sent from the bank, define the fields that you will use in the Positive pay export file.
4. Create the positive pay export file and define the records that will be included, adding the fields you had previously created.
5. Apply the Positive Pay export file name to the appropriate Bank Account ID.
6. After posting checks in either AP or PA use the Create Positive Pay file function to create the file desired.
7. Manually copy your export file to a location of your choosing and send the file to the bank to complete the process.

File and Field Setup

After determining all of the information that will need to be created and applied to a positive pay export file you will need to define your export file and additionally define the fields that go into the records of that file. To better understand the process review the sample setup for the **WELLSF_AP** export file (Wells Fargo).

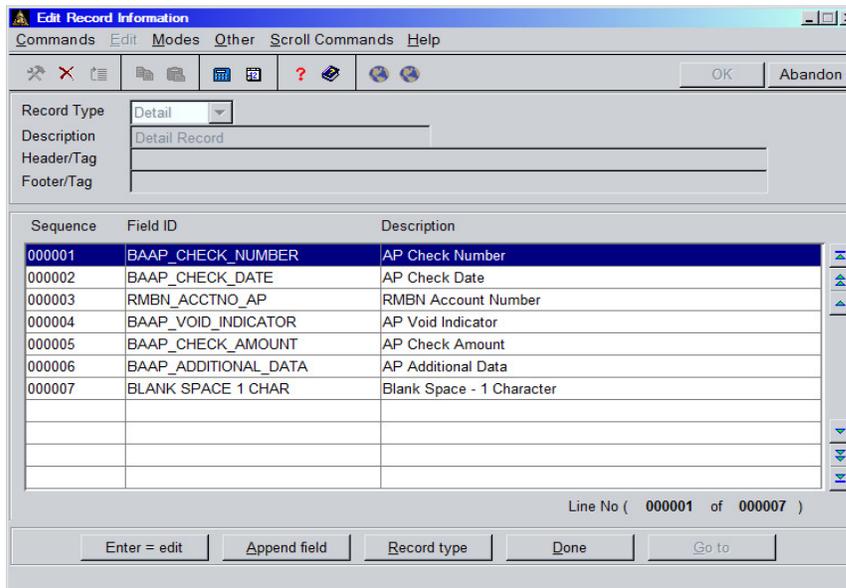
Overview:

From the File Maintenance menu in Bank Reconciliation select the **Positive Pay Export Definitions** function and select the **WELLSF_AP** using the **F2 inquiry** command.

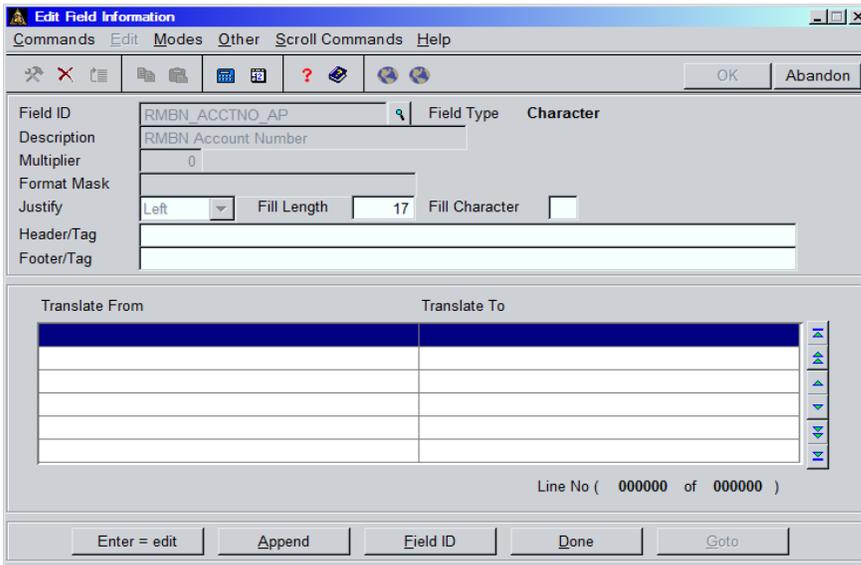


Enter the **header information** the file will require to transmit correctly. Minimally, these requirements will include a process date and time, as well as the type of file you are sending. Use the **verify command (PGDN)** to save the header information and review the detail of the file and the record type definitions (there can be more than one record type defined per file).

Select a record type and click on the **Edit button or press Enter** to view or edit the record type definition. Use the **verify command (PGDN)** to see the order of fields defined for the selected record.



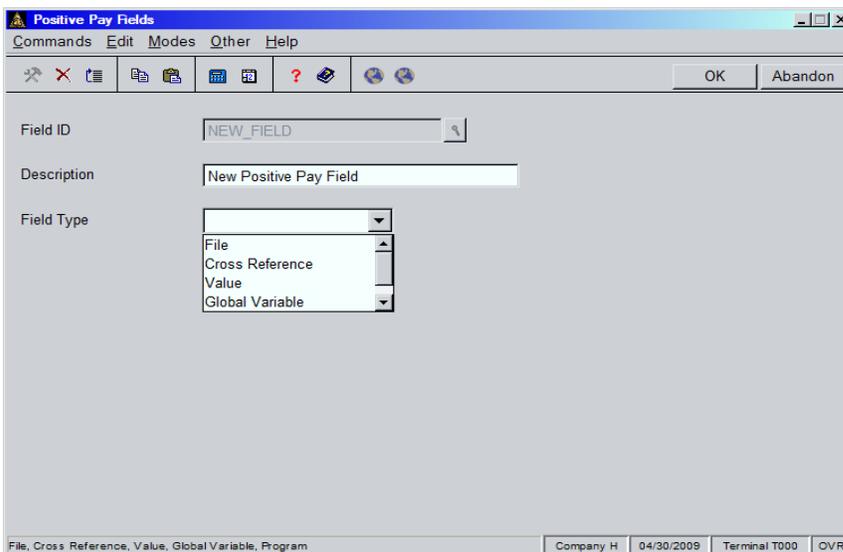
Select a sequence number and click the **Edit button** or press the **Enter key** to view or edit the field to change how it displays.



When you have completed your changes click on the **“Done” button** or press **“D”** to save the information and return to the record type definition. You can then either select another field to view or edit, or click on the **“Done” button** or press **“D”** to return back to the file definition.

Creating a Positive Pay Field:

When creating a new Positive Pay field your configuration of the field will change based upon the Field type selected.



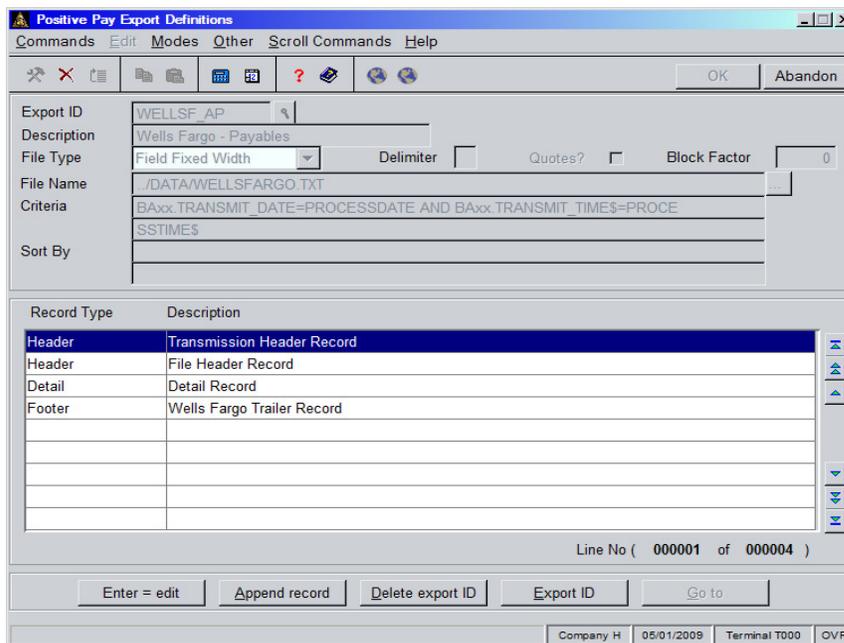
Options will include:

<p>File</p>	<p>When using this field type the user will select a valid file and additionally a field within the file to retrieve the information requested. An example of this is the BAAP_CHECK_NUMBER field.</p>
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Cross Reference	When you select this field type the software will allow the user to link 2 different fields from different files. The user may use up to 3 fields in the central file to make the cross reference to a field in the cross referenced file. See the RMBN_ROUTING_CODE_AP field as an example of this field type.
Value	In this field type the user will typically define a fixed value that will appear in the file. The user will additionally define how that value will appear in the field by specifying a mask, justification, fill characters if needed and a specific value. An example of this is the BLOCK_FILLER field.
Global Variable	For this field type the user not only will define the mask, justification, fill characters, but also they will need to define the global variable to return. Use the DETAILRECORDCOUNT field id as an example.
Program	Also built in to the program is the Program field type. Use this type to have a value returned through a process in order to populate the field in the export file. In these circumstances a program must be created and in the program RETURNVALUE = is used to process the value into the file.

After creating all of positive pay fields needed use the F7 Exit command to return to the File Maintenance menu in Bank Reconciliation.

Creating a Positive Pay Export file



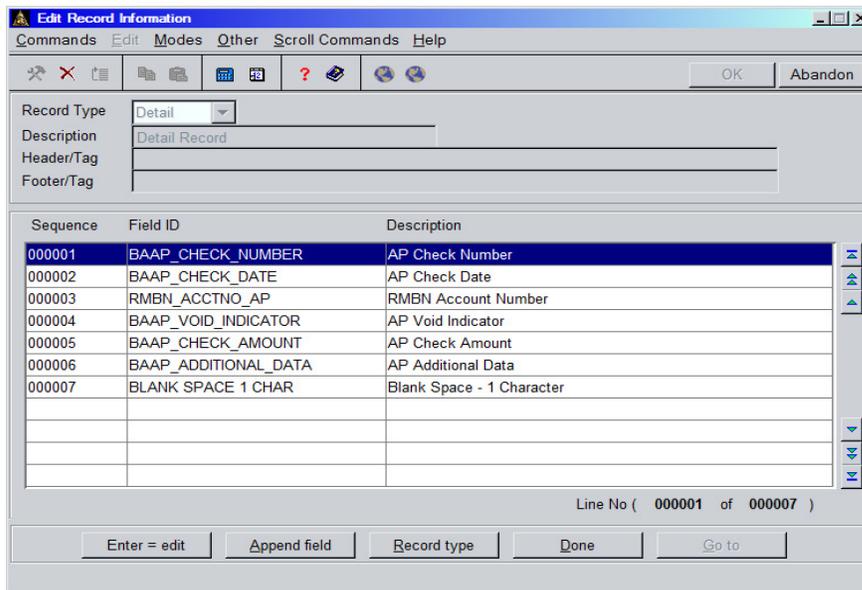
To create a positive pay export file enter the following information.

Field	Description
Export ID	Enter the Export ID to reference throughout the software. This ID is referenced in your Bank Information setup and is also referenced during the execution of the Create Positive Pay File functions in AP and PA.
Description	Enter a short description to easily recognize the bank and purpose of the export.
File Type	Enter the file type your bank requires for the positive pay file. The following types are available. Delimited – a delimiter specified by the user separates fields. If this type is used the

	<p>“Delimiter” field and “Quotes?” fields are enabled.</p> <p>Field Fixed Width – each field in the file is a fixed width and a carriage return and line feed separate each record.</p> <p>Record Fixed Width – each record in the file is of a fixed width</p> <p>XML – file is exported to an XML format.</p> <p>Block – exports file to a standard ACH Block format. Records are 94 characters long and each block has a set number of records in the block. The number of records is determined by using the “Block Factor” field, which enables when using this file type.</p>
File Name	Enter the directory path and file name to create.
Criteria	Enter the criteria for the file as defined by the user’s bank. Minimal information would include the transmission date and time.
Sort By	

Editing or Adding a Record Type

In addition to the file criteria that the bank will provide the user for file creation, they should provide the record type definitions in that file as well as the fields within each of those record types. To append or edit an existing record type, enter the following information:



Record Type	<p>Enter the record type that will be in the export file. You may create multiple records to complete your export file. The record types available are:</p> <p>Block – Use this record type only if the export file is setup as a block as well. You will only be able to assign a fill length and fill character to the detail records under this section. This is used to build blank records to block out each section of the file.</p> <p>Detail – Records of this type define the detail section of the export file. All export files must have a detail section defined in the file or it is not a valid export definition.</p> <p>Header – used to define the grouping of the data within the detail record of the export file and to set the sorts within the detail section by use of the “Group Value” field.</p> <p>Footer – Use a footer record type when you wish to group your footer total records by a specific field from the detail section of the file. Breaks will occur when the field</p>
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	specified in the footer section changes.
Description	Provide a description of the record type and the information it will contain.
Header/Footer Tags	Enter any specific XML tags that may be needed for the record display.

After entering through the appropriate Record Type header information use the **Verify (PGDN) command** to enter the detail information for this record type.

Based upon the specifics of the file definition, and the record descriptions provided by the bank append the previously created fields, in order to define the record type.

When complete click on the **“Done”** button or press **“D”** to exit back to the File definition screen.

When all of the record type definitions are in the export file definition use the **Exit (F7) command** to return to a menu.

Using Positive Pay with Accounts Payable and/or Payroll

After completion of your Positive Pay Export definition you must apply it to the Bank ID you wish to use with it. The bank ID selected must additionally, be assigned to the payment method for the checks that will be printed.

After printing your checks in either Accounts Payable or Payroll you can use the Create Positive Pay file to create your file at the location defined in the export definition.

An example of a Positive Pay Export file exists below.

0001658973	0000400207	0020869737	03032008	ACE PLUMBING SUPPLY COMPANY
0001658973	0000400208	0000021200	03032008	ATLANTIS TELEPHONE CO
0001658973	0000400209	0001708084	03032008	BORIS CONSTRUCTION COMPANY
0001658973	0000400210	0012835295	03032008	CLEVELAND INTERIORS INC
0001658973	0000400211	0000184471	03032008	ELLIS ELECTRICAL SUPPLY
0001658973	0000400212	0000005300	03032008	MINNEAPOLIS WATER DEPARTMENT
0001658973	0000400213	0001820815	03032008	PLASTICS & METAL FABRICATORS
0001658973	0000400214	0000042400	03032008	TELL & JACOBY
0001658973	0000400215	0003690359	03032008	THOMPSON HEATING &
0001658973	0000400216	0005429716	03032008	TIMBERLAND WINDOWS INC
0001658973	0000400224	0009542716	05012009	ACE PLUMBING SUPPLY COMPANY
0001658973	0000400225	0002092891	05012009	CLEVELAND INTERIORS INC
0001658973	0000400226	0000286745	05012009	EDDY APPLIANCE CO
0001658973	0000400227	0000053000	05012009	HENNEPIN MUNICIPAL UTILITIES
0001658973	0000400228	0001319700	05012009	JOHNSON DOOR COMPANY INC
0001658973	0000400229	0001212636	05012009	MTI.LWORK LUMBER & CABINETS

Additional Documentation

Setting Up a Bank Account

Beginning with Open Systems OSAS v7.52 software your system will require at least one Bank ID to be setup. The bank ID is the basic link to your CASH/CREDIT CARD accounts. It provides the users the ability to record electronic methods of payment from AR, AP, and DD using ACH files, the functionality to create and use Positive Pay files for check authentication, and import a reconciliation file for a faster reconciliation process.

Bank Account - General Information Screen

Field	Description
Bank Account ID	<p><u>You must define at least one Bank ID in your system. Enter the Bank ID you wish to create or Edit.</u></p> <p>This bank ID will be used to define a cash or credit card account to be used in other functions throughout the software. Such as Cash Receipts in AR/SO, Payment Methods in AP/PO or Calculate Checks in PA/DD.</p> <p>If you have Bank Reconciliation or Bank Reconciliation with Banking you are able to enter transactions and reconcile defined Bank IDs as a well.</p>
Type	<p><u>This field can only be accessed upon the original setup of the Bank ID.</u></p> <p>Select Bank Account for the traditional type of defining a cash bank which will provide all of the functionality of the past.</p> <p>Select Credit Card to allow for reconciling credit card payments from AP/PO. Bank account IDs flagged as a "Credit Card" type account are restricted to adjustment transactions only in Bank Reconciliation.</p>
GL Account Number	<p>Enter the GL Account associated with your Bank ID. The balance of this GL Account will be used to reconcile to your bank statements.</p>
Vendor ID	<p>Enter the Vendor ID associated with this credit card bank account. <u>AP/PO must be</u></p>

	<p><u>installed in order to define this type of Bank ID.</u></p> <p>Credit card bank accounts carry a vendor ID instead of a GL account; this vendor ID, in turn, carries a liability GL account number, the balance of which is used to reconcile against credit card statements.</p> <p>Vendors associated with credit cards should be used only for the purpose of entering transactions for payments on the credit card and for issuing checks against those transactions.</p>
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Enter the rest of the general information regarding this Bank Account ID and proceed to the Account Information screen of the Bank Account configuration.

Bank Account – Account Information Screen

Field	Description
Account Number	Enter the Account Number as referenced by your bank.
Routing Code	Enter the bank routing code.
Allow ACH Creation?	If you will be processing vouchers through Direct Deposit or through AP/PO check the box. This will also allow you access to ACH specific information on the rest of the screen.
Positive Pay Format	A banking specific field. Select the format you will be using for positive pay files. If the format is not available or needs to be changed you will need to do so in the Bank Reconciliation application.
Next Check Number	Enter the next Check number to be issued . If both AP/PO and PA/DD are being used then you must create a separate bank ID for each application, unless you are using the laser multi-purpose check form.
Next Voucher Number	Enter the next Voucher number to be issued . If both AP/PO and PA/DD are being used then you must create a separate bank ID for each application, unless you are using the laser multi-purpose

	check form.
Last ACH Posted and Batch	When converting Direct Deposit this information will be filled in, otherwise this information will be updated upon the processing your Direct Deposit file in the Direct Deposit application.
Print Field on ACH File	Enter the information you want in your ACH file for Direct Deposit. Select from the Federal Tax ID, the Company Routing Code, or the Bank Federal Reserve Code to be displayed in your ACH file. This information will be converted from previous Direct Deposit applications. If no previous DD existed, then you will need to add information to the field.
Fed. Reserve Routing Code	Enter the Federal Reserve Routing Code if your bank is a federal reserve bank.
Company Identifier Type/Number	Enter the Identifier Code your bank requires for direct deposit records. Valid choices are: 1 for the Federal Tax Employer ID number , 3 for the Employer DUNS number , and 9 if the bank requires a number of its choosing.
Include Company Offset record in ACH	This is new functionality to allow the user to remove the company offset entry in the ACH file. Check the box to include the offset record in the ACH file as was the functionality in the past. Uncheck the box if the bank does not want the offset record in the ACH file.
Security Code for File Transfer	Enter the Security Code for file transfer this is generally decided by the bank. Additionally, there is an ability to set the length of this code by entering the value in the Pad Security Code to a length of .

Enter the rest of the account information regarding this Bank Account ID as needed and proceed to the Reconciliation screen of the Bank Account configuration.

Bank Account Reconciliation Screen

Field	Description
GL Account	The GL Account that has been assigned to this Bank ID is displayed and cannot be changed on this screen.

		If you need to change this account you must do it from the General Information Screen.
GL Balance		When interfaced to General Ledger the account balance is displayed. If you wish to change the balance for this account it should be done by entering adjusting transactions through Bank Reconciliation if installed or through General Ledger.
Last Statement Balance		The Last Statement Balance should be entered into the system during the Cleared Transactions function from the Bank Reconciliation application.
Last Statement Date		This information should be entered during the Cleared Transactions function from the Bank Reconciliation application.
Last Statement Period		This information should be entered during the Cleared Transactions function from the Bank Reconciliation application.
Reconciliation File Format		This is a Banking enhanced field only and is optional. Before entering the information the user would go through the Reconciliation Import .